



TRAFFORD
COUNCIL

STARTING PRIMARY SCHOOL

2018 Primary School Policies and Procedures

This booklet contains information for children eligible to start school in September 2018.

September 2018

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OTHER LANGUAGES

If you need any help or advice about the services described in this booklet please ask a friend who speaks English to phone:
0161 912 5007

اذا كنت في حاجة الى مساعدة أو نصائح عن الخدمات المتبصرة في هذه
المنشورة الرجاء طلب من صديق يتكلم الانجليزية الاتصال برقم الهاتف

ARABIC

0161 912 5007

若需要諮詢或者了解本冊子里講到的任何服務項目，請
找一位會說英文的朋友幫您致電 0161 912 5007。

CHINESE

Si vous avez besoin d'aide ou des conseils concernant les services
décrits dans cette brochure, prière de demander à un ami qui parle
l'Anglais de téléphoner au 0161 912 5007.

FRENCH

આ પુસ્તકા જણાવવામાં આવેલી સેવાઓ બાબતો જે તમને સલાહ કે મદદ જોઈતી
હોય તો હૃપા કરીને આપના અંગ્રેજ બોલનાર મિત્ર ને 0161 912 5007 પર
ટેલિફોન કરવાનું કહો

GUJARATI

Jeśli potrzebujesz pomocy lub porady w sprawie usług opisanych
w tej broszurce, poproś znajomego, który mówi po angielsku aby
zatelefonował pod numer telefonu: 0161 912 5007.

POLISH

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਕਿਤਾਬਚੇ ਵਿਚ ਦੱਸੀਆਂ ਸੇਵਾਵਾਂ ਬਾਰੇ ਸਹਾਇਤਾ ਜਾਂ ਸਲਾਹ ਚਾਹੀਦੀ ਹੈ
ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਕਿਸੇ ਐਸੇ ਦੋਸਤ ਨੂੰ ਜੇ ਅੰਗ੍ਰੇਜ਼ੀ ਬੋਲਦਾ ਹੈ, ਇਸ ਨੰਬਰ ਤੇ
ਟੈਲੀਫੋਨ ਕਰਨ ਲਈ ਕਰੋ - 0161 912 5007

PUNJABI

اس کتاب پرچے میں بیان کی گئی خدمات کے متعلق اگر آپ کو کسی مشورے یا مدد کی ضرورت
ہوتا پہنچے کسی ایسے دوست کو اس نمبر پر فون کرنے کیلئے کہیں جو انگریزی بول سکتا ہو۔

URDU

0161 912 5007

INTRODUCTION

This Information Booklet outlines Trafford's policies and the arrangements for the intake of children to Trafford Primary Schools for September 2018. The procedures and rules for deciding admissions to Trafford schools apply equally to Trafford and non-Trafford resident children.

Information about all Trafford primary schools is included in this booklet in the "Alphabetical list of Primary Schools in Trafford" and gives information about each of the schools and how to apply. Trafford is responsible for admission arrangements for Community and Voluntary Controlled schools, and the governing body or trust of a voluntary aided school (a faith school) or Academy determine the admissions for these schools. The admissions policies for all Trafford primary/infant schools; Academies, Community, Voluntary Controlled and Voluntary Aided schools are included in this booklet.

We try to make sure that as many pupils as possible are offered places at one of their preferred schools, but in some instances this will not be possible. Trafford schools are extremely popular and most are oversubscribed. To maximise the likelihood of achieving a place at a local school, parents are advised to list their catchment area school(s) amongst their preferences. A place cannot be automatically reserved for your child at a catchment area school(s) as all the available places may be allocated to children who apply for a place at the school. A catchment area school is a school that gives priority to applicants that live in a defined catchment area. Faith schools may also have a catchment area but this will usually be a parish or parishes. Details of the catchment areas for faith schools are included in the relevant schools' policies which start on page 55 of this information booklet. Parents should note that places are not allocated on a "first come, first served" basis and that early application does not guarantee a place in a preferred school. Admission depends on meeting the criteria for each school; these are also detailed in this information booklet.

You can make your application online at www.trafford.gov.uk. Please read the guidance notes before you submit your application.

It is most important that you submit your application by the closing date of **15 January 2018**.

Please read the information carefully before making your application, even if you have already decided which schools you prefer, as the arrangements for admission to different primary schools in Trafford vary considerably. At all stages of the process the Admissions Team will do everything they can to provide you with further information and support.

I hope your child will have a happy and successful primary school career.

Marilyn Golding
School Admissions

PLEASE NOTE: The information in this document is for the 2018/2019 school year and is correct at the time of writing but policies are constantly kept under review and there may well be further changes within the education system which affect this policy statement arising from national legislation. In cases of doubt, contact should be made with the Trafford School Admissions Team.

STARTING PRIMARY SCHOOL

COMPULSORY SCHOOL AGE

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Trafford Council provides for the admission of all children in the September following their fourth birthday. Children who were born between 1 September 2013 and 31 August 2014, will be eligible to be admitted to a school from 1st September 2018.

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2018

Trafford residents can apply online for a reception place in any primary or infant school. To complete your application online visit the website below where you will find step by step guidance to filling in the online form: www.trafford.gov.uk/admissions

The benefits of applying online are:

- It's a quick and easy system to use
- You can apply from home, 24 hours a day, seven days a week
- There is no risk that your application will be lost in the post
- You will receive an email to confirm receipt of your application
- For on time applications, the online system will be available 24 hours a day, 7 days a week from 12 September 2017 until 15 January 2018. Any applications made after 15 January 2018 will be classed as late and will be considered after all on time applications have been processed.
- On 16 April 2018 you will be able to see the allocated school on your online account

If you do not wish to apply online, application forms (CAFs) are available to parents resident in Trafford, from Trafford primary schools and from the School Admissions Team.

Community schools and some academies have a catchment area, where resident children are given priority over other children. Copies of the maps showing the boundaries of all community, voluntary controlled schools and academies catchment areas can be viewed on Trafford's website at: www.trafford.gov.uk/communityschoolmaps Details of the catchment areas for faith schools are available from the schools direct.

A few schools share an area with a neighbouring community school and children living in such a "shared" area are considered, for admissions purposes, to live within the catchment area for both schools. Faith schools will also have a catchment area, although this will usually be based on parishes, and priority will be given to children that meet the faith criteria. Applicants for Voluntary-Aided schools, that wish to be considered under the faith criteria, should also complete a Supplementary Information Form and should provide a copy of the child's baptismal certificate to the relevant school. Supplementary forms are available from the relevant school.

Applications must be received by School Admissions by 15 January 2018 at the latest. Applications or changes received after the closing deadline will only be considered after all other applications received on time have been processed. Decisions regarding the allocation of places will be available to view on your online account on 16 April 2018. The outcome will also be posted to all applicants on 16 April 2018.

It is important that your application is received on time. Applications made online will be confirmed by email. If you do not receive an email confirmation, your application is not confirmed. If you wish to submit a paper application, an acknowledgment postcard is provided with the Application Form. Please fill in your address on the front of the postcard, don't forget to affix a postage stamp, and return it with your Application Form. Once your Form is received, the postcard will be returned to you at the address you have written on the postcard. If you do not receive the postcard back within two weeks or by the closing date of 15 January 2018, you should contact Trafford to check that your Application Form has been received. If more than one application is received for a child, Trafford will consider the Application Form received last and any earlier application will not be valid.

If you are not a Trafford resident you can still apply for a place in a Trafford school, but you must make your application to your own home authority. Your home authority is the local authority where you live and pay your council tax.

DEFERRED ENTRY

Where parents wish, they can defer the date their child is admitted to the allocated school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

THE ADMISSION OF SUMMER BORN CHILDREN

In a very few circumstances, a parent may feel that their summer born child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed, so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning Year 1.

Parents will be required to approach all the preferred schools to discuss their child's circumstances. Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form.

A Decision Panel will be constituted. The Panel will include at least 3 headteachers; this will be the headteachers from all the preferred schools and any other nominated headteachers and 2 officers from Trafford's primary Team. The Panel will consider the decision outcomes from the relevant schools and a final decision will be agreed. All schools participating in the Scheme will abide by the final decision of the Panel.

Parents will be advised of the outcome of their request by 16th April. Where the request is agreed, the application for the normal age group will be withdrawn and no place will be offered.

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16th April. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the

main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools a place will be allocated at the nearest participating school with a vacancy. Again, the parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of schools participating in the Scheme they should complain through Trafford's complaints procedure. For all other schools or academies, parents should make a complaint under the school's complaints procedure.

All Trafford schools participate in the Trafford's Scheme. Although it is the case that one admission authority cannot be required to honour a decision made by another admission authority, all participating schools agree to abide by the decision of the Panel and will consider the delayed entry application if required, in accordance with the published oversubscription criteria, for admission in the next admission round.

HOW PLACES ARE ALLOCATED AND THE REVIEW OF ALLOCATIONS

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed". This is why you are encouraged to apply for a place at more than one school. When schools are "oversubscribed" the "admissions authority" has to adopt criteria for deciding which children are to be offered the available places. The over-subscription criteria adopted by Trafford to determine admissions to all community and voluntary controlled infant and primary schools are detailed in this document. Academies and Voluntary Aided schools in Trafford have adopted their own over-subscription criteria and this is summarised in the "Academy and Voluntary-Aided Primary School Admission Policies" section on page 55 of this booklet.

Priority at Trafford community schools is given to those children resident in the catchment area. If your child is allocated a place at a school other than your catchment area school, you must understand that children living within the catchment area of that school will continue to have priority in the allocation of places, and there can be no guarantee that places will be available in the future for any younger children in your family.

Parents are advised, to avoid disappointment, to list your catchment area school, or schools, in your list of preferences. A place will not be automatically reserved for your child at the catchment area school and all the available places may be allocated to children who apply in the first round.

All available places are offered on 16 April 2018. You are strongly advised not to decline the offer without first securing a place at another school. If you do accept the offer, you can still join a Waiting List or lodge an appeal for another school, without prejudice. Vacancies are filled in a review process taking place after 29 April 2018. No places are held in reserve for later applications.

After the initial allocation of places, a number of vacancies may arise due to changed circumstances. If you wish to join waiting lists for any schools, the letter which you receive in April will tell you how to request this. Any vacancies that arise will be allocated using the same criteria as used for the initial allocation.

OVER-SUBSCRIPTION CRITERIA

Trafford schools are very popular and it is often the case that there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is “oversubscribed”. This is why parents are encouraged to apply for a place at more than one school. When schools are “oversubscribed” the “admissions authority” has to adopt criteria for deciding which children are to be offered the available places.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted.

The over-subscription criteria adopted by Trafford for admissions to all community/voluntary controlled infant, junior and primary schools are:

1. “Looked after” children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
2. Those children who live in the catchment area of the requested school, who will have a sibling attending the requested primary infant or junior school at the time of the applicant’s proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or junior school at the time of the applicant’s proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666), Royal Mail Postal Address Information may be used in some instances. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title “Starting Primary School”

If there are more applicants than can be accommodated at a school in criteria 1. to 4. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

FINAL TIE BREAK ARRANGEMENTS

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list, the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

The Draw

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person, independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part I of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope.

The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

COMMUNITY JUNIOR SCHOOLS

Trafford Community Junior Schools will admit into Year 3 all pupils from Year 2 of their partner Infant school, whose parents so wish, regardless of their published admission number. Other pupils will be admitted provided that the prospective Year 3 age group has not reached the School's published admission number. Should the School receive more applications from other infant school pupils, than can be accommodated, places will be offered in accordance with the published oversubscription criteria for community and voluntary controlled schools.

YOUR HOME ADDRESS

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the catchment area, the applicant will be regarded as living outside the catchment area and the average of the distances of the two addresses from the school will be used.

You must inform the Admissions Team immediately if you change your address, as this may change your child's priority for a particular school. Failure to advise a proposed change of address may be considered as a misleading application.

It is always assumed that you will provide the correct factual information when you apply for a school place and Trafford Council reserves the right to check the information you have submitted and may request any relevant evidence to ensure that places are correctly allocated. Trafford takes very seriously any attempt to gain an unfair advantage in the admissions process and will investigate possible fraudulent applications. **If a place is offered at a school and then it is discovered that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address) the place offered will be withdrawn and the place may be offered to another child.** It is important to note that a place may also be withdrawn even after your child has started school.

PUPILS WHO MOVE INTO/WITHIN TRAFFORD

If you change address during the offer year, (1 September 2017 to 1 September 2018) you must provide proof of residency and effective proof of the disposal of your previous home. The minimum requirement will be proof of exchange of contracts or a copy of a signed rental agreement (minimum 12 months). Trafford reserves the right to check the information and may request further evidence, at any time, to ensure that places are correctly allocated.

Applications for children who move by 15 January 2018, who have submitted an on time application, will be considered from the new address. However, where an on time application has not been submitted, applications will only be considered after all applications received by 15 January 2018 have been processed.

Applications for children who move after the 15 January 2018, will be considered in the review of allocation in May 2018, following the same criteria as used for the initial allocations.

However, you **MUST** inform the Admissions Team immediately if you change your address at any point before the start of school in September, as this may change your child's priority for a particular school. Failure to report a change of address may be considered as a misleading application.

IN YEAR TRANSFERS - PUPILS WHO MOVE INTO OR WITHIN TRAFFORD

If you move into Trafford, or you are a Trafford resident who wishes to transfer your child from one school to another, outside the normal transfer timetable, this is referred to as an "In Year" transfer. Applications can be submitted to any school or can be submitted online through Trafford's On Line Application System.

Applications for a place or places at the schools of your preference will be given full consideration by the relevant admission authority, in the light of the availability of places. Every school has a published admission number for each age group and if the number of pupils in your child's year group at the school/s of your preference, has reached that admission number, the admission authority will not agree to your request. Trafford's School Admissions Team will be able to advise on the availability of places at other schools that can accommodate your child within the published admission numbers.

Should there be more applicants for a particular school than there are places available, the available places must be offered in accordance with the published criteria.

IN YEAR TRANSFERS FOR PUPILS OF INFANT AGE

Government Regulations limit the size of infant classes (Reception, Year 1 and Year 2) to 30 pupils per school teacher. If you move into Trafford with children of infant age i.e. (Reception, Year 1 or

Year 2) your application for a place or places at the infant or primary schools of your preference will be given full consideration by the relevant admission authority, in the light of the availability of places. However, the admission authority will not be able to agree to the admission of a child if it would result in any of the infant classes at the school containing more than 30 pupils, either immediately or in the future. In these circumstances, Trafford's School Admissions Team will advise where places are available.

IN YEAR TRANSFERS FOR PUPILS OF JUNIOR AGE

If you move into Trafford with children of junior age (Years 3, 4, 5 and 6), your application for a place or places at the community junior or primary schools of your preference, will be given full consideration by the relevant admission authority, in the light of the availability of places.

NURSERY PLACES

Children are eligible for free early education starting from the term following their 3rd birthday. This means from 1 September, 1 January or 1 April after their third birthday. Children are entitled to receive free early education until the start of the term following their 5th birthday. Information on the location of nursery classes can be found with the alphabetical list of primary schools in Trafford.

Applications for admission to a nursery class should be made to the Headteacher of the school who administers admissions, in accordance with the policy adopted by the Governing Body of the School.

Please note that attendance at a nursery class attached to a primary school does not guarantee your child a place in the reception class of the school.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS

For families of service personnel with a confirmed posting to Trafford, or crown servants returning to live in Trafford from overseas, a school place will be allocated in advance of the family arriving into the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. In the event that a preferred school is oversubscribed, the advised address will be used when considering the application against the oversubscription criteria.

ABOUT YOUR RIGHT OF APPEAL

Parents have a statutory right to appeal to an Independent Appeal Panel (the Panel) against the decisions of admission authorities. Admission authorities are responsible for setting and applying a school's admission arrangements. The information provided below is a summary of the appeal process. It is not in any way designed to discourage you from appealing, since it is your legal right to do so. The information is provided to enable you to make an informed decision about whether you wish to appeal or not. If you decide to make an appeal, the admission authority must provide information on the circumstances leading to your child being refused a place.

There are two types of appeal:

PREJUDICE APPEALS

This type of appeal is heard when an admission authority refuses the admission of a child because to do so would prejudice the provision of an efficient education or the efficient use of resources for those children already allocated a place at the School. The admission authority must prove this position to the satisfaction of the Panel.

The Panel will also consider your reasons and will balance these against the factors given by the admission authority. If the Panel feels that the reasons you have given outweigh the admission authority's case then the Panel can allow your appeal.

INFANT CLASS SIZE APPEALS

The majority of appeals for reception classes in Trafford schools are Infant Class Size Appeals. This type of appeal is heard when the admission authority refuses the admission of a child because the admission of that child would contravene the Infant Class Size Regulations. The Regulations limit the size of an infant class to 30 pupils per school teacher.

An infant class size appeal can only succeed if the Panel finds that one of the following applies:

The admission of an additional child would not breach the infant class size limit of 30 children to one qualified teacher.

The child would have been offered a place if the admission arrangements had complied with admissions law or if the admission arrangements had been correctly and impartially applied

The admission authority's decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case and in light of the published admission arrangements.

FURTHER APPEALS

Appellants who have appealed unsuccessfully can apply for a place at the same school in respect of a later academic year and have a further right of appeal, if that application is unsuccessful. Appellants do not have a right to a second appeal in respect of the same school for the same academic year unless there were faults in the first appeal which may have significantly affected the outcome or where the admission authority accepted a further application because of a significant and material change in the circumstances of the parent, child or school, but has determined that the new application should also be turned down.

RELEVANT POLICIES OF THE AUTHORITY

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

How special educational needs are identified and assessed

The Education Act 1996 prescribes statutory processes for assessing children who may have special educational needs which necessitate special educational provision being made. All children whose Education, Health and Care (EHC) Plan names the school must be admitted as required by paragraph 1.6 of the School Admissions Code.

If you think that your child may have special educational needs, please discuss the matter with the Head of the school. The Head may undertake individual assessment and monitoring of your child's progress and may request advice from other agencies. The Authority's Parent Partnership Officer is someone you may find particularly helpful (telephone 0161 912 3150). You will be a partner in this process with valuable information to contribute about your child. Further information can be provided by contacting the Education Health Care (EHC) Casework Manager on 0161 912 5122. Detailed information regarding the Authority's procedures and policies with regard to Special Educational Needs can be obtained from Trafford's EHC Team on 0161 912 5157.

EDUCATION OTHER THAN AT SCHOOL

Elective Home Education

The Department for Education (DfE) use the term Elective Home Education (EHE) to describe when parents decide to provide education for their children and young people at home, instead of sending them to school. Parents can elect to home educate at any stage up to the end of compulsory school age and are required to provide efficient full-time education. Parents of pupils placed at a special school under arrangements made by the local authority, must obtain the consent from the LA to de-register the child from school. Parents who choose to educate their children at home must be prepared to take on full financial responsibility, including the cost of any public examinations.

Home Tuition

If your child is unable to attend school for a period of time owing to illness, the provision of home tuition will be considered whilst the child is of statutory school age, i.e. 5-16. If the illness is protracted, Trafford may seek additional medical information.

Hospital Teaching Service

If your child is admitted to hospital for a lengthy period, education will be provided by teachers employed at the hospital or by staff from the Home Tuition Service.

CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE

Children with English as an additional language will be supported from their first day in school by class teachers and support staff. Expert advice is also available for schools and parents from the specialist (EAL) Team based in Trafford.

Support can be provided for International New Arrivals, advanced bilingual learners, refugees and asylum seekers. Interpreters may be available for admissions and parent meetings. Further information can be provided by contacting Trafford's EAL team on 0161 911 8668 / 912 2941

GRANTS

The Authority does not assist with the purchase of school uniform.

FAIR ACCESS PROTOCOL (IN YEAR APPLICATIONS)

Where normal admission arrangements have failed, eligible pupils, who are resident in Trafford, may be referred for consideration under Trafford's Fair Access Protocol. Normal admission procedures will be deemed to have failed where a child has not achieved a place at a preferred school and cannot be allocated a place at the catchment area school or the school designated as serving the area in which they live. Normal admission procedures include the right for the parents to go to appeal to the Independent Appeals Panel.

To be eligible to be considered under the Protocol pupils must fall into one of the following categories:

Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;

Children who have been out of education for two months or more;

Children of Gypsies, Roma, Travellers, refugees and asylum seekers;

Children who are homeless;

Children with unsupportive family backgrounds for whom a place has not been sought;

Children who are carers; and

Children with special educational needs, disabilities or medical conditions (but without a statement)

Fair Access Protocol referrals are considered by Trafford's Pupil Placement Panel (PPP). The PPP will meet on a half termly basis as required. The PPP will hear evidence /submissions from relevant officers before determining the appropriate school to be allocated in each case.

TRAVEL ASSISTANCE

Children from Low Income Families

In accordance with the Education and Inspections Act 2006, children aged between 8 and 11 from low income families (defined as those whose children are entitled to free school meals or who are in receipt of the maximum level of Working Tax Credit) who are resident in Trafford will be eligible to receive travel assistance to the nearest qualifying school, where the school is more than two or less than six miles away.

Applications must be resubmitted annually. If your circumstances have changed your child may no longer be eligible to receive travel assistance.

Other Children

Trafford residents will be eligible to receive travel assistance in the following circumstances:

Children aged between 8 and 11, living 3 miles or more from the nearest available school;

Children under 8 living 2 miles or more from the nearest available school. The Council does not have a duty to provide travel assistance to children below statutory school age.

Pupils will not be entitled to a travel pass if:

- You have chosen to send your child to a school that is not the nearest school to your home.
- You have moved house within Trafford but your child continues to attend a school that is not the nearest eligible school.
- You have moved to live in Trafford but your child continues to attend a non-Trafford school.
- Your child attends an independent school as a fee payer.

JOURNEY VARIANCE VOUCHERS

A free travel pass entitles a child to make a single journey to and from school each day. However, Journey Variance Vouchers are available from the school. If authorised by the Head and endorsed with the school stamp, these vouchers allow travel pass holders to travel between home and school at other than the usual times. This is to enable the child to take part in after-school activities.

CAR MILEAGE ALLOWANCE

Parents of pupils eligible to receive a free travel pass may choose to make their own transport arrangements and can claim a car mileage refund at a rate of 45 pence per mile or the equivalent cost of the free Travel Pass, whichever is the lesser. Costs will be reimbursed termly in arrears based on the pupil's attendance at school. An application form for this allowance is available on request from the Travel Assistance Team.

ADDITIONAL INFORMATION

In all cases the measurement used will be the shortest walking distance from home to school calculated using various GIS systems as appropriate. Applications must be resubmitted annually. If your circumstances have changed, your child may no longer be eligible to receive travel assistance.

APPEALS AGAINST ELIGIBILITY FOR FREE TRANSPORT DECISIONS

In the case of a dispute over the eligibility of a pupil for free transport or transport assistance a parent or student may request a review of the Council's decision.

The request for review should be submitted to the Admissions Service Manager, Children and Young People's Service, Waterside House, Sale Waterside, Sale M33 7ZF within 20 working days of notification by the Council and should explain why the decision should be reviewed and what factors should be considered when the decision is reviewed.

Full details of the appeal process can be viewed on Trafford's website:

<http://www.trafford.gov.uk/residents/schools/school-transport/docs/All-Age-Travel-Assistance-Policy.pdf>

CONCESSIONARY FARES

If your child does not qualify for free travel within the terms of Trafford's policy, you may benefit from the range of travel concessions for young people funded by Trafford, as part of Transport for Greater Manchester (TfGM). For more information you should contact the TfGM Passes and Permits Department - telephone number 0161 244 1050. Details of all bus services operated by TfGM can be viewed on www.tfgm.com

THE SUSTAINABLE MODES OF TRAVEL STRATEGY

As required by the Education and Inspections Act (2006) Trafford's Sustainable Mode of Travel Strategy promotes sustainable travel and includes walking, cycling and public transport initiatives. It recognises the benefits of such schemes, which include less pollution, reduced school gate congestion, healthier children and increased awareness of road safety issues. Trafford Council therefore encourages parents to take their children to school by walking, cycling or public transport whenever possible. Further information is available on the Trafford website

www.trafford.gov.uk/residents/transport-and-streets/transport-and-streets.aspx

MILK, MEALS AND REFRESHMENTS

Free meals are available in all schools following application to the Authority. For information on eligibility please phone 0161 912 3265.

Information on school meals is available on Trafford's website at

<http://www.trafford.gov.uk/residents/schools/trafford-catering/free-school-meals.aspx>

DEFINITIONS

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance from home to school

For the home address the distance will be calculated from the seed point of the property. The seed point of each property is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) which are available, on request, from Trafford's School Admissions Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school represent a fixed point at each school which has been used to determine priority since 2003. These co-ordinates are listed in the Alphabetical List of Primary Schools on page 21 of this document.

Additional/supplementary forms

All parents who list their preferred schools on a Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants wishing to be considered under faith criteria of faith schools.

Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

"Looked After/Previously Looked After Children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Admission authorities must give top priority to such children and to previously looked after children, who immediately after being looked after became subject to an adoption, residence, or special guardianship order. Admission authorities for faith schools may give top priority to all such children whether or not of the faith, but they must give priority to such children of the faith before other children of the faith. Where any element of priority is given in relation to children not of the faith they must give priority to such children not of the faith above other children not of the faith"

2018 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

The Governing Bodies/Trusts of the following schools and academies are the admission authorities for the primary schools to which this scheme applies:

Acre Hall Primary School;	St Alphonsus R.C. Primary School;
All Saints' Catholic Primary School;	St Anne's C.E. Primary School;
Altrincham C.E. Primary School;	St Ann's R.C. Primary School;
Bowdon C.E. Primary School;	St Hilda's C.E. Primary School;
Elmridge Primary School;	St Hugh of Lincoln RC Primary School;
English Martyrs' R.C. Primary School;	St Hugh's Catholic Primary School;
Forest Gate Primary School;	St Joseph's Catholic Primary School;
Holy Family Catholic Primary School;	St Margaret Ward Catholic Primary;
Lime Tree Primary Academy;	St Mary's C.E. Primary (Davyhulme);
Old Trafford Community Academy;	St Mary's C.E. Primary School (Sale);
Our Lady of Lourdes Catholic Primary;	St Michael's C.E. Primary School;
Our Lady of the Rosary Catholic Primary;	St Monica's R.C. Primary School;
Partington Central Academy;	St Teresa's R.C. Primary School;
Park Road Academy Primary School;	St Vincent's Catholic Primary School.
Park Road Sale Primary School;	

Trafford is the admission authority of the following primary schools to which this scheme applies:

Barton Clough Primary School;	Oldfield Brow Primary School;
Bollin Primary School;	St Matthew's C.E. Primary School;
Broadheath Primary School;	Seymour Park Community School;
Brooklands Primary School;	Springfield Primary School;
Broomwood Primary School;	Stamford Park Infant School;
Cloverlea Primary School;	Stamford Park Junior School;
Davyhulme Primary School;	Templemoor Infant School;
Firs Primary School;	Tyntesfield Primary School;
Flixton Infant School;	Urmston Infant School;
Flixton Junior School;	Urmston Junior School;
Gorse Hill Primary School;	Victoria Park Infant School;
Heyes Lane Primary School;	Victoria Park Junior School;
Highfield Primary School;	Well Green Primary School;
King's Road Primary School;	Wellfield Infant School;
Kingsway Primary School	Wellfield Junior School;
Moorlands Junior School;	Willows Primary School;
Moss Park Infant School;	Woodheys Primary School;
Moss Park Junior School;	Woodhouse Primary School;
Navigation Primary School;	Worthington Primary School.

I. APPLICATION PROCEDURE

- i. At the beginning of the autumn term in the offer year the primary common application form (CAF) will be available to all Trafford residents who wish to apply for places in state funded primary schools for the following admission year. The CAF will be available on line at www.trafford.gov.uk, from Trafford primary schools, and on request from the Trafford Admissions Service.
- ii. An advertisement will be placed in the local press inviting parents whose children may not currently be attending a nursery class in a Trafford primary school advising them to obtain and complete the common application form.
- iii. Completed CAFs must be submitted by 15 January in the offer year.
- iv. Parents will be invited to name a minimum of 3 schools, ranked in order of preference. It will be made clear that parents should include preferences for any state funded school where they wish their child to be considered for a place.

2. EXCHANGE OF DATA WITH OTHER AUTHORITIES

- i. The LA will process the common application form and by 7 February, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area. Similarly Trafford will receive list of parents' resident outside Trafford who have expressed a preference for a Trafford maintained school.
- ii. By 21 February lists will be sent to all academies and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii. Academies and voluntary aided schools will be asked to apply their own admission criteria and to send back their lists by 7 March. The list will indicate the order in which all children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.
- iv. The LA will draw up similar lists for the community primary schools for which it is the admission authority.

3. ALLOCATION PROCEDURE

- i. By 7 March the LA will have a list for each of its maintained schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent on the CAF. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place up the list to the provisional place which has been vacated.
- ii. Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.

- iii. Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).
- iv. Where the child is resident in a different local education authority's area, Trafford will notify that authority "the home authority", by 21 March, of their determination. The home authority will send any determination granting or refusing admission to a school in a maintaining authority's area to the parent (such determination being sent on behalf of the school's governing body in any case where they are the admission authority for the school).
- v. Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA Trafford will write, on behalf of the LA or relevant admission authority.
- vi. If any Trafford resident child looks like being unplaced, Trafford LA will consider how to place that child in a school within its area having regard to any reasons expressed by the parent on the common application form for their unsuccessful preferences.
- vii. At this stage in the allocations process, any late applications or common application forms submitted after 15 January will be processed and places will be allocated in line with the published criteria.
- viii. By 31 March notification of final offers/refusals will be sent to and received from other LAs.
- ix. By 31 March Trafford LA sends the schools it maintains the final lists of pupils to be offered places and notifies the home authorities of the final determination.
- x. On 16 April - Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

4. REVIEW PROCESS

- i. The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 29 April. The acceptance of all places will be co-ordinated by Trafford LA. Parents will be invited to apply, direct to Trafford LA, for any vacancies that may arise, by 29 April. Lists of applicants will be sent to other LAs, where the school is in another area and to voluntary aided schools within Trafford by 6 May. Voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by 13 May.
- ii. At this stage in the review process, any applications received after the closing date of 29th April will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii. On 20th May - Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 10th June.

iv. Applications for vacancies or late applications received after 29th April will be considered in relation to the number of available vacancies. Where vacancies exist at a preferred school the highest available preference will be offered. Where more applications have been received for the places available the relevant admission authority will apply the admission criteria and advise the LA where places can be offered.

v. Further allocations will be made where possible on the following dates:

27 June or next working day - closing date for acceptance 14 days from date of offer.

22 July or next working day - closing date for acceptance 14 days from date of offer.

Where places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.

vi. Applications received after 20 July will be passed to the relevant admission authority for consideration after 1st September.

5. **RIGHT OF APPEAL**

Where an offer of a place at a preferred school cannot be made parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to on time applications must be heard within 40 school days of the deadline for lodging the appeal.

6. **WAITING LISTS**

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

The LA will maintain waiting lists for all oversubscribed community and voluntary controlled schools.

7. **IN YEAR APPLICATIONS**

Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.

Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority must, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place.

Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year CAF. Any applications received by the LA for own admission authority schools will be forwarded to the relevant admission authority for consideration. Early applications received for admission to community or voluntary controlled schools in the next admission year will be considered after 6th July in the current year. Early applications received for community or voluntary controlled schools after 20th July will be considered after 1st September.

TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS

Common application forms will be available to Trafford residents applying for places in maintained primary schools during the autumn term (offer year). CAFs will be available on line, from Trafford nurseries and primary schools and by telephoning the Trafford School Admissions Team.

Where any published date is not a working day, the next working day will apply

Closing date for the submission of applications.

15 JANUARY

LAs exchange lists of preferences expressed for schools in their areas.

7 FEBRUARY

LA sends applications to academies/voluntary aided primary schools.

21 FEBRUARY

Academies/voluntary aided primary schools to return ranked data.

7 MARCH

LAs exchange data on potential offers.

21 MARCH

LAs confirm acceptance or refusal of potential offers by

31 MARCH

Lists to primary schools by

31 MARCH

Offers made to all parents by home LA.

16 APRIL

Closing date for acceptance of offers.

29 APRIL

TRAFFORD SCHOOLS DIRECTORY

SCHOOL:
HEADTEACHER:
ADDRESS:

Acre Hall Primary School
Mrs A White
Irlam Road
Flixton
Manchester
M41 6 NA

TELEPHONE:
EMAIL:
WEBSITE:

0161 748 4356
admin@acrehall.trafford.sch.uk
www.acrehall.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 373877, 394656 (used to calculate the distance to school)

GENDER: Mixed

CATEGORY: Academy

AGE RANGE: 4-11

TYPE: Primary

2018 ADMISSION NUMBER: 45

2017 APPLICATIONS: 59

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 230

SCHOOL:
HEADTEACHER:
ADDRESS:

All Saints' Catholic Primary School
Mrs A Fagan
Cedar Road
Sale
Cheshire
M33 5NW

TELEPHONE:
EMAIL:
WEBSITE:

0161 962 1288
allsaints.admin@trafford.gov.uk
www.allsinats.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 376764, 392694 (used to calculate the distance to school)

GENDER: Mixed

CATEGORY: Voluntary Aided

AGE RANGE: 4-11

TYPE: Primary

2018 ADMISSION NUMBER: 30

2017 APPLICATIONS: 68

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **Altrincham C.E. Primary School**
HEADTEACHER: Mr J B Inglis
ADDRESS: Townfield Road
Altrincham
Cheshire
WA14 4DS

TELEPHONE: 0161 928 7288
EMAIL: altrinchamce.admin@trafford.gov.uk
WEBSITE: www.altrinchamceprimaryschool.co.uk

SCHOOL'S CO-ORDINATES: (see the school's admission policy)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 40 **2017 APPLICATIONS:** 157
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 295

SCHOOL: **Barton Clough Primary School**
HEADTEACHER: Mr A Rae
ADDRESS: Audley Avenue
Stretford
Manchester
M32 9TG

TELEPHONE: 0161 748 7539
EMAIL: bartonclough.admin@trafford.gov.uk
WEBSITE: www.bartonclough.co.uk

SCHOOL'S CO-ORDINATES: 377778, 395622 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 60
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **Bollin Primary School**
HEADTEACHER: Mrs K M Spark
ADDRESS: Apsley Grove
Bowdon
Altrincham
WA14 3AH

TELEPHONE: 0161 928 8900
EMAIL: office@bollin.trafford.sch.uk
WEBSITE: www.bollin-primary.com

SCHOOL'S CO-ORDINATES: 375782, 386290 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 251
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: **Bowdon C.E. Primary School**
HEADTEACHER: Mrs S Martin
ADDRESS: Grange Road
Bowdon
Altrincham
WA14 3EX

TELEPHONE: 0161 928 8907
EMAIL: bowdonce.admin@trafford.gov.uk
WEBSITE: www.bowdoncs.org.uk

SCHOOL'S CO-ORDINATES: 376336, 386228 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 224
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 513

SCHOOL: **Broadheath Primary School**
HEADTEACHER: Ms K Lyde
ADDRESS: Sinderland Road
Altrincham
Cheshire
WA15 5JQ

TELEPHONE: 0161 928 4748
EMAIL: broadheath.admin@trafford.gov.uk
WEBSITE: www.broadheathprimaryschool.com

SCHOOL'S CO-ORDINATES: 376136, 389760 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 91
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 390

SCHOOL: **Brooklands Primary School**
HEADTEACHER: Mr M Copping
ADDRESS: Woodbourne Road
Sale
Cheshire
M33 3SY

TELEPHONE: 0161 973 3758
EMAIL: brooklands.secretary@traffordlearning.org
WEBSITE: www.brooklands.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 378406, 390767 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 330
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 490

SCHOOL: **Broomwood Primary School**
HEADTEACHER: Mrs L Hossen
ADDRESS: Mainwood Road
Timperley
Altrincham
WA15 7JU

TELEPHONE: 0161 912 5609
EMAIL: broomwood.admin@trafford.gov.uk
WEBSITE: www.broomwoodprimary.co.uk

SCHOOL'S CO-ORDINATES: 379499, 388371 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 40

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 348

SCHOOL: **Cloverlea Primary School**
HEADTEACHER: Mr C McConnell
ADDRESS: Green Lane North
Timperley
Altrincham
WA15 7NQ

TELEPHONE: 0161 980 8338
EMAIL: cloverleaprim.admin@trafford.gov.uk
WEBSITE: www.cloverlea.org.uk

SCHOOL'S CO-ORDINATES: 378772, 388162 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 191

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **Davyhulme Primary School**
HEADTEACHER: Mr P McDowell
ADDRESS: Canterbury Road
Davyhulme
Manchester
M41 0RX

TELEPHONE: 0161 748 3392
EMAIL: davyhulmepriary.office@traffordlearning.org
WEBSITE: www.davyhulmepriary.com

SCHOOL'S CO-ORDINATES: 376819, 395393 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 70 **2017 APPLICATIONS:** 271
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 490

SCHOOL: **Elmridge Primary School**
HEADTEACHER: Mr M Edmundson
ADDRESS: Wilton Drive
Hale Barns
Altrincham
WA15 0JF

TELEPHONE: 0161 980 4941
EMAIL: elmridge.admin@elmridge.trafford.sch.uk
WEBSITE: www.elmridge.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 379397, 385625 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 101
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: English Martyrs' R.C. Primary School
HEADTEACHER: Mrs C Partington
ADDRESS: Wycliffe Road
Urmston
Manchester
M41 5AH

TELEPHONE: 0161 748 7257
EMAIL: admin@englishmartyrs.trafford.sch.uk
WEBSITE: www.englishmartyrs.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 376266, 394746 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 81

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: Firs Primary School
HEADTEACHER: Mrs N Hitchcock
ADDRESS: Firs Road
Sale
Cheshire
M33 5EL

TELEPHONE: 0161 973 7350
EMAIL: firs.admin@trafford.gov.uk
WEBSITE: www.firsprimary.co.uk

SCHOOL'S CO-ORDINATES: 376716, 391911 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 71

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 359

SCHOOL: **Flixton Primary School**
HEADTEACHER: Mr J Redmond
ADDRESS: Delamere Road
Flixton
Manchester
M41 5QL

TELEPHONE: 0161 748 5141
EMAIL: admin@flixtongjuniorschool.co.uk
WEBSITE: www.flixton-junior.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 374912, 395041 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 196

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 428

SCHOOL: **Forest Gate Academy**
HEADTEACHER: Mr P Heath
ADDRESS: Daniel Adamson Avenue
Partington
Manchester
M31 4PN

TELEPHONE: 0161 775 4356
EMAIL: office@forestgateacademy.co.uk
WEBSITE: www.forestgateacademy.co.uk

SCHOOL'S CO-ORDINATES: 370787, 391149 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 57

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 254

SCHOOL:
HEADTEACHER:
ADDRESS:

Gorse Hill Primary School
Ms L Bates
Burleigh Road
Stretford
Manchester
M32 0PF

TELEPHONE:
EMAIL:
WEBSITE:

0161 865 1209
gorsehillprimary.office@traffordlearning.org
www.gorsehill.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 380304, 395552 (used to calculate the distance to school)

GENDER: Mixed

CATEGORY: Community

AGE RANGE: 4-11

TYPE: Primary

2018 ADMISSION NUMBER: 50

2017 APPLICATIONS: 72

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 375

SCHOOL:
HEADTEACHER:
ADDRESS:

Heyes Lane Primary School
Ms S Foorde
Crofton Avenue
Timperley
Altrincham
WA15 6BZ

TELEPHONE:
EMAIL:
WEBSITE:

0161 973 9850
office@heyeslane.co.uk
www.heyeslane.co.uk

SCHOOL'S CO-ORDINATES: 378465, 389954 (used to calculate the distance to school)

GENDER: Mixed

CATEGORY: Community

AGE RANGE: 4-11

TYPE: Primary

2018 ADMISSION NUMBER: 90

2017 APPLICATIONS: 264

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 630

SCHOOL: **Highfield Primary School**
HEADTEACHER: Mrs L Robertson
ADDRESS: Bridgenorth Avenue
off Bradfield Road
Urmston Manchester
M41 9PA

TELEPHONE: 0161 748 6096
EMAIL: highfield.admin@trafford.gov.uk
WEBSITE: www.highfield-primary.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 377575, 394660 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 40 **2017 APPLICATIONS:** 87
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 280

SCHOOL: **Holy Family Catholic Primary School**
HEADTEACHER: Mrs L Davison
ADDRESS: Old Hall Road
Sale
Cheshire
M33 2AJ

TELEPHONE: 0161 962 5397
EMAIL: holyfamily.admin@trafford.gov.uk
WEBSITE: www.holyfamilysalemoor.co.uk

SCHOOL'S CO-ORDINATES: 380215, 391661 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 72
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: King's Road Primary School
HEADTEACHER: Mr D Morgan
ADDRESS: King's Road
Old Trafford
Manchester
M16 0GR

TELEPHONE: 0161 881 3571
EMAIL: kingsroad.admin@trafford.gov.uk
WEBSITE: www.kingsroadschool.com

SCHOOL'S CO-ORDINATES: 381430, 395337 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 154

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 533

SCHOOL: Kingsway Primary School
HEADTEACHER: Mr I Lewis
ADDRESS: Kingsway
Davyhulme
Manchester
M41 1SP

TELEPHONE: 0161 748 1867
EMAIL: kingsway.admin@trafford.gov.uk
WEBSITE: www.kingswayprimary.co.uk

SCHOOL'S CO-ORDINATES: 377406, 395717 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 57

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 195

SCHOOL: Lime Tree Primary Academy
HEADTEACHER: Ms C Larkin
ADDRESS: Budworth Road
Sale
Cheshire
M33 2RP

TELEPHONE: 0161 973 1554
EMAIL: office@limetree.trafford.sch.uk
WEBSITE: www.limetree.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 380285, 391141 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 170

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 389

SCHOOL: Moorlands Junior School
HEADTEACHER: Miss A Kelly
ADDRESS: Temple Road
Sale
Cheshire
M33 2LP

TELEPHONE: 0161 962 5452
EMAIL: moorlands.admin@trafford.gov.uk
WEBSITE: www.moorlandsjuniorschool.com

SCHOOL'S CO-ORDINATES: 380024, 392046 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 7-11 **TYPE:** Junior

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:**

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 253

SCHOOL: Moss Park Infant School
HEADTEACHER: Ms K Butler
ADDRESS: Moss Park Road
Stretford
Manchester
M32 9HR

TELEPHONE: 0161 864 3636
EMAIL: mosssparkinf.admin@trafford.gov.uk
WEBSITE: www.mossspark-inf.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 378754, 394648 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-6 **TYPE:** Infant
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 190
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 180

SCHOOL: Moss Park Junior School
HEADTEACHER: Mrs S Nunwick
ADDRESS: Moss Park Road
Stretford
Manchester
M32 9HR

TELEPHONE: 0161 864 1710
EMAIL: mosssparkjun.admin@trafford.gov.uk
WEBSITE: www.mosssparkjun.net

SCHOOL'S CO-ORDINATES: 378781, 394648 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 7-11 **TYPE:** Junior
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:**
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 252

SCHOOL: **Navigation Primary School**
HEADTEACHER: Ms J Patterson
ADDRESS: Navigation Road
Altrincham
Cheshire
WA14 1LN

TELEPHONE: 0161 912 5937
EMAIL: admin@navigationprimary.com
WEBSITE: www.navigationprimary.com

SCHOOL'S CO-ORDINATES: 376958, 388842 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 236

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: **Old Trafford Community Academy**
HEADTEACHER: Mrs J J Stott
ADDRESS: Malvern Street
Old Trafford
Manchester
M16 9AD

TELEPHONE: 0161 912 4875
EMAIL: oldtrafford@focus-trust.co.uk
WEBSITE: www.oldtraffordcommunityacademy.co.uk

SCHOOL'S CO-ORDINATES: 382523, 396574 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 112

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 393

SCHOOL: **Oldfield Brow Primary School**
HEADTEACHER: Mr R Merrell
ADDRESS: Taylor Road
Altrincham
Cheshire
WA14 4LE

TELEPHONE: 0161 926 8646
EMAIL: oldfieldbrowps@yahoo.co.uk
WEBSITE: www.oldfield-brow.com

SCHOOL'S CO-ORDINATES: 375032, 388386 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 157

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 305

SCHOOL: **Our Lady of Lourdes Catholic Primary School**
HEADTEACHER: Mr P Gibbons
ADDRESS: Lock Lane
Partington
Manchester
M31 4PJ

TELEPHONE: 0161 775 2847
EMAIL: lourdes.admin@trafford.gov.uk
WEBSITE: www.ourladyoflourdes-primary.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 371040, 391410 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 36

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: Our Lady of the Rosary R.C. Primary School
HEADTEACHER: Miss S Molloy
ADDRESS: Davyhulme Road
Davyhulme
Manchester
M41 7DS

TELEPHONE: 0161 748 4626
EMAIL: rosary.admin@trafford.gov.uk
WEBSITE: www.ourladyrosary.co.uk

SCHOOL'S CO-ORDINATES: 376228, 395662 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 102

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: Park Road Academy Primary School
HEADTEACHER: Mrs R McKinlay
ADDRESS: Frieston Road
Timperley
Altrincham
WA14 5AP

TELEPHONE: 0161 972 4820
EMAIL: parkroadtemp.admin@trafford.gov.uk
WEBSITE: www.parkroadacademy.co.uk

SCHOOL'S CO-ORDINATES: 377390, 389998 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 279

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 295

SCHOOL: **Park Road Sale Primary School**
HEADTEACHER: Mrs C Walmsley
ADDRESS: Park Road
Sale
Cheshire
M33 1HT

TELEPHONE: 0161 973 1392
EMAIL: parkroadsale.admin@trafford.gov.uk
WEBSITE: www.parkroadsale.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 378212, 392625 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 281

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 310

SCHOOL: **Partington Central Academy**
HEADTEACHER: Ms A Edwards
ADDRESS: Central Road
Partington
Manchester
M31 4FL

TELEPHONE: 0161 775 2937
EMAIL: leannebrady@partingtoncentralacademy.co.uk
WEBSITE: www.partingtoncentralacademy.co.uk

SCHOOL'S CO-ORDINATES: 371778, 391268 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Academy

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 59

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: Seymour Park Community Primary School
HEADTEACHER: Mr A Rae
ADDRESS: Northumberland Road
Old Trafford
Manchester
M16 9QE

TELEPHONE: 0161 872 1150
EMAIL: seymour.admin@trafford.gov.uk
WEBSITE: www.seymourpark.com

SCHOOL'S CO-ORDINATES: 382013, 395769 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 84 **2017 APPLICATIONS:** 193

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 588

SCHOOL: Springfield Primary School
HEADTEACHER: Mrs C Chard
ADDRESS: Springfield Road
Sale
Cheshire
M33 1XS

TELEPHONE: 0161 973 4149
EMAIL: springfield.admin@trafford.gov.uk
WEBSITE: www.springfieldprimarysale.co.uk

SCHOOL'S CO-ORDINATES: 378761, 391944 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 418

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 509

SCHOOL: **St. Alphonsus R.C. Primary School**
HEADTEACHER: Mrs T Birds
ADDRESS: Hamilton Street
off Stretford Road
Old Trafford Manchester
M16 7PT

TELEPHONE: 0161 872 5239
EMAIL: stalphonsus.admin@trafford.gov.uk
WEBSITE: www.stalphonsus-trafford.co.uk

SCHOOL'S CO-ORDINATES: 382590, 396380 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 58

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **St. Anne's C.E. Primary School**
HEADTEACHER: Ms H Goodson
ADDRESS: Trinity Road
Sale
Cheshire
M33 3ED

TELEPHONE: 0161 973 7181
EMAIL: stannes.admin@trafford.gov.uk
WEBSITE: www.st-anne.sch.uk

SCHOOL'S CO-ORDINATES: 379582, 391558 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 103

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **St. Ann's R.C. Primary School**
HEADTEACHER: Mr J O'Brien
ADDRESS: Derbyshire Lane
Stretford
Manchester
M32 8LF

TELEPHONE: 0161 865 7705/1131
EMAIL: stannesrc.admin@trafford.gov.uk
WEBSITE: www.stannsrcprimary.co.uk

SCHOOL'S CO-ORDINATES: 379755, 394837 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 134
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: **St. Hilda's C.E. Primary School**
HEADTEACHER: Mr T Coleman
ADDRESS: Warwick Road South
Stretford
Manchester
M16 0SH

TELEPHONE: 0161 881 5466
EMAIL: office@sthildascep.co.uk
WEBSITE: www.sthildasprimary.co.uk

SCHOOL'S CO-ORDINATES: 381561, 394938 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primar
2018 ADMISSION NUMBER: 45 **2017 APPLICATIONS:** 76
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 315

SCHOOL: St. Hugh of Lincoln R.C. Primary School
HEADTEACHER: Mr M Mountcastle
ADDRESS: Glastonbury Road
Stretford
Manchester
M32 9PD

TELEPHONE: 0161 912 2906
EMAIL: sthughoflincoln.admin@trafford.gov.uk
WEBSITE: www.st-hughlincoln.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 377718, 395221 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 45 **2017 APPLICATIONS:** 88

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 310

SCHOOL: St. Hugh's Catholic Primary School
HEADTEACHER: Mr A McMorrow
ADDRESS: Park Road
Timperley
Altrincham
WA15 6TQ

TELEPHONE: 0161 962 1852
EMAIL: sthughs.admin@trafford.gov.uk
WEBSITE: www.sthughstimperley.org

SCHOOL'S CO-ORDINATES: 377854, 389615 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 269

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 630

SCHOOL: St. Joseph's Catholic Primary School
HEADTEACHER: Ms E Taylor
ADDRESS: Marlborough Road
Sale
Cheshire
M33 3AF

TELEPHONE: 0161 973 4938
EMAIL: stjosephs.admin@trafford.gov.uk
WEBSITE: www.stjosephstrafford.co.uk

SCHOOL'S CO-ORDINATES: 378928, 391764 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 196

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 450

SCHOOL: St. Margaret Ward Catholic Primary School
HEADTEACHER: Mr J Hughes
ADDRESS: Cherry Lane
Sale
Cheshire
M33 4GY

TELEPHONE: 0161 969 9852
EMAIL: stmargaretward.admin@trafford.gov.uk
WEBSITE: www.st-margaretward.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 376458, 390883 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 68

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 310

SCHOOL: St. Mary's C.E. Primary School
HEADTEACHER: Mrs A Daniel
ADDRESS: Cornhill Road
Davyhulme
Manchester
M41 5TJ

TELEPHONE: 0161 912 2728
EMAIL: stmarysdavy.admin@trafford.gov.uk
WEBSITE: www.stmarysprimarydavyhulme.co.uk

SCHOOL'S CO-ORDINATES: 375894, 395530 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 91
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: St. Mary's C.E. Primary School
HEADTEACHER: Mr W Hitchcock
ADDRESS: St. Mary's Road
Sale
Cheshire
M33 1SB

TELEPHONE: 0161 973 5030
EMAIL: stmarys.admin@trafford.gov.uk
WEBSITE: www.st-marys.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 378028, 391937 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 35 **2017 APPLICATIONS:** 137
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 245

SCHOOL: St. Matthew's C.E. Primary School
HEADTEACHER: Mr T Johnson
ADDRESS: Poplar Road
Stretford
Manchester
M32 9AN

TELEPHONE: 0161 865 1284
EMAIL: stmatthews.head@traffordlearning.org
WEBSITE: www.stmatthews.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 379122, 393825 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Controlled
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 71
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 202

SCHOOL: St. Michael's C.E. Primary School
HEADTEACHER: Ms A Drayton
ADDRESS: The Grove
Flixton
Manchester
M41 6JB

TELEPHONE: 0161 748 3669
EMAIL: stmichaels.admin@trafford.gov.uk
WEBSITE: www.st-michaels.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 374735, 394096 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 92
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: St. Monica's R.C. Primary School
HEADTEACHER: Mrs L Davies
ADDRESS: Woodsend Road South
Flixton
Manchester
M41 6QR

TELEPHONE: 0161 748 3353
EMAIL: stmonicas.admin@trafford.gov.uk
WEBSITE: www.stmonicasschoolflixtion.org.uk

SCHOOL'S CO-ORDINATES: 374120, 394502 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 45 **2017 APPLICATIONS:** 70

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 315

SCHOOL: St. Teresa's R.C. Primary School
HEADTEACHER: Mr R Parkes
ADDRESS: St. Teresa's Road
Stretford
Manchester
M16 0HZ

TELEPHONE: 0161 881 3163
EMAIL: office@saintteresas.com
WEBSITE: www.saintteresas.com

SCHOOL'S CO-ORDINATES: 381262, 395059 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 70

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: St. Vincent's Catholic Primary School
HEADTEACHER: Ms A Harrop
ADDRESS: Orchard Road
Altrincham
Cheshire
WA15 8EY

TELEPHONE: 0161 911 8040
EMAIL: admin@stvincents.trafford.sch.uk
WEBSITE: www.stvincents.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 377305, 388188 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Voluntary Aided

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 90 **2017 APPLICATIONS:** 210

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 630

SCHOOL: Stamford Park Infant School
HEADTEACHER: Mrs McDowell
ADDRESS: Cedar Road
Hale
Altrincham
WA15 9JB

TELEPHONE: 0161 928 4040
EMAIL: stamfordparkinf.admin@trafford.gov.uk
WEBSITE: www.stamfordparkinfantschool.co.uk

SCHOOL'S CO-ORDINATES: 377457, 387335 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-6 **TYPE:** Infant

2018 ADMISSION NUMBER: 70 **2017 APPLICATIONS:** 265

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: **Stamford Park Junior School**
HEADTEACHER: Mrs C Downing
ADDRESS: Cedar Road
Hale
Altrincham
WA15 9JB

TELEPHONE: 0161 928 3608
EMAIL: stamfordparkjun.admin@trafford.gov.uk
WEBSITE: www.spjs.org.uk

SCHOOL'S CO-ORDINATES: 377428, 387335 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 7-11 **TYPE:** Junior
2018 ADMISSION NUMBER: 70 **2017 APPLICATIONS:**
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 280

SCHOOL: **Templemoor Infant and Nursery School**
HEADTEACHER: Mr S Hodgson
ADDRESS: Nursery Close
off Temple Road
Sale
M33 2EG

TELEPHONE: 0161 939 1622
EMAIL: templemoor.admin@trafford.gov.uk
WEBSITE: www.templemoor.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 379987, 391789 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-6 **TYPE:** Infant
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 214
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 180

SCHOOL: **Tyntesfield Primary School**
HEADTEACHER: Mrs K M Spark
ADDRESS: Alma Road
Sale
Cheshire
M33 4HE

TELEPHONE: 0161 973 4877
EMAIL: tyntesfield.admin@trafford.gov.uk
WEBSITE: www.tyntesfieldschool.co.uk

SCHOOL'S CO-ORDINATES: 377180, 390522 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 238
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: **Urmston Primary School**
HEADTEACHER: Miss F Bee
ADDRESS: Wycliffe Road
Urmston
Manchester
M41 5AH

TELEPHONE: 0161 748 4362
EMAIL: urmstoninfants.admin@trafford.gov.uk
WEBSITE: www.urmstonjuniorschool.org.uk

SCHOOL'S CO-ORDINATES: 376213, 394814 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 70 **2017 APPLICATIONS:** 200
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 495

SCHOOL: **Victoria Park Infant School**
HEADTEACHER: Miss D Vrlec
ADDRESS: Henshaw Street
Stretford
Manchester
M32 8BU

TELEPHONE: 0161 865 4778
EMAIL: victoriaparkinf.admin@trafford.gov.uk
WEBSITE: www.victoriaparkinfant.org

SCHOOL'S CO-ORDINATES: 379584, 394757 *(used to calculate the distance to school)*

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-6 **TYPE:** Infant
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 183
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 180

SCHOOL: **Victoria Park Junior School**
HEADTEACHER: Mrs J Taylor
ADDRESS: Davyhulme Road East
Stretford
Manchester
M32 0XZ

TELEPHONE: 0161 912 5005
EMAIL: victoriajunior.admin@trafford.gov.uk
WEBSITE: www.victoriaparkschool.co.uk

SCHOOL'S CO-ORDINATES: 378902, 394954 *(used to calculate the distance to school)*

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 7-11 **TYPE:** Junior
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:**
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 240

SCHOOL: Well Green Primary School
HEADTEACHER: Mrs K L Markham
ADDRESS: Briony Avenue
Hale
Altrincham
WA15 8QA

TELEPHONE: 0161 980 3976
EMAIL: wellgreen.admin@trafford.gov.uk
WEBSITE: www.wellgreenprimary.co.uk

SCHOOL'S CO-ORDINATES: 379056, 386604 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 123

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: Wellfield Infant and Nursery School
HEADTEACHER: Ms C Graham
ADDRESS: Church Lane
Sale
Cheshire
M33 5QX

TELEPHONE: 0161 962 1828
EMAIL: wellfieldinf.admin@trafford.gov.uk
WEBSITE: www.wellfieldinfants.com

SCHOOL'S CO-ORDINATES: 377558, 392529 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-6 **TYPE:** Infant

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 175

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 180

SCHOOL: **Wellfield Junior School**
HEADTEACHER: Mr A Dutton
ADDRESS: Dumber Lane
Sale
Cheshire
M33 5QX

TELEPHONE: 0161 912 3685
EMAIL: wellfieldjun.admin@trafford.gov.uk
WEBSITE: www.wellfieldjunior.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 377680, 392677 *(used to calculate the distance to school)*

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 7-11 **TYPE:** Junior

2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:**

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 240

SCHOOL: **Willows Primary School**
HEADTEACHER: Mrs K Warren
ADDRESS: Victoria Road
Timperley
Altrincham
WA15 6PP

TELEPHONE: 0161 980 7685
EMAIL: willows.admin@trafford.gov.uk
WEBSITE: www.willowstimperley.co.uk

SCHOOL'S CO-ORDINATES: 378122, 388903 *(used to calculate the distance to school)*

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 45 **2017 APPLICATIONS:** 205

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 247

SCHOOL: **Woodheys Primary School**
HEADTEACHER: Mr J Beisly
ADDRESS: Meadway
Sale
Cheshire
M33 4PG

TELEPHONE: 0161 973 4478
EMAIL: admin@woodheysprimaryschool.co.uk
WEBSITE: www.woodheys.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 377126, 390837 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 60 **2017 APPLICATIONS:** 169
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 420

SCHOOL: **Woodhouse Primary School**
HEADTEACHER: Ms J O'Connor
ADDRESS: Nursery Road
Urmston
Manchester
M41 7WW

TELEPHONE: 0161 748 5844
EMAIL: woodhouse.admin@trafford.gov.uk
WEBSITE: www.woodhouseprimaryschool.co.uk

SCHOOL'S CO-ORDINATES: 375452, 395734 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community
AGE RANGE: 4-11 **TYPE:** Primary
2018 ADMISSION NUMBER: 30 **2017 APPLICATIONS:** 94
SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 210

SCHOOL: Worthington Primary School
HEADTEACHER: Mr C Searle
ADDRESS: Worthington Road
Sale
Cheshire
M33 2JJ

TELEPHONE: 0161 973 3504
EMAIL: worthington.admin@trafford.gov.uk
WEBSITE: www.worthington-primary.trafford.sch.uk

SCHOOL'S CO-ORDINATES: 380517, 391644 (used to calculate the distance to school)

GENDER: Mixed **CATEGORY:** Community

AGE RANGE: 4-11 **TYPE:** Primary

2018 ADMISSION NUMBER: 45 **2017 APPLICATIONS:** 169

SEPTEMBER 2017 EXPECTED NUMBER ON ROLL: 305

ACADEMY AND VOLUNTARY-AIDED SCHOOLS - 2018 ADMISSION POLICIES

56	Acre Hall Primary School
58	All Saints Catholic Primary School
60	Altrincham C.E. Primary School
65	Bowdon C.E. Primary School
72	Elmridge Primary School
74	English Martyrs R.C. Primary
77	Forest Gate Academy
79	Holy Family R.C. Primary School
83	Lime Tree Primary Academy
85	Old Trafford Community Academy
86	Our Lady of Lourdes R.C. Primary School
88	Our Lady of the Rosary R.C. Primary
90	Park Road Academy Primary School
93	Park Road Sale Primary School
96	St Alphonsus R.C. Primary School
99	St Anne's C.E. Primary School
106	St Ann's R.C. Primary School
107	St Hilda's C.E. Primary School
111	St Hugh of Lincoln R.C. Primary School
113	St Hugh's Catholic Primary School
117	St Joseph's Primary School
120	St Margaret Ward Catholic Primary
123	St Mary's C.E. Primary (Davyhulme)
125	St Mary's C.E. Primary (Sale)
134	St Michael's C.E. Primary School
141	St Monica's R.C. Primary School
143	St Teresa's R.C. Primary School
147	St Vincent's Catholic Primary School

You may be required to submit a supplementary form to these schools. However, you must still list the school on your Application Form (CAF). The Governing Body of each of these schools is responsible for the admission arrangements of that school.



Acre Hall Primary School gained Academy status in July 2013 under The Dunham Trust, sponsored by Elmridge Primary School. The Governing Body is the Admissions Authority. The co-ordination of admissions arrangements is undertaken by Trafford School Admissions. The closing date for applications for 2018 is **15 January 2018**.

A child becomes of compulsory school age when he or she reaches the age of five and, where parents wish a child to attend school, the child must start school in the term following his or her fifth birthday. At Acre Hall Primary School all children may commence primary education earlier than the legal admission date through a single intake in September of children who will become 5 between 1 September and 31 August in the admission year. Applications can be submitted from the beginning of the 2017 autumn term.

Decisions regarding the allocation of places for September 2018 will be posted to parents on **16 April 2018**. Applications received after the closing deadline, 15 January 2018, will only be considered after all other applications received on time have been processed.

Oversubscription Criteria

The admission number for Acre Hall Primary School is 45 as we are a one and a half form entry school. Occasionally there are not enough places at the school to satisfy every parent who wants to send their child here. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

Where the number of applications exceeds the number of places available the following oversubscription criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order[1]. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who live in the catchment area of the requested school who will have a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the requested school.

4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way [2].

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Definitions

The following terms are defined as follows:

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school.

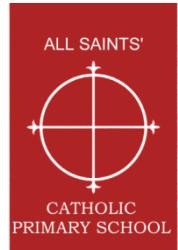
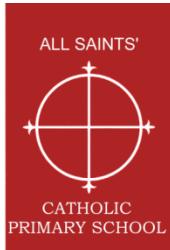
Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applications remain equally ranked and any further place is offered as the result of a further random exercise.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[2] If you are allocated a place at a school other than your catchment area school, it should be clearly understood that children living within the catchment area of that school will continue to have priority in the allocation of places, and there can be no guarantee that places will be available in the future for any younger children in your family.



All Saints' Catholic Primary School

Headteacher: Mrs AC Fagan MA NPQH

ADMISSION ARRANGEMENTS

SCHOOL YEAR 2018/19

The school's Admissions Arrangements are reviewed annually in accordance with statutory requirements and guidance. In light of the review these arrangements may subsequently change. The school will give parents a copy of the current Admissions Policy at the time of registering an interest in a place at All Saints' Catholic Primary School. It is the responsibility of prospective or interested parents to request updated copies of the admissions policy. The school's Admissions Policy is published in Trafford LA's Admissions Information Booklet for Parents. A copy of the policy can be downloaded from the school website or on request can be obtained from the school office.

All Saints' is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Education Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Education Authority. For the school's year commencing **September 2018**, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

Admissions will be made in the following priority order:

- a) "Looked After" children
- b) Baptised Catholic children of staff in the school who have, either, a) worked in the school for at least two years prior to the application for admission to the school being made and/or, b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- c) Baptised Catholic children living within the Parish with a sibling in the school at the time of admission
- d) Baptised Catholic children living within the Parish
- e) Other baptised Catholic children with a sibling in the school at the time of admission
- f) Other baptised Catholic children
- g) Parents/carers who wish their child to have a Catholic education

If there are more applications than places available in any of the above categories, priority will be given on the basis of distance from home to school, those living nearer to the school having priority. Distance from home to school is measured using an electronic mapping system. We may also check names and addresses on the local electoral register.

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses the average of the distances of the two addresses from the school will be used to calculate the child's priority for a particular school.

We assume that you will always give us the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place offered to another child.

Parents will be asked to provide evidence of their correct postal address, in addition to their child's baptismal certificate. The governing body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the Parish or a copy of a signed rental agreement (minimum 12 months) and proof of disposal of the previous home. The governing body retains the right to check on occupancy arrangements and their decision on such matters is final.

WHAT WE MEAN BY "SIBLING" A child living at the same address as part of a family unit.

NOTE: All Saints' is a very popular school and, as such, we have been required to follow our over-subscription criteria in recent years.

UNSUCCESSFUL APPLICANTS have a statutory right of appeal to an Independent Appeal Panel which is administered by the Local Education Authority.

All Saints' does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).



ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL 2018 DETERMINED ADMISSION ARRANGEMENTS

DIOCESE OF CHESTER
TRAFFORD EDUCATION AUTHORITY
ADMISSION POLICY

General Information

Our School is a Church Aided School - this means that the members of the Parish Churches of St. George, and St. Margaret have contributed towards the building of the school and continue to pay towards its upkeep. Religious Education, collective worship and the whole ethos of the school are based on the teachings of the Church of England. The Admissions Policy reflects our belief that a Church School should be seen to be an integral part of the total worshipping life of the Church in this area.

Decisions about admission to the School are made by the Governing Body, not the Head teacher or the Local Education Authority. The Governing Body publishes a brochure to give important information about our school. Please look at this carefully before applying for your child's admission.

Criteria

Where there are more applications for admission than school's admission number of 40 places the following priority order will be applied.

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents regularly **worship** (having attended at least 2 Sunday morning services a month for at least 6 months) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2.
3. Children whose parents **regularly worship** (having attended at least 2 Sunday morning services a month for at least 6 months) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.
4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission.
5. Children who live within the parish boundaries of the Altrincham churches of St. George, or St. Margaret. A map showing the boundaries of the two parishes is available from the school.
6. Other children not coming under categories 1 – 5

Where more than one application for admission fulfils the same criterion, the priority for admission will be determined by the shortest distance between the front door of the child's residence (including flats) to the main entrance of the nearest Altrincham parish church of St George, or St Margaret, measured as a direct straight line using distance provided by Trafford Council.

Notes

How do I apply for a reception place for admission in September 2018?

Applications should be made online at www.trafford.gov.uk or by completing a Common Application Form. These should be available during the autumn term of 2017 from Trafford nurseries and primary schools and from the Trafford School Admissions Team.

In order for the school to apply the oversubscription criteria to the applications it will be necessary for parents to complete the school's supplementary form. However, in accordance with the co-ordinated scheme an application for a place at Altrincham C. E. Primary School must be made to Trafford School Admissions by the closing date (tbc). The school's supplementary form should also be returned to the school by the closing date. Applications received after the closing deadline will only be considered if there are places available, after all other applications received on time have been processed.

When will I know if my child has been offered a place?

A list of all applications for reception intake in September 2018 received by Trafford will be sent to the school to rank in accordance with the published over-subscription criteria. This list will be returned to the School Admissions Team and all potential offers compared. The School Admissions Team will determine, in accordance with the order of preferences expressed by the parent, what offer will be made. Decisions regarding the allocation of reception places for September 2018 will be made and posted to parents by the Trafford School Admissions Team.

Appeals

Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel which is administered by the Local Education Authority.

In the event of an appeal against the Governor's decision, you will have 20 school days to appeal as from the date of the decision letter. This appeal must be sent in writing to the clerk of the Governors at the school.

Altrincham C. E. Primary School does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfES School Admission Appeals Code of Practice).

Although the Education act 1996 accords parents the right to withdraw their children from Religious Education and Collective Worship they cannot be withdrawn from the National Curriculum. The Christian ethos of the School permeates all aspects of the curriculum and all relationships in School.

Admission to Reception Class

There is one intake a year into the Reception Class. Children that have their fifth birthday between 1st September and 31st August will start in September.

Deferred Admission

The Schools' Admission Code states:

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age."

Summer Born Children

The School will participate in Trafford's Scheme regarding Summer Born Children.

In-Year Applications

Applications for a place at the school outside the normal admissions round will be co-ordinated by the school and will be considered in the light of availability of places. It will be necessary for parents to complete the school's supplementary application form. If there are more applicants than places available then the published over subscription criteria will apply.

Siblings

The term sibling should be taken to include half/step/adopted/foster brothers and sisters. Siblings are those living as part of a family unit at the same address.

Parents

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent to attend.

Waiting List

The Governing Body maintains a waiting list of children's names who are refused a place.

Children will be ranked in line with the criteria set out in the Admissions Arrangements. (Priority is not based upon the date of application). Where school places become vacant the Governing Bodies' Admissions Committee will fill these vacancies from the waiting list. Placing a child's name on the waiting list does not affect the parents' right of appeal against an unsuccessful application. It would be appreciated if parents would notify school when they want their child's name to be taken off the waiting list. The waiting list will be kept until the end of the autumn term.

Home Address

The home address means the address where the child normally and permanently lives, not the address of any child-carer or grandparent. In the case of parents who are separated and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

Factual Information

It is assumed that you will always give us correct factual information when you apply for a school place for your child. You should be aware that giving false information in respect of an application for admission may result in the offer of a place being withdrawn and offered to another child. Where a place is withdrawn, the application will then be considered afresh, and you will have a right of appeal if the place is refused.

Families with multiple births seeking admission

Where there are children of multiple births wishing to be admitted and the sibling is the 40th child, the Governors may admit over the infant class requirement if it is possible to do so.

Admissions September 2016

For admission in September 2016 **40** children were admitted under the following criteria

1. Looked after children / Children in Public Care	0
2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents regularly worship (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2	16
3. Children whose parents regularly worship (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.	14
4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission.	6
5. Children who live within the parish boundaries of the Altrincham churches of St. George, St. John the Evangelist or St. Margaret. A map showing the boundaries of the three parishes is available from the school.	4
6. Other children not coming under categories 1 – 5	0

**ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL,
SUPPLEMENTARY MAIN SCHOOL APPLICATION FORM 2018**

MISSION STATEMENT

"To work in partnership with parents and churches to nurture children in the Christian faith and to provide them with the best possible educational opportunities."

This church school is an integral part of the total worshipping life of the two parish churches. The whole ethos of the school is based on Christian teachings as understood by the Church of England. Please read the Admissions Policy carefully before completing the form. The information which you supply on this form will be treated as confidential to the Governors and the school. It will not be shared with any other school or outside body without your permission, except that it will be supplied to the Independent Admissions Appeals Tribunal in the event of an appeal being lodged.

Name of child: Date of Birth:

Address:

Telephone number:

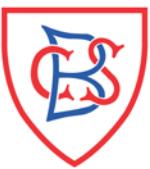
Name of parent(s) or guardian:

Address of parent(s) if different from above:

The address should be the place where the child is "normally and permanently resident".

Please indicate (by a cross) which of the following criteria, as stated on the School's Admission Policy, you wish to have considered by the School Governors.

Criteria	X
1. Looked after child / child in Public Care.	
2. Child who will have an older sibling in the school at the time of the child's admission, and whose parents regularly worship (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below. The above named parent regularly worships (attends at least two morning services each month) at:.....Church	
Supporting Clergy Signature.....Date.....	
3. Child whose parents regularly worship (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below. The above named parent regularly worships (attends at least two morning services each month) At:Church	
Supporting Clergy Signature.....Date.....	
4. Child who will have an older sibling in the school at the time of the child's admission.	
5. Child who lives within the parish boundaries of the Altrincham churches of St. George or St. Margaret. A map showing these two boundaries is available from the school.	
6. Child not coming under categories 1 – 5	
Parent signature..... Date.....	



Bowdon C.E. Primary School

Admissions Policy for September 2018



Bowdon C. E. Primary School is a Voluntary Aided School where the Governing Body is the Admissions Authority. Decisions about admission to the school are made by the School Governors, not the Local Education Authority or the headteacher. The Governors publish a prospectus to help parents to decide on their choice of schools and to give other important information about our school. Please look at this carefully before applying for admission.

As an Anglican Church Aided School, RE, collective worship and the whole ethos of the school are based on the teachings of the Christian Church. Parents who would be unwilling to support the school's Christian ethos might wish to seek a place elsewhere.

The following policy has been agreed by the Governing Body for admissions to the school after September 1st 2018 and applies to all classes at the school. The policy is published in the school prospectus and on the website and follows the latest Government legislation regarding admissions.

School Applications for September 2018

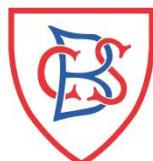
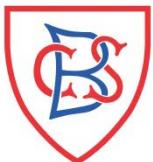
All children with birthdays from 1 September 2013 until August 2014 are eligible to be admitted in September 2018.

For admission to reception classes, parents **will need to complete two forms:**

- **Form 1** – is the Trafford Primary/Infant Application Form which is available from the school office or can be completed online (www.trafford.gov.uk/admissions) and must be received at Trafford by the date published in the Local Authority co-ordinated Admissions scheme (January 2018). This form is used to record parent's preferences and other information that will be used by Trafford to allocate places to children. The school's planned admission number is **90**.

If you include Bowdon C. E. Primary School as one of your preferences on this form your child will be added to the list which is sent to the school to be put into rank order using the agreed over-subscription policy. The school will not be told where it has been placed on the preference form and so this information will not be used in deciding the rank order. If Bowdon C of E Primary School is your preferred school, then we would recommend that you place it first on the preference form.

- **Form 2** – is the school's Additional Admissions Information Form where parents must complete all sections in order for the school to have the information required to place the applications into rank order, according to the agreed over-subscription policy. This rank order will then be used by Trafford to offer places at the school. Applications for reception children should be received by the date published in the Local Authority's co-ordinated scheme (15 January 2018).



Criteria for the Admission of Students 2018

There are 90 places available for admission in 2018. Of these, 70 places are called **Foundation Places** and give priority to those who are involved in worship or the work of a Christian church. As we serve our local community, 20 places are allocated openly and are termed **Open Places**.

Foundation Places

The Governors have designated 70 places for the children of families who are involved in worship within the Church of England or a church that is a member of Churches Together in Britain and Ireland. *⁷

People applying for Foundation Places need to complete an Additional Admissions Form, available from the school office, the school website or the Local Authority. The form should be completed, signed by a vicar, church leader or employed worker and sent directly to Bowdon C of E Primary School, Grange Road, Bowdon, Altrincham, Cheshire, WA14 3EX before the published closing date.

If there are more than 70 qualifying applicants, places will be allocated using the following criteria, stated in order of priority:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) of parents/carers fulfilling categories 5,6,7 or 8
2. Children with exceptional social and/or medical reasons and whose parents/carers fulfill categories 5,6,7 or 8 *⁴
3. Children of staff employed by the Governing Body to work 16 hours per week or more and whose parent(s)/carer(s) fulfill categories 5,6,7 or 8
4. Children with a sibling already attending the school and expected to continue at the school in the following academic year who fulfill the requirements of categories 5,6,7 or 8 *².
5. Children whose parent(s)/carer(s) is(are) committed to the religious development and lead worship in the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), or St. Mark's Dunham Massey *¹ *⁵ *⁶ *⁸ and who reside either in these parishes or within Trafford.
6. Children whose parent(s)/carer(s) is(are) involved in worship at St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), or St. Mark's Dunham Massey and who live in the catchment area of the school *³ *⁵ *⁶ *⁸
7. Children whose parent(s)/carer(s) is(are) involved in worship at St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), or St. Mark's Dunham Massey and who do not live in the catchment area of the school *³ *⁵ *⁶ *⁸ but do reside within Trafford.
8. Children whose parent(s)/carer(s) are involved in the worship of any Christian denomination *³ *⁵ *⁷ *⁸ and who reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford

Within categories 3 and 4, categories 5 and 6 will be used to order applicants. Where two or more candidates are equal considering categories 5 and 6, nearness of the home to the school will be used as a secondary measure.

Within categories 1,2,5,6, 7and 8 nearness of the home to the school will be used to order applicants, measured in a direct line from the applicant's home to the school.

Unsuccessful applicants for Foundation Places will be considered for Open Places

Open Places

The Governors have designated 20 places as Open Places, to be offered to applicants whose parents have chosen the school for the type of education it provides. Parents applying for an Open Place do so knowing that Religious Education, collective worship and the ethos of the school are based on Christian faith. Parents who would be unwilling to support the school's Christian ethos might wish to seek a place elsewhere.

If there are more than 20 applicants, places will be allocated using the following criteria, stated in order of priority:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) and whose parent(s)/carer(s) reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford
2. Children with exceptional social and/or medical reasons ^{*4} whose parent(s)/carer(s) reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford
3. Children of staff employed by the Governing Body to work 16 hours per week or more
4. Children with a sibling already attending the school and expected to continue at the school in the following academic year ^{*2} whose parent(s)/carer(s) reside either within the parishes of St. Mary's Bowdon, St. Peter's Hale (including St. Elizabeth's, Ashley), St. Mark's Dunham Massey or within Trafford
5. The nearness of the home to the school. The distance will be measured in a direct line from the applicant's home to the school

NOTES

INFANT CLASS SIZE LIMITS

It is the duty of Governors to comply with class size limits at Key Stage One. Parents who are not offered a place for their child have the right of appeal under the 1998 Education Act and an Independent Appeals Panel has been set up specifically for this purpose. To exercise the right of appeal contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

A list for parents wishing to express interest in a place is kept by the school for each year group throughout the academic year. If the school is asked to admit a pupil outside the normal admission round, under the Fair Access Protocol, that child may have priority over pupils on the list. For Reception places a waiting list is kept until the end of the autumn term.

A. 'IN YEAR' AND LATE APPLICATIONS will be administered by the Bowdon Church School admissions team. For 'In year' and late applications received outside the normal admissions round, if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied.

ADDRESS OF APPLICANT

The Governing Body of Bowdon C. E. Primary School reserves the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or permanent place of residence.

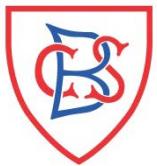
Home address refers to the child's permanent home at the proposed date of admission. 'Home' is defined as where a child wakes up in the morning before attending school. Where a child lives with parents with **equal** shared responsibility, the Governors will use the address of the parent whose residence falls within catchment, (if both residencies are in catchment, the nearest address to school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information will be used).

MULTIPLE BIRTHS

In the event of one sibling being offered a place at the school and another not because the planned admission number has been reached, each sibling would be admitted even if this goes above the admissions number of the school.

DEFERRED ENTRY

Parents must contact the headteacher on application before consideration is given to deferring their child's application to the school. In most circumstances it is in your child's best interest to start in the usual admissions round. Deferring entry will not guarantee a place in the following year's admission.



The School's Catchment Area

The school's catchment area comprises the parishes of:

St. Mary's, Bowdon,
St. Peter's Hale (including St. Elizabeth's, Ashley)
St. Mark's, Dunham Massey



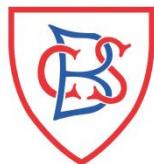
If you are unsure of whether your home is in one of these three parishes please check your postcode on <http://www.achurchnearyou.com>

Supplementary Information – Foundation Places

- *¹ Evidence of commitment to religious development of the parishes will include regular attendance at worship (averaging at least twice a month over a six month period⁺) as well as taking on roles in religious life in the parishes e.g. clergy, pastoral workers, lay minister, Bible study leaders, prayer group leaders, church wardens, children's worship leaders, youth study leaders.
⁺ In very exceptional circumstances (such as serious illness), when a family has a history of keen church involvement but has been unable to attend regularly in the preceding six months, clergy may use their discretion for this criteria.
- *² Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- *³ By involved in the worship we mean attendance at worship averaging at least twice a month for the past six months ⁺.
⁺ In very exceptional circumstances (such as serious illness), when a family has a history of keen church involvement but has been unable to attend regularly in the preceding six months, clergy may use their discretion for this criteria.
- *⁴ Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why Bowdon C. E. Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- *⁵ A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent/carer to attend.
- *⁶ People moving into the parish who are able to support their application demonstrating their commitment to leading or attending worship in their former Church can also be considered.
- *⁷ A Christian denomination is a church listed on the "Churches Together" website (www.churches-together.net).
- *⁸ It is the responsibility of parents/carers to ensure that their church attendance is recorded to be used as evidence if necessary.

The admissions policy is available at the School Office and on the School Website

www.bowdoncs.org.uk



Bowdon C of E Primary School

Additional Admissions Information Form

Please complete the following which will enable us to categorise applicants should a place become available in the relevant year group

Please contact Trafford to complete an application for a school place and then refer to the school's agreed Admissions Policy before completing this form, which is specific for this school.

A separate form should be completed for each child.

Child Information:

Child's full name.....

Date of Birth **Boy** **Girl**

Parental Details:

Name of Parent/Carer.....

Permanent address.....
.....

Post code

Email address:

Home phone no

Mobile phone no.....

Sibling at Bowdon Church School who will be in attendance at the time of the proposed admission

Is your child's primary residence within the parish of either St. Mary's Bowdon, St Peter's Hale or St. Mark's Dunham Massey?

Parent/Carer signature.....

**Those applying under criteria 3 - 8; please complete the section below
and obtain a countersignature from the Vicar/Minister of the parish:**

Place of worship.....

Name of Vicar/Priest/Faith Leader.....

Telephone number of Vicar/Priest/Faith Leader.....

- In the last six months, have you attended worship at least twice a month?

To be initialled by Vicar/Minster

- Are you leading worship?

If yes, please give details

Signature of Vicar/Minister

I confirm that all details are correct:

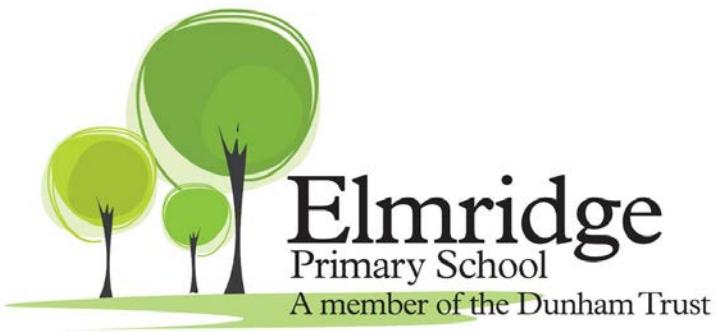
Signature of Parent/Carer

This form should be returned to: The Headteacher, Bowdon Church School
Grange Road, Bowdon, Cheshire WA14 3EX
Telephone number 0161 928 8907

Applications for Reception Classes – September 2018

In addition to completing a Trafford application form, this completed Additional Information Form for reception children should be received by the school in line with the date set by Trafford Admissions. If you enclose a stamped, self-addressed envelope we will send confirmation that we have received this form. Written acceptance of a place is necessary within 14 days of the offer being made.

Parents applying for their child to join our reception classes will also need to complete the Trafford Primary/Infant Application Form.



ADMISSION TO ELMRIDGE PRIMARY SCHOOL

Reception Applications

Please apply to your local authority for Reception places. There are no supplementary forms to complete to request a Reception place at Elmridge.

OVER-SUBSCRIPTION CRITERIA FOR ADMISSION TO THE SCHOOL

Published admission number for Reception – Y6 is 30

1. "Looked after" and previously "looked after" children (as defined in the Education Act 2002 - Admissions).
2. Those children who live in the catchment area of Elmridge who will have a sibling attending Elmridge at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of Elmridge, with a sibling attending Elmridge at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to Elmridge, calculated in a direct straight line from the child's permanent place of residence to Elmridge.

If there are more applicants than can be accommodated at Elmridge in criteria 1. to 4. places will be offered to those children in each criterion whose place of residence is nearest to Elmridge as defined in criterion 5. Children who live nearest to Elmridge, calculated as a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information.

In the case of a child living in a block of flats, co-ordinates will be obtained as above.

In Years Transfers

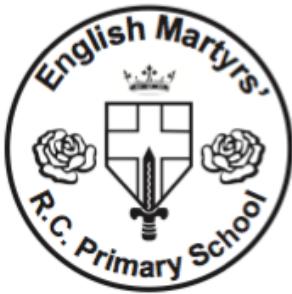
If you move into our catchment area, or you are a Trafford resident who wishes to transfer your child from another school to Elmridge, outside the normal transfer timetable, this is referred to as an “In Year” transfer.

Please complete our Application for Admission Form and return to school.

Applications for a place or places at Elmridge will be given full consideration by the School in the light of the availability of places. Our published admission number for each age group is 30 and if the number of pupils in your child’s year group at the Elmridge has reached that admission number the School will not agree to your request.

Trafford’s School Admissions Team will be able to advise on the availability of places at other schools that can accommodate your child within the published admission numbers.

Parents have a statutory right to appeal to an Independent Appeal Panel (the Panel) against the decisions of admission authorities. Admission authorities are responsible for setting and applying a school’s admission arrangements. Please contact Trafford School Admissions Team for further information.



English Martyrs' R.C Primary School

Statement of religious affiliation:

English Martyrs' is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Trafford Local Education Authority as a Voluntary Aided School.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The planned admissions number is 30.

Admission to the school will be made by the Governing Body in accordance with the stated parental preference it receives by the Local Authority, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

Criteria for admission

1. Baptised Roman Catholic Looked After Children and Previously Looked After Children
2. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and who are resident in the catchment area of English Martyrs' school within the parish of Our Lady & The English Martyrs
3. Baptised Roman Catholic children resident in the catchment area of English Martyrs' school within the parish of Our Lady & The English Martyrs
4. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and are residents outside the catchment area of English Martyrs' school
5. Baptised Roman Catholic children of staff (where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill vacant post where there is a demonstrable skill shortage.)
6. Baptised Roman Catholic children resident outside the catchment area of English Martyrs' school
7. Other Looked After Children and Previously Looked After Children
8. Other children who have a sibling attending the school at the time of admission
9. Other children

Admission Procedure

All admissions to the school are the responsibility of the Governing Body who have devolved powers to the Admissions Committee. Offers of a place can only be determined by the Admissions Committee.

The Local Authority 'Primary Admissions Booklet' is available on Trafford's website at www.trafford.gov.uk.

Parents must complete a Common Application Form and express preferences for primary school admission. All applicants will be considered by the governors at the same time, in a fair way according to the published criteria.

Each Roman Catholic applicant will be required to produce a Baptismal Certificate before 15 January.

Parents will be informed of the Governors' decision by Trafford Local Authority on 16 April. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Parents should check carefully whether they are resident within the boundaries of the catchment area of English Martyrs' School.

A map illustrating the boundaries is available for viewing in the school office.

All applicants resident in the school catchment area may be required to provide proof of address, by supplying an up-to-date utility bill or child benefit letters.

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the School cannot have classes in Key Stage One of more than 30 children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined as follows: Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS766) and Royal Mail Postal Address information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The term 'brothers and sisters' includes stepbrothers and stepsisters, foster children and children of partners living in the same household. The Governing Body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link. However, the Governing Body must comply with maximum class sizes of 30 children.

Waiting List

If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria.

Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

Appeal

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the Chair to the Governors at the School within 14 days of notification of refusal. The date of the notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panels is binding on the governors. The outcome of the appeal is binding on the parents and the Governing Body.

Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class.

Published Admission Number

The maximum number of children that the governors admission panel is allowed to admit is 30 in Key Stage 1. The governing body has set a limit to 30 per year group in Key Stage 2.

ADMISSION TO FOREST GATE ACADEMY

All applications for Reception to Year 6 must be made on your Local Authority's Common Application Form. Pupils will be admitted without reference to ability or aptitude. The number of places available for admission to Reception in September 2018 will be 30. Places will be offered by the Local Authority on 16 April 2018.

OVER-SUBSCRIPTION

Where applications for admission exceed the number of places available the following criteria will be applied.

1. 'Looked after' children, as defined by the Education Act 2004.
2. Children who will have an older sibling attending the School up to and including Year 6 at the time of the applicant's proposed admission. This includes half/step or adopted brothers or sisters, who are living at the same address as part of the same family unit. Except when the older sibling obtained a place solely because he or she was in possession of a Statement of Special Educational Needs that named Forest Gate Academy.
3. Children of staff at Forest Gate Academy who have 2 years continuous service at the time of application.
4. Children who live nearest to the School, measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the School. This will be measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666), other LA data and Royal Mail Postal Address Information.

Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

Tie Break Arrangements

In the event that following the over subscription criteria points 1 – 4 above, where two or more applicants are otherwise unable to be separated for a place at the school, this will be decided through a random draw conducted and scrutinised by a person's independent from the School and from the Children, Families and Wellbeing Directorate.

Final Tie Break Arrangements

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

NOTES

The child's home address means the address where the child normally and permanently lives on a full-time basis, not a temporary address or the address of a carer or relative.

You may be required to provide proof of residency. We assume that you will always provide us with the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place may be offered to another child.

Applications made outside the normal admission round will be considered according to the above criteria. Waiting lists will be maintained for admission to all year groups, ranked according to the above criteria.

APPEALS

Under the terms of the 1998 Education Act you have the right to appeal to an Independent Appeal Panel against any decision made by the School.

Policy for Admission to Holy Family Catholic Primary School

September 2018



Mission Statement

At Holy Family we grow, learn and succeed in the footsteps of Jesus.

Holy Family Catholic Primary School is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Local Authority. As a voluntary-aided school, the Governing Body of the school is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preference, subject to the following set of Admissions Criteria, forming a priority order where there are more applications than the school has places available.

Admissions Criteria

1. Baptised Roman Catholic looked-after children, that is, children in the care of the Local Authority and previously Look After Children.
2. Baptised Roman Catholic children who have an older sibling at the school at the time of admission.
3. Baptised Roman Catholic children who live within the boundaries of the parish of Holy Family, Sale Moor.
4. Baptised Roman Catholic children from other parishes.
5. Other looked-after children.
6. Other children who have an older sibling at the school at the time of admission.
7. Other children whose parents wish them to have a Catholic education.

NOTES

- a) If the school is named in a statement of special educational needs, the Governing Body has a duty to admit the child to the school.
- b) Parents who are unsure if they live within the boundary of the Parish of Holy Family, should consult the map held in the school office, which clearly indicates the boundary.
- c) The term "siblings" should be taken to include *half/step/ /adopted/ foster brothers or sisters, and any other children who are living at the same address as part of a family unit.*
- d) All Roman Catholic applicants must include a copy of their baptismal certificate.
- e) It is the duty of the Governors to comply with the statutory Infant class-size limit.

- f) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy (2) only. Subsequently, if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school, measured as defined by Trafford in the relevant composite prospectus.
- g) For occasional applications received outside the normal admissions round, and if places are available, then children qualifying under the published Admissions Criteria will be admitted. If there are places available but more applicants than places, then the published over-subscription criteria will be applied.
- h) If an application for admission has been turned down by the Governing Body, parents/guardians/carers can appeal to an Independent Appeals Panel. This appeal must be sent to the Clerk to the Governors at the school within 20 school days of refusal. Parents/Guardians/Carers must give reasons in writing for appealing and the decision of the Appeals Panel is binding on the Governing Body. Second and subsequent applications for admission in the same academic year will not be considered.
- i) The Governing Body Reserve the right to withdraw the offer of a school place where false evidence is received, for example in relation to Baptism, sibling connexion or place of residence.

Closing Date

The closing date for applications for Admissions in September 2018 will be in accordance with the closing date published by Trafford LA.

Registration of Interest in a place at Holy Family School 2018



Submission of this form does NOT constitute an official application.

Applications are co-ordinated by the LA in which you live.

It is essential that you also complete the Local Authority Common Application Form.

CHILD'S DETAILS

Surname	Other Names
Home Address (<i>Proof of home address must be provided if requested by the Governing Body</i>)	
Town	Post Code
Date of Birth	Gender
Religion	
Has this child been baptised into the Roman Catholic Church?	Has this child been baptised into any other Christian Church? Yes / No
Where was this child baptised? Please give the name of the church and the town.	
Please attach a copy of the Baptismal Certificate, unless this child was baptised at Holy Family Church, in which case the Parish Priest will confirm this.	
If this child is NOT a Catholic, does the parent/carer want the child to have a Catholic education? Yes / No	
Has your child attended any other Nursery/Primary school Yes/No	Name and address of Nursery/Primary school:

Child's Mother/Carer

Surname	Other Names	
Home Address		
Town	Post Code	
Telephone Numbers: Home	Business	Mobile
Email:		

(Please continue overleaf)

Child's Father/Carer

Surname	Other Names	
Home Address		
Town	Post Code	
Telephone Numbers: Home	Business	Mobile
Email:		

If you wish the Governing Body to consider your application with reference to Note (a), please tell us if this child has any medical problems.

If you wish the Governing Body to consider your application with reference to Note (b) please tell us if this child has a statement of Special Educational Needs? Yes / No

Is this child in Public Care?

Do any other members of this child's family and who live at the same address currently attend Holy Family School

If so, please give name(s) and class(es)

I/We wish to register our interest in a place at Holy Family School and confirm that I / we have read and understand the Admissions Policy.

Signed _____ Date _____

Please return Registration of Interest Form to:

Holy Family Catholic Primary School, Old Hall Road, Sale Moor, Cheshire, M33 2JA

Tel: 0161 962 5397

Trafford application form to: School Admissions, Waterside House, Sale M33 7ZF



Lime Tree Primary Academy Admissions Policy 2018-19

On 1st May 2014 Lime Tree Primary School successfully converted to academy status, and subsequently joined The Dunham Trust (a Trafford-based Multi-Academy Trust) on 1st July 2017.

Where the number of applications for Lime Tree Primary Academy exceeds the 60 places available at the School the following over-subscription criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order¹. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who live in the catchment area of the School who will have a sibling attending the requested primary, infant or partner junior school at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

3. Children who live in the catchment area of the requested school.

4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way.

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by persons independent from the Academy, and from the Children, Families and Wellbeing Directorate.

FINAL TIE BREAK ARRANGEMENTS

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

The Draw

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope. The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

Admissions Policy and Procedures

The Academy has an agreed Admission Policy which complies with the law on admissions. Admissions to Old Trafford Community Academy are managed by Trafford Local Authority. Details of the application process can be found at www.trafford.gov.uk - follow the links to school admissions.

Over-subscription criteria

Where the number of applications exceeds the number of places available, the following over-subscription criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who live in the catchment area of the academy who will have a sibling attending the academy **at the time of the applicant's proposed admission**. (This includes half/step/adopted/foster brothers or sisters, and any other children who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the academy.
4. Children who live outside the catchment area of the academy, with a sibling attending the academy **at the time of the applicant's proposed admission**. (This includes half/step/adopted/foster brothers or sisters, and any other children who are living at the same address as part of the same family unit).
5. Children who live nearest to the academy, calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way.

Admission to the reception class in September 2018

Applications must be made to Trafford local authority. Applications can be submitted from the beginning of the 2017 autumn term. **The closing date for applications for 2018 is 15th January 2018.** Decisions regarding the allocation of places for September 2018 will be posted to parents on 16th April 2018. Applications received after the closing deadline of 15/1/18 will only be considered after all other applications received on time have been processed.

In-Year admissions

Applications must be made to Trafford local authority. Applications can be made at any time. Admissions will be determined using the over-subscription criteria listed above.

Nursery admissions

Applications must be made direct to the academy. Please contact us for an application form. Please note that allocation of a nursery place does not give a child any additional priority when applying for a place in the reception class of the academy.



Our Lady of Lourdes Catholic Primary School

Our Lady of Lourdes is a Catholic Primary School situated in the Diocese of Shrewsbury and is maintained by Trafford Education Authority.

As a Voluntary Aided School the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing September 17 - August 2018, the Governing Body has set its admissions number at 30.

Admission to the school will be made by the Governing Body in accordance with stated parental preference, subject to the following set of admissions criteria, forming a priority order where there are more applications for admission than the school has places available.

1. Baptised Roman Catholic looked after children, and previously looked after children, as defined in the Education Regulations 2006.
2. Other looked after children, and previously looked after children, as defined in the Education Regulations 2006.
3. Baptised Catholic children living in the Parish of Our Lady of Lourdes (Carrington, Dunham, Partington and Warburton), who have a brother or sister attending the school at the time of admission.
4. Baptised Catholic children living in the Parish of Our Lady of Lourdes (Carrington, Dunham, Partington and Warburton).
5. Baptised Catholic children from other parishes.
6. Baptised children from other denominations.
7. Non-Catholic children who have a brother or sister at the school whose parents wish them to have a Catholic education.
8. Non-Catholic children who have attended Our Lady of Lourdes Nursery and whose parents wish them to have a Catholic education.
9. Non-Catholic children whose parents wish them to have a Catholic education.

In any of the above categories, where there are more applicants than places available, priority will be given on distance to the school.

NOTES

- a) All Baptised applicants will be required to produce evidence of baptism.
- b) All applicants will be required to produce a utility bill or proof of address. It is the duty of governors to comply with class size limits at Key Stage One.
- c) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to school. Where applications are received from Catholic and non-Catholic children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.
- d) If the Governing Body has turned down an application for admission, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors within 14 days of refusal. Parents must give reasons in writing for their appeal.

NURSERY

Admission to the Nursery Class will be made by the Governing Body in accordance with stated parental preference, subject to the following priority criteria where there are more applications for admission than the School has places available.

1. Baptised Catholic children living in the Parish of Our Lady of Lourdes who have a brother or sister in the Primary school at the time of admission.
2. Baptised Catholic children living in the Parish of Our Lady of Lourdes.
3. Baptised Catholic children from other parishes.
4. Baptised children from other denominations.
5. Non-Catholic children who have a brother or sister at the school whose parents wish them to have a Catholic education.
6. Non-Catholic children whose parents wish them to have a Catholic education.
7. Other children.

NOTES

- a) All Baptised applicants will be required to produce evidence of baptism, or on request produce baptismal certificates.
- b) All applicants will be required to produce a utility bill or proof of address.
- c) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker.

If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to school. Where applications are received from Catholic and non-Catholic children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.

- d) Completed Application Forms for the Nursery does not necessarily guarantee admission to the Nursery.
- e) Admission to the Nursery Class does not necessarily guarantee admission to the Primary School



Our Lady of the Rosary Catholic Primary School

**"A very welcoming community where
everyone feels valued and included"**

ADMISSIONS ARRANGEMENTS FOR THE SCHOOL YEAR 2018 - 2019

The school's Admissions Arrangements are reviewed annually in accordance with Statutory Requirements and Guidance. In light of the review these arrangements may subsequently change. The school's Admissions Policy is published in Trafford LEA's Admissions Information Booklet for Parents and is on the School Website (www.ourladyrosary.co.uk).

Our Lady of the Rosary RC Primary is a Roman Catholic School situated in the Diocese of Salford and is maintained by Trafford Local Education Authority. As a Voluntary Aided School the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2015 onwards, the Governing Body has set its admissions number at 30.

ALL ADMISSIONS TO THE SCHOOL is the responsibility of the Governing Body who has devolved powers to the Admissions Committee. Offers of a place can only be determined by the Committee, not by any individual Governor, irrespective of their position (e.g. Headteacher, Chair of Governors, Parish Priest). The decision is collective and only made once full and fair consideration has been given to each application.

Admissions will be made in the following priority order:

1. Baptised Roman Catholic Looked After Children and previously Looked After Children.
2. Baptised Roman Catholic Children of staff employed at Our Lady of the Rosary for two or more years at the time at which the application for admission to the school is made.
3. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and are resident in the catchment area of Our Lady of the Rosary School (Old Parish of Our Lady of the Rosary) see attached map.
4. Baptised Roman Catholic children who are resident in the catchment area of Our Lady of the Rosary School (Old Parish of Our Lady of the Rosary) see attached map.
5. Baptised Roman Catholic children who have a sibling attending the school at the time of admission and are resident in another Parish.
6. Baptised Roman Catholic children resident in another Parish.
7. Other Looked After Children and previously Looked After Children.
8. Children of staff employed at Our Lady of the Rosary for two or more years at the time at which the application for admission to the school is made.
9. Other children who have a sibling in the school at the time of admission.
10. Other children.

If there are more applications than places available in any of the above categories, priority will be

given on the basis of distance from home to school, those living nearer to the school having priority. Distance from home to school is measured in a straight line from the child's permanent place of residence to the main entrance of the school, using co-ordinates held by Trafford. We may also check names and addresses on the local Electoral Register.

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally lives on a full-time basis, not the address of any child-minder or relative.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

We assume that you will always give us the correct factual information when you apply for a school place. You should be aware that any school place that has been offered on the basis of false information may be withdrawn and the place offered to another child.

Parents will be asked to provide evidence of their correct postal address in the form of an original Council Tax Bill, Utility Bill and documentation placing the child at that address.

NOTE: Our Lady of the Rosary is a very popular school and, as such, we have been required to follow our over-subscription criteria in recent years.

Unsuccessful applicants have a Statutory Right of Appeal to an Independent Appeal Panel which is administered by the Local Education Authority.

Our Lady of the Rosary School does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application. (See DFES School Admission Appeals Code of Practice).

The school do not use a Supplementary Information Form as part of the admission procedure but if you wish your application to be considered under the Faith criteria you must submit a copy of the child's Baptismal Certificate to the school by 15th January.

SUPPORTIVE INFORMATION

1. All applicants will be considered at the same time and after the closing date for application. This date will vary slightly each year.
2. All Catholic applicants will be required to produce Baptismal Certificates before January 15th.
3. It is the duty of Governors to comply with class size limits (no more than 30 in a class).

YOUR RIGHT OF APPEAL

Under the terms of the 1998 Education Act you have the right to appeal against any decision made by the school Governing Body's Admissions Committee and an Independent Appeals Panel is set up specifically for this purpose. This appeal must be sent in writing to the Clerk of Governors at the school within 14 days (10 working days) of refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

You will be informed of the appeals procedure should your child be refused a place at the school.

SUBSEQUENT APPLICATIONS

Our Lady of the Rosary school has adopted the guidance set out in paragraph 4.83 of the Code of Practice on School Admissions Appeals issued by the Department for Education and Skills in 2003. In accordance with that Code of Practice repeat applications relating to the same academic year will not be "determined" unless there has been a significant and material change in the circumstances of the parent, child or school relevant to the further application.



PARK ROAD ACADEMY PRIMARY SCHOOL



Frieston Road, Timperley, Altrincham, Cheshire WA14 5AP

Headteachers: Miss K Hart & Mrs R McKinlay

ADMISSION ARRANGEMENTS for admission from the 2018 - 2019 Academic Year

Park Road Academy Primary School's Admissions Arrangements are reviewed annually in accordance with statutory requirements and guidance. In light of the review these arrangements may subsequently change. The Academy will give prospective parents a copy of the current Admissions Policy, on request, at the time of registering an interest in a place at Park Road Academy Primary School. It is the responsibility of prospective or interested parents to request updated copies of the Admissions Policy.

Infant/Primary School Admissions

Applications to Park Road Academy Primary School can be submitted via Trafford Admissions Department from the beginning of the 2017 autumn term.

The closing date for applications for 2018 is **15 January 2018**.

Decisions regarding the allocation of places for September 2018 will be posted to parents on **16 April 2018**. Applications received after the closing deadline, 15 January 2018, will only be considered after all other applications received on time have been processed.

Oversubscription Criteria

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

Park Road is an Academy Primary School. The Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements into Reception Class, for the September of the new academic year, is undertaken by Trafford Local Authority. For the school's year commencing September 2018, the Governing Body has set its planned admissions number (PAN) at 30 pupils per year group.

Admissions to the School will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

Admissions will be made in the following priority order:-

1. 'Looked after' children including previously looked after children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989). A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement orders or special guardianship order.

2. Those children who live in the catchment area of Park Road Academy Primary School who will have a sibling attending Park Road Academy Primary School **at the time of the applicant's proposed admission** (including half/step/adopted/foster brothers or sisters, and any other children who are living at the same address as part of the same family unit).
3. Children who live outside the catchment area of Park Road Academy Primary School, with a sibling attending Park Road Academy Primary School **at the time of the applicant's proposed admission** (including half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
4. Those children who live in the catchment area of Park Road Academy Primary School.
5. Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the school, measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same manner. The co-ordinates that will be used for Park Road Academy Primary School are X - 377390; Y - 389998.

If there are more applications than places available in any of the above categories, priority will be given on the basis of distance from home to school as defined in criterion 5.

In the case of a child living in a block of flats co-ordinates will be obtained as above. Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by officers from the Local Authority.

The criteria used to determine admission refer in every case to the child's home address. This means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or relative. In the case of parents who are separated and where childcare arrangements are equally shared between two addresses the address closest from the school will be used to calculate the child's priority for Park Road Academy Primary School.

We assume that you will always give us the correct factual information when you apply for a school place. We reserve the right to check the information you have submitted and may request any relevant evidence to ensure that places are correctly allocated. If a place is offered at a school and then it is discovered that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living at an address) the place offered will be withdrawn and the place may be offered to another child. It is important to note that a place may also be withdrawn even after your child has started school. The Governing Body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property within the catchment area or a copy of a signed rental agreement (minimum 12 months) and proof of disposal of the previous home. The governing body retains the right to check on occupancy arrangements and their decision on such matters is final.

In any case of two siblings requiring places in the same academic year group and Park

Road Academy Primary School only having one place available in that year group, the available place will be offered to the eldest child.

UNSUCCESSFUL APPLICANTS have a statutory right of appeal to an Independent Appeal Panel.

Park Road Academy Primary School does not consider repeat applications within the same academic year unless there have been significant and/or material changes in the circumstances of the parent, child or school relevant to the application (see DfE School Admission Appeals Code of Practice).



PARK ROAD SALE PRIMARY SCHOOL

School Admissions for the school year 2018-2019

Park Road Sale Primary School is an Academy Primary School. The Governing Body is the Admissions Authority. The co-ordination of admissions arrangements is undertaken by Trafford School Admissions.

The closing date for applications for admission in the academic year 2018 is 15 January 2018. A child becomes of compulsory school age when he or she reaches the age of five and, where parents wish a child to attend school, the child must start school in the term following his or her fifth birthday. At Park Road Sale Primary School all children may commence primary education earlier than the legal admission date through a single intake in September of children who will become 5 between 1 September and 31 August in the admission year. Applications can be submitted from the beginning of the 2017 autumn term. We follow the Trafford's procedure for the delayed admission of summer born children details of which are included in Trafford's Policy; Admission of Summer Born Children.

Decisions regarding the allocation of places for September 2018 will be posted to parents on 16 April 2018. Applications received after the closing deadline, 15 January 2018, will only be considered after all other applications received on time have been processed.

Oversubscription Criteria

In most years, there are not enough places at the school to satisfy every parent who wants to send their child here. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

Where the number of applications exceeds the number of places available the following over-subscription criteria will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order[1]. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who live in the catchment area of the requested school who will have a sibling attending the requested primary, infant or partner junior school at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same way [2].

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Right of Appeal

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

Definitions

The following terms are defined as below :

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the school.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applications remain equally ranked and any further place is offered as the result of a further random exercise.

Home Address

This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is outside the catchment area, the applicant will be regarded as living outside the catchment area, for the purpose of determining which category the application will be considered under, and the average of the distances of the two addresses from the school will be used for the purposes of determining priority. It is always assumed that you will

provide the correct factual information when you apply for a school place. Park Road & Trafford take very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent applications. If a place is offered at school and then it is discovered that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the place offered will be withdrawn and the place may be offered to another child. A place may also be withdrawn even after your child has started school.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.
[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[2] If you are allocated a place at a school other than your catchment area school, it should be clearly understood that children living within the catchment area of that school will continue to have priority in the allocation of places, and there can be no guarantee that places will be available in the future for any younger children in your family



St Alphonsus RC Primary School

For the school year commencing September 2018, the governing body has set its planned admissions number at 30

Admissions Policy

St Alphonsus RC Primary is a Roman Catholic School situated in the Diocese of Salford and is maintained by Trafford Local Authority. As a Voluntary Aided Primary School the school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

Admission to the school will be made by the Governing Body in accordance with the stated parental preference it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Baptised Roman Catholic who are in public care or have been previously looked after.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the parish of St Alphonsus.
3. Other baptised Roman Catholic children who are resident in the parish of St Alphonsus.
4. Other baptised Roman Catholic children who have a brother/sister attending the school at the time of admission and resident in another parish.
5. Other baptised Roman Catholic children resident in another parish.
6. Other children who are in public care.
7. Other children who have a brother/sister attending the school at the time of admission.
8. Other children

Notes

- a) Brothers/Sisters in this document will refer to foster children in the same family, step brothers/sisters and other children of partners

- b) All applicants will be considered at the same time and after the closing date for admissions which is determined by Trafford Local Authority. Any application received after this date will only be considered after all on time applications have been processed.
- c) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- d) Parents should check carefully whether they are resident within the parish boundaries.
- e) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in KS 1 of more than 30 children
- f) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. (**Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer BS7666 and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building).**
- g) If the Governing Body has turned down an application for admission, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk of the Governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- h) Admission arrangements to the Reception class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the governors of applicants for admission to the Reception class.
- i) Where a child lives with parents with shared responsibility, each for part of a week, the home address will be that at which the child spends the majority of the working week (Monday - Friday).



**REQUEST FOR A MAIN SCHOOL PLACE AT
ST ALPHONSUS RC PRIMARY SCHOOL**

PLEASE COMPLETE ALL SECTIONS

GENERAL INFORMATION

Surname: _____ Forenames: _____

Date of Birth: _____ Class/Year Group on admission _____

Sex M/F _____

Name(s) of other siblings currently in attendance at St Alphonsus RC PS at the time of the proposed admission

HOME ADDRESS:

POST CODE _____ HOME PHONE NUMBER _____

NAME OF PARENT/GUARDIAN 1 Mr/Mrs/Miss/Ms _____

ADDRESS OF PARENT/GUARDIAN 1

POST CODE _____

PHONE/MOBILE NUMBER _____

NAME OF PARENT/GUARDIAN Mr/Mrs/Miss/MS _____

ADDRESS OF PARENT/GUARDIAN 2

POST CODE _____ PHONE/MOBILE NUMBER _____

RELIGIOUS BACKGROUND/INFORMATION

Religious Denomination: _____

Has your child been baptised? YES/NO Date of Baptism (if applicable) _____

Church of Baptism (if applicable) _____

Baptism Certificate enclosed with this application form YES/NO



DIOCESE OF CHESTER
ST ANNE'S CHURCH OF ENGLAND AIDED SCHOOL
ADMISSION POLICY 2018 - 2019

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form and also on the School's own Supporting Information Form for those applying under criteria 3, 4 or 5.

Applications may also be made on-line by using both the common application form and the Supporting Information Form. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed by those applying under 3, 4 or 5.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority. The closing date for applications for Admission in September 2018 is 15th January.

The number of places available for admission to the Reception class in 2018/19 is 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authority and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children.

The Governing Body operates a system of equal preferences under which they consider all applicants equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places

using the following criteria, which are listed in order of priority:

1. 'Looked after children' and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children with exceptional social and/or medical reasons*¹ – See note (a)
3. A child with a sibling in the school who will still be attending the school at the time of the applicant's proposed admission. (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
4. Children whose parents or who are themselves faithful and regular worshippers in the Parish Church of St Anne's with St Francis Sale. (See notes b, c and d).
5. Children whose parents or who are themselves faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school measured in a direct straight line on the appropriate ordnance survey map from the front door of the child's permanent place of residence to the main entrance of the school. (See notes c and d).
6. Children whose parents or who are themselves faithful and regular worshippers of another Christian denomination, that is a member of Churches Together in Britain and Ireland and for whom this is the closest Church of England school measured in a direct straight line on the appropriate ordnance survey map from the front door of the child's permanent place of residence to the main entrance of the school. (See note g).
7. Children resident in the parish of St Anne's with St Francis Sale. A map showing the parish is available from the school and on the website. (See note g). The URL for the Map is: <http://www.achurchnearyou.com/sale-st-anne/>
You will need to click on “Find us” to see the boundaries of the parish.
8. Other Children.

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school to home measured in a direct straight line on the appropriate ordnance survey map from the front door to the child's permanent place of residence to the main entrance of the school. If this results in a tie break the governing body will undertake a process of random allocation using an independent body.

Notes

- (a) Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St Anne's C.E. Primary School is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- (b) By "faithful and regular" we mean attendance at a minimum of two services per month from at least the beginning of September 2017. This includes Church, Sunday school and Sunbeams held in the Church Hall on Tuesdays after school.
- (c) Parents/Guardians are responsible for ensuring their child is marked present in the relevant attendance register.
- (d) Where a family have recently moved into the area then evidence of a similar commitment to a previous church will be required.
- (e) The Supporting Information Form will need to be signed by your minister or other church officer will be required as proof of attendance. See appendix 1
- (f) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- (g) A map showing the boundaries is available from the school and on the website.

Admissions' criteria:

For the academic year 2015/2016 the school was not able to admit all pupils who applied for admission, we received one appeal. We also had to instigate a waiting list.

The number of children admitted to the school under each category was as follows:

1. Children in care – 1
2. Children with exceptional social/or medical reasons - 1
3. Children who have a sibling in school who will still be attending school the following year – 12
4. Children whose parents are faithful and regular worshippers in the Parish Church of St Anne's with St Francis Sale – 8

5. Children whose families are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school measured in a direct straight line on the appropriate ordnance survey map from the front door of the child's permanent place of residence to the main entrance of the school. – 0
6. Children whose families are faithful and regular worshippers of another Christian denomination, that is a member of Churches Together in Britain and Ireland and for whom this is the closest Church of England school measured in a direct straight line on the appropriate ordnance survey map from the front door of the child's permanent place of residence to the main entrance of the school. – 2
7. Children resident in the parish of St Anne's with St Francis Sale. A map showing the parish is available from the school. – 6
8. Other Children. - 0

Waiting List

Where we have more applications than places, the admissions' criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admission criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area at a later date to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the end of the autumn term.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time –of application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. a recent utility bill. Where

there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Deferred admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application or year 1 or a new application for reception in the following year. An application forms should be filled in for the current admission process at the same time as any request to 'back class/ to reception in the following year. The decision will be made taking into account information from the parents and headteacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

In Year admissions

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published over subscription criteria will be used. In Year and late applications will be considered by the Headteacher in conjunction with the Governing Body.

In all cases parents will be asked to fill in an application form and will receive a written response. If unsuccessful they will be informed of their right to appeal.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

Parents should notify Trafford Legal and Democratic Services within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Multiple births

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so'.

St Anne's CE Primary School Supplementary form

Name of child:

Surname	Christian names
Date of birth	Boy <input type="checkbox"/> Girl <input type="checkbox"/>

Name of Parent/guardian

Address

Post code

Telephone Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of
worship

Address **(Is the church a member of Churches together in Britain and Ireland.)**

Name of vicar / priest / minister / faith leader /church officer

Address

Post
code

Telephone

Worship attendance:

Please tick if you have attended a minimum of two services per month for at least three months prior to the closing date for applications as in criteria 4,5 and 6

By "faithful and regular" we mean attendance at a minimum of two services per month from at least the beginning of September 2016 prior to the closing date for applications. This includes Church and Sunday school at 10.30am on Sundays and Sunbeams held in the Church Hall on Tuesday after school.

Signed as confirmation (by incumbent or other church officer):

Name:

Position:

* All applications made under criteria 4 should be handed into the school office.



St. Ann's R.C. Primary School

St. Ann's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Trafford Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2017, the Governing Body has set its planned admissions number at 60.

Admission to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applicants for admissions than the school has places.

1. Baptised Catholic Looked After and previously Looked After Children.*
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
3. Other baptised Roman Catholic children who are resident in the parish of St. Ann's.
4. Other baptised Roman Catholic children resident in another parish.
5. Other Looked After Children and previously Looked After Children.*
6. Other children who will have a brother or sister attending the school at the time of admission.
7. Other children.

*A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of the Social Services functions under section 22 (1) of the Children Act 1989. A Previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

If there are more applicants that can be accommodated in any of the above categories places will be offered to those children in each category who live nearest to the school measured in a straight line on an appropriate Ordnance Survey Map from the front door of the child's home to the main entrance of the school.

The School does not use a Supplementary Information Form as part of the admission procedure but if you wish your application to be considered under the Faith criteria you must submit a copy of the child's Baptismal Certificate to the school

St Hilda's Church of England (Voluntary Aided) School

One Family, Learning with Love, Excelling through Faith

ADMISSION ARRANGEMENTS

School Year 2018-19



Ofsted May 2014

Pupils behave very well and have extremely positive attitudes to learning. They feel very safe, happy and secure and so they are ready and able to learn and progress. Parents are confident that the school looks after their children extremely well.

We will be delighted if you apply for your child to come to St Hilda's. We are a much loved local school serving our community and prizing our warm relationship with St Hilda's Church.

St Hilda's highly values its diverse intake. We have a wonderful mix of children, and together they gain a strong education in every sense.

We welcome applications from all children living locally. While we do encourage faith based applications, as this is part of the ethos of the school, we also gladly welcome children with no specific faith heritage. We are usually oversubscribed, but typically most children living near to the school who want a place have been offered one.

Applications must be submitted using the Trafford Common Application Form for School Admissions by the deadline.

Note: If St Hilda's is the school you most want your child to come to, then please ensure to make the school your first preference on Trafford's form. 

It is also likely to be helpful for you to complete the School's own supplementary admissions form.



Governors can take no account of (and in fact do not know) what preference you give the school. The common application process, however, ensures your child will be allocated only one place, which will be in the school highest on your priority list that has a place for which they are eligible.

ADMISSIONS PROCEDURE SEPTEMBER 2018

Admissions Number: The Governing Body has set 45 as the maximum number of admissions to the Reception classes for the school year commencing September 2018.

The school will admit all children having a statement of special educational needs in whose statement the school is named.

After the admission of children with such statements of special educational need, and in the event that there are more applicants than places remaining, the governing body will allocate the remaining places using its oversubscription criteria, in the order listed (this is carried out via Trafford's common admissions procedure).

Oversubscription Criteria

1.	Children in public care (“looked after” children and “previously looked after” children, as defined in the School Admissions Code and associated legislation).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children where both child and parent/legal guardian currently express their Christian worship and commitment actively within the worship life of St Hilda’s Church.
4.	Children where both child and parent/legal guardian currently express their Christian worship and commitment actively within the worship life of other (orthodox) Christian churches.
5.	Children who have a brother or sister attending the school at the time of their application or admission.
6.	Children where both child and parent/legal guardian currently express their Christian worship and commitment within the worship life of St Hilda’s Church less actively.
7.	Children where both child and parent/legal guardian currently express their Christian worship and commitment within the worship life of other (orthodox) Christian churches less actively.
8.	Children where child and/or parent/legal guardian currently express their faith actively within the worship life of another faith group.
9.	Children where child and/or parent/legal guardian currently express their faith within the worship life of another faith group, less actively.
10.	All other children.

Further notes about the admission process together with detailed definitions of these criteria are given in this document, which is available on-line as needed.

St Hilda's C of E Primary School – Application For Admission
Supplementary Application Form (A) – Parents/Guardians



Details of Applicant (Child)			
Application for admission in school year beginning: September 2018			
Surname			
Forename(s)			
Gender	Male / Female (please delete as appropriate)		
Date of Birth		Religion?	
Permanent Address			Postcode

Details of Parent(s) / Legal Guardian(s)			
Surname			
Forename(s)			
Relationship to child			
Day time contact number(s)			
Surname			
Forename(s)			
Relationship to child			
Day time contact number(s)			
Details of siblings: other children, living at the same permanent address in a family unit, or with both parents the same as the applicant, who will be in attendance at St Hilda's School on the date of the application or admission of the Applicant (or applying for admission at the same time) (Criterion 5)			
Surname	Forename(s)	Date of Birth	

Please tick if you consider any of the below to apply to your child:			
<input type="checkbox"/>	Child in public care		
<input type="checkbox"/>	Child whose documented special medical or social circumstances mean that their needs can only be met at St Hilda's School – please ensure you provide all relevant evidence		
<input type="checkbox"/>	Child and parent/legal guardian currently worship in St Hilda's Church		
<input type="checkbox"/>	Child and parent/legal guardian currently worship in another Christian church		
<input type="checkbox"/>	Children and/or parent/legal guardian worship as part of another faith group		
NOTE: For applications under faith criteria you must supply Supplementary Reference Form duly completed and signed by one of your authorised faith leaders by the deadline.			
Signed		Date	

Additional Information – Parent(s) / Legal Guardian(s) Fuller Contact details

These are not required but are helpful in case we have a query regarding your application, and can contact you if needed to ensure we process it correctly.

1	Home telephone		Mobile	
	Work telephone		Email	
2	Home telephone		Mobile	
	Work telephone		Email	

St Hilda's C of E Primary School – Application For Admission
Supplementary Reference Form (B) – Reference Concerning Faith



To be completed by a leader or officer of your faith community, who is authorised and able to confirm accurately the details required regarding participation in worship of child and parent / guardian.

We may ask your main faith leader to confirm this reference.

Details of Applicant (Child)		
	Application for admission in school year beginning: September 2018	
Surname		
Forename(s)		
Permanent Address	Postcode	

Details of the relevant Parent / Legal Guardian of the Applicant for the reference below

Surname	
Forename(s)	

Details of Worshipping Community

Name of Worshipping Community	
Name of main faith leader	
Contact number of main faith leader	
Name of person completing reference	
Role in Worshipping Community	
Contact address and daytime phone number	

Note: by giving this reference you are declaring that you are authorised by your Worshipping Community to do so and able to confirm accurately the details required.

Is the child involved in the worship life of your church / mosque / gurdwara / temple / other worshipping community – where this is taken to mean actual attendance at your public worship? (Please see the oversubscription criteria for precise details). Or, if the child has joined your worshipping community during the last year, have they been able to demonstrate a level of involvement in the public worship of your faith within their previous worshipping community elsewhere, and now as part of your community, of:
--

- Twice a month or more on average for the last 12 months or longer
- Ten times or more in separate weeks in the last 12 months, at least twice within the last two months
- Less than this or not at all

Is the child's parent or legal guardian named above involved in the worship life of your church / mosque / gurdwara / temple / other worshipping community – where this is taken to mean actual attendance at your public worship? (Please see the oversubscription criteria for precise details). Or, if they have joined your worshipping community during the last year, have they been able to demonstrate a level of involvement in the public worship of your faith within their previous worshipping community elsewhere, and now as part of your community, of:
--

- Twice a month or more on average for the last 12 months or longer
- Ten times or more in separate weeks in the last 12 months and at least twice within the last two months
- Less than this or not at all

Signed	Date
--------	------

Please ensure this form carries your official stamp, or is accompanied by headed paper or business card for your faith community, or some similar confirmatory document.



St Hugh of Lincoln

R.C Primary School

Admissions Policy

Mission Statement

"St Hugh of Lincoln School exists to provide for the children of our Catholic community, an environment of faith and love in which the individual talents of each child are recognised and within which the children are encouraged to develop these talents to the full. The school aims to nurture, develop, guide and educate our children so that they are enriched and prepared to move forward with Christ on their journey of faith."

The school's Mission Statement and very strong Roman Catholic Ethos permeate every aspect of school life. If it is a parent/carers desire to withdraw their child from collective worship and Religious Education lessons their child will still be required to uphold our values, morals and spiritual guidelines throughout all other school activities and routines.

St Hugh of Lincoln School is a Roman Catholic, Voluntary Aided Primary School serving the parish of St Hugh of Lincoln Stretford. The school caters for children from the age of 3 to 11 years.

Admissions Policy

Admissions to Saint Hugh of Lincoln School are made in accordance with parental choice, subject to the following criteria in order of priority.

1. Children who are in public care
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and are resident in the parish of Saint Hugh of Lincoln.
3. Other baptised Roman Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
4. Other baptised Roman Catholic children resident in the parish of Saint Hugh of Lincoln.
5. Other baptised Roman Catholic children resident in another parish.
6. Other children who will have a sibling attending the school at the time of admission.
7. Other children.

Precedence within each category will be given in order of distance from school. Distance will be measured in a direct straight line on the appropriate ordinance survey map from the door of the child's permanent place of residence to the main entrance of the school.

“Children in public care,” are also referred to as, “looked after children.”

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. The Governing Body delegates admissions decisions to the Admissions Committee and authorises the Head Teacher to admit children in accordance with the admissions Policy and up to the admission number set by the Governing Body.

The Head Teacher is not authorised to refuse admission but will refer any application for which a place is not available in accordance with the Admissions Policy to the Admissions Committee.

All in year admissions will be referred to the Admission Committee and all in year arrivals can only start at school at the beginning of the next term.

The school admission number is 45.

'This is Our School...'



Serving the Parish of St Hugh and St John

ST HUGH'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY AND ARRANGEMENTS 2018/2019

St Hugh's is a Catholic School in the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford and is a voluntary aided School. The Governing Body is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Trafford Local Authority.

For the school's year commencing September 2018 the Governing Body determines the number of children to be admitted to the reception year will be 90.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website www.trafford.gov.uk. If you wish to have your application considered against that school's religious criteria then you must **ALSO** complete the Supplementary Form which is available from the school.

If there are fewer than 90 applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied.

- 1. Baptised Catholic looked after and previously looked after children.**
- 2. Children with exceptional medical and/or social needs where these needs can be best met at this school. Written supporting evidence from a relevant professional must be supplied at the time of application.**
- 3. Baptised Catholic children of staff at the school residing in the parish.**
- 4. Baptised Catholic children residing in the parish of St Hugh and St John, who will have a brother or sister at St Hugh's Catholic Primary School at the time of the proposed admission.**

5. *Baptised Catholic children residing in the parish of St Hugh and St John.*
6. *Baptised Catholic children residing in other parishes who will have a brother or sister at St Hugh's Catholic Primary School at the time of the proposed admission.*
7. *Baptised Catholic children of staff residing in other parishes.*
8. *Baptised Catholic children residing in other parishes.*
9. *Other Looked After Children or previously Looked After Children (as defined by the Children Act 1989).*
10. *Other children who have a brother or sister at St Hugh's Catholic Primary School at the time of the proposed admission.*
11. *Other children whose parents wish them to have a Catholic education.*
12. *Any remaining applicants.*

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by [the method used by the local authority]. In the event of distances being the same for 2 or more applicants, places will be allocated by [method used by the local authority].

Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is 15th January 2018. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church will need to provide written evidence of their reception into full communion with the Catholic Church. This can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Vicar for Education, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. Priority will be given in the oversubscription criteria to children of staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- g. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- i. If an application for admission has been turned down by the Governing Body, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j. The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- k. It is the duty of Governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/Previously

Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- I. A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.
- m. A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Head Teacher through the Admissions Officer at the School Office at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

- n. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

Approved by the Admissions Committee of the Board of Governors after public consultation

February 2017



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL POLICY FOR ADMISSION TO SCHOOL 2018-19

*"Praying together,
Learning for life,
Caring for all"*

St Joseph's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 60.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of

ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

- 1) Baptised Catholic Looked After Children and previously Looked After Children
- 2) Baptised Catholic children of staff in the school
- 3) Baptised Catholic children resident in the parish of St Joseph's who have a sibling in the school at the time of admission
- 4) Baptised Catholic children resident in the parish of St Joseph's
- 5) Baptised Catholic children from other parishes who have a sibling in the school at the time of admission
- 6) Baptised Catholic children from other parishes
- 7) Non Catholic Looked After Children and previously Looked After Children
- 8) Non Catholic children who have a sibling in the school at the time of admission
- 9) Other children

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 15th January 2018.
- b) A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.

- d) It is the duty of governors to comply with regulations on class size limits at Key Stage One.
- e) If there are more applications than places available, places will be allocated on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.



*"Praying together,
Learning for life,
Caring for all"*

St. Joseph's Catholic Primary School
Marlborough Road • Sale • Cheshire • M33 3AF
Tel: 0161-973 4938 • Fax: 0161-973 7028

Email: stjosephs.admin@trafford.gov.uk
www.st-josephs.trafford.sch.uk

Headteacher: Mrs Taylor

**APPLICATION FOR CONSIDERATION OF ADMISSION INTO RECEPTION
SEPTEMBER 2018**

I would like the Governors of St. Joseph's Catholic Primary School, Marlborough Road, Sale to consider admitting the below named child as a pupil. I understand that this application is not a guarantee of a place in the school and that it will be subject to the Admissions Policy.

CHILD'S DETAILS

Christian Names		Surname	
Date of Birth		Requested start date	
Gender		Home Tel. No.	
Address			
Nursery/Playgroup attended (if applicable)			

FAMILY DETAILS

Name of brothers and sisters who are pupils at School	Name	Year of Entry	
Father's Name		Work Tel No. Mobile Tel No.	
Mother's Name		Work Tel No. Mobile Tel No.	

BAPTISMAL DETAILS

Is your child Baptised Catholic		Non Catholic	
Date Baptised		Place of Baptism	

Please enclose a copy of your child's Baptismal Certificate with the Application, if the Church of Baptism is not St. Joseph's, Sale.

"The Governing Body encourages all parents to be fully involved in both the academic and spiritual development of their children, including the First Sacraments Programme".
Signed _____ Date _____



St Margaret Ward Catholic Primary School

Admissions Policy for Reception to Year Six Aged Children 2018/19

St Margaret Ward is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Education Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school's year commencing September 2018 the Governing Body has set its admissions number at 30.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preference subject to the following set of **ADMISSIONS CRITERIA** forming a priority order where there are more applications for admissions than the school has places available.

1. Looked after children and previously Looked after Children (as defined by the Children Act).
2. Baptised Catholic children of staff who have been employed at St Margaret Ward School for 2 years or more at the time of application.
3. Baptised Catholic children from the parish of St Margaret Ward Catholic Primary School.
4. Children who have a brother or a sister at the school at the time of admission.
5. Baptised Catholic children from other parishes.
6. Non Catholic children whose parents wish them to have a Catholic education.

Notes

- a) All applicants will be considered at the same time and after the closing date for admissions, which is published in the Trafford Local Authority Admissions Guidelines.
- b) All Catholic applicants will be required to produce baptismal Certificates.
- c) It is the duty of governors to comply with class size limits at Key Stage One.

- d) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). subsequently if in this or any other category there are more applications than places available, priority will be given to those living nearer to the school. Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazette (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.
- e) The child's home address means the address where the child normally and permanently lives on a full-time basis, not the address of any child-minder, grandparent or any other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses the average distance of the two addresses from the school will be used for the purpose of determining priority for admissions.
- f) If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. Where applications are received from Catholic and other children in public care they will respectively be admitted to the school in that priority order and in advance of the outlined order of criteria.
- g) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- h) Applications for a place at the school outside the normal admissions round will be considered in the light of availability of places. If there are more applicants than places available then the published over subscription criteria will apply.
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days from the date of notification of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- j) For applications made in the normal admissions round appeals will be heard within 40 school days from the deadline for lodging appeals.
- k) Parents wishing to apply for a place at St Margaret Ward Catholic Primary School should fill in a common application form and send it direct to Trafford. Forms can be obtained from www.trafford.gov.uk or School Admissions, Children and Young People's Service, Waterside House, Sale, M33 7ZF Deadline for return of the form is 15th January 2018. Parents should also fill in separate admission form, which can be obtained from the school office and returned directly to school.



ADMISSION FORM

St. Margaret Ward Catholic Primary School
Cherry Lane Sale Cheshire
0161 969 9852

Child's Surname

Child's Forenames

Address

..... Post Code

Home Telephone Number

Date of Birth

Date and Place of Baptism

Father's name Contact Number

Mother's Name Contact Number

If you are applying to our school because your child falls in to the criteria, set out in section 'f' of our Admissions Policy, please give details of the relevant medical conditions.

(Please state)

Names of brothers and sisters who will be in attendance at the school at the time of the proposed admission

IT IS VITAL THAT YOU INFORM THE SCHOOL IMMEDIATELY IF YOU CHANGE ADDRESS OR
TELEPHONE NUMBER

Signed (Parent/Guardian) Date.....



St Mary's CE Primary School-Davyhulme



The following are our Criteria for Admission:

1. Looked after children and previously looked after children.
2. Child has been admitted to the Christian faith by infant baptism or infant dedication. A certificate or other record should be submitted with the application.
3. The child being considered for admission has a sibling or siblings already on role at the school at the time of admission.

A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom the application is being made. Sibling priority will not be given where the brother/sister or step-brother/step-sister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

4. All other children

Should the number of applicants in any of the above criteria be greater than the number of available vacancies, places will be offered to those children living nearest the school geographical distance is defined as straight line distance from the School's front entrance.

Home address is defined as the resident home address of the person with legal responsibility for the child for whom application is being made.

Twins

Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will inform the Local Authority which may consult with the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have

a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Appeals

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the chair of governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the school's supplementary information form or in a covering letter.

Please keep this copy of the Admissions Policy for your own information.

ST MARY'S C E PRIMARY SCHOOL, SALE SCHOOL ADMISSIONS POLICY SEPTEMBER 2018



St Mary's C E Primary School is a Voluntary Aided School where the Governing Body is the admissions authority. Decisions about admission to the School are made by the School Governors, not the Local Education Authority or the Headteacher.

St Mary's is an Anglican School and the religious education it provides is in conformity with the rites, practices and doctrines of the Church of England. Parents should be aware that in this School, RE, Collective Worship and our whole school ethos are based on the teachings of the Church of England. As a result, the withdrawal of pupils from formal education and/or worship would not isolate them from the Christian teaching, which the school gives.

The following policy has been agreed by the Governing Body for admission to the school after 1st September 2016 and applies to all classes at the school. The policy is published in the school prospectus and on the website and follows the latest Government legislation regarding admissions.

The number of places for admission to the Reception class for 2018 will be a maximum of 35. This arrangement follows consultation between the Governing Body of the School, the Local Authority, the Chester Diocesan Board of Education and other admission authorities in the area e.g. other Voluntary Aided Schools. By law, no infant class may contain more than 30 children. St Mary's operates vertically grouped infant classes to accommodate the 35 planned admission number.

APPLICATIONS FOR RECEPTION CLASSES IN SEPTEMBER 2018

- The Trafford website lists all the schools in Trafford both by catchment area and alphabetically. As a voluntary aided school we do not have a catchment area and we allocate places in accordance with our School Admissions Policy. St Mary's does not therefore appear if you search by catchment area but is included in the alphabetical list.
- You should list your schools with your preferred school first and so on. The allocation of schools is based on equal preference which means that your child's information is matched equally against all schools so if you do not get your first choice it will not compromise your other choices. So it is important that you list your schools in your order of preference and if St Mary's is your preferred choice then it should be ranked first. In accordance with guidance from Trafford School Admissions, we would also advise that your catchment area school is included in your list of schools.

Children with birthdays between 1st September 2013 and 31st August 2014 are admitted in September 2018. Parents applying for their child to join our Reception class in September 2018 are required to complete the following form(s).

- **FORM 1** - is the Trafford Primary/Infant Application Form which is available from the school office or can be completed online (www.trafford.gov.uk/admissions) and must be received by the date published in the Local Authority co-ordinated scheme. This form is used to record parents' preferences and other information that will be used by the Local Authority to allocate places to children.

If you include St Mary's C E Primary School, Sale as one of your preferences on this form your child will be added to the list which is sent to the school to be put into rank order using the agreed over-subscription criteria. The school will not be told where you have placed it on the preference form and so this information will not be used in deciding the rank order.

- **FORM 2** - is the Supplementary Form (Sibling Place) which parents are required to complete if they are applying for a Sibling Place. This form provides the school with additional information to put applications into rank order according to the over-subscription criteria.
- **FORM 3** - is the Supplementary Form (Church Association Place) which parents are required to complete if they are applying for a Church Association Place. This form provides the school with additional information to put applications into rank order according to the agreed over-subscription criteria.

Oversubscription Criteria

If the School receives more applications than there are places the following oversubscription criteria will be applied in the following priority order:

1. Looked After Children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special Guardianship order).

Definition:

home, at the time an application for a school is made; and children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989)'

Parents applying for these places are only required to identify the School as one of their preferred choices on the Trafford Application Form and do not need to complete a School Supplementary Form.

2. Siblings

Children who have a sibling in the school who will still be attending the main school at the time of the proposed admission or who have attended the school in the 2 academic years prior to admission. (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

Parents applying for these places are required to identify the school as one of their

preferred choices on the Trafford Application Form. Additionally, you will need to complete a School Supplementary Form (Sibling Place) which will provide the Governors with information to rank your application.

3. Church Association

After 'Looked After' children (see paragraph 1), siblings and any children with an EHC Plan (see later paragraph), up to 85% of the remaining places will be offered as Church Association Places where there are sufficient applicants who satisfy the Church criteria. All other places will be offered as open places, determined by distance from school.

Parents applying for these places are required to identify the school as one of their preferred choices on the Trafford Application Form. Additionally, you will need to complete a School Supplementary Form (Church Association Place) which will provide the Governors with information to rank your application. You will need the Supplementary Form signing by the priest/vicar of the church where you worship in support of your application and this should be returned directly to the school.

- a) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and live in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- b) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and reside in the adjoining parishes of St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath.
- c) Children whose parents/guardians are regular* worshippers at St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath and reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey , St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath.
- d) A child whose parents/guardians are regular* worshippers at a Christian denomination church as listed on the 'Churches Together' website (www.churches-together.net) and reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey, St Martin's, Ashton-upon-Mersey, St Paul's, Sale or St Albans, Broadheath.

In the case of oversubscription in each category above a child who lives the shortest distance from the School based on the distance from the school measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

If there are more Church Association place applicants than places, those not allocated a Church Association place will be transferred to the list of Open Place applicants and will be placed in accordance with the Open Places criteria (distance from the school).

If there are fewer Church Association applicants than Church Association places then the remaining Church Association places will become Open Places.

Regular Worshippers*

Regular worship is defined as attending 2 services per month for the 6 months prior to date of application. Where a family have recently moved into the area then evidence of a similar commitment to a previous church will be required.

Parish Boundaries

For information on the parish in which you reside and parish boundaries please visit www.achurchnearyou.com.

4. Open

After 'looked after' children (see paragraph 1), siblings and any children with an EHC Plan (see later paragraph) and up to 85% of the remaining places have been allocated as Church Association Places, all other places will be offered as open places determined by distance from school (subject to a minimum of 15% of remaining places).

Parents applying for these places are only required to identify the school as one of their preferred choices on the Trafford Application Form and do not need to complete a School Supplementary Form.

Parents applying for open places should do so in the knowledge that RE, collective worship and the whole ethos of the school are based on the teachings of the Church of England.

If there are more than 15% of applicants for open places, places will be allocated

A child who lives the shortest distance from the School based on the distance from the school measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admissions Information

In the academic year 2016/17 the final allocation of places was as follows (percentage in brackets):

1. Looked after 1 (3%)
2. Sibling 15 (41%)
3. Church Association 10 (28%)
 - a) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and live in the parish of St Mary Magdalene, Ashton-upon-Mersey. 6
 - b) Children whose parents/guardians are regular* worshippers at St Mary Magdalene, Ashton-upon-Mersey and reside in either the parish of St Martin's, Ashton-upon-Mersey or St Paul's, Sale 2

- c) Children whose parents/guardians are regular* worshippers at St Martin's, Ashton-upon-Mersey or St Paul's, Sale and reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey, St Martin's, Ashton-upon-Mersey or St Paul's, Sale. 0
 - d) A child whose parents/guardians are regular* worshippers at a Christian denomination church as listed on the 'Churches Together' website(www.churches-together.net) and reside in the parishes of St Mary Magdalene, Ashton-upon-Mersey, St Martin's, Ashton-upon-Mersey or St Paul's, Sale 2
4. **Open** 10 (28%)

The allocation of places to the Reception Class in September 2017 has not yet been finalised. The final allocation will be published on the School website at www.st-marys.trafford.sch.uk when it is available

Parent

A parent is any person who has parental responsibility or care of the child.

Late Applications

Applications which are received after the last date will only be considered after all the on time applications.

Waiting Lists

Children who are not admitted have the option to be placed on a waiting list. The names on the waiting list will be in the order resulting from the application of the admissions criteria. If a place becomes available within the admission number, the child whose name is at the top of the waiting list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate until the end of the Autumn term.

Address of Pupil

Home address refers to the child's permanent home at the proposed date of admission. Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. utility bill etc. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Non Routine Admissions

'In Year' and late applications will be administered by St Marys CE Primary School, Sale. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Parents must fill in an application form and a written response to the application will be given along with any right of appeal and the local authority informed.

Appeals

Decisions made by the School's Governing Body will have been made according to the School's Admission's Policy and in line with the Government's Code of Practice on Admissions 2007. The appeals timetable is published on the School's website – www.st-marys.trafford.sch.uk

Under the terms of the 1998 Education Act you have the right to appeal against any decision made by the Governing Body and an Independent Appeals Panel has been set up specifically for this purpose.

If you wish to exercise your right of appeal your appeal must be sent in writing to the Governing Body at the school within 28 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the school.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent e.g. false claim to residence in the parish or of involvement in a place of worship, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

Deferred Entry

Deferred entry is where a child starts school later in the normal school year. An application must be made in the normal admission round. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday.

Delayed Entry for Summer Born Children

Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry. Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year does **not** guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.

Children with an EHC Plan

A child with an EHC (Educational Health Care) Plan where the school is named will be automatically be admitted.

ACADEMIC YEAR 2018/19

Supplementary Form for Reception Class

The Supplementary Form must be received by:



Please return the completed form to:

The Headteacher
St Mary's C E Primary School
St Mary's Road
Sale
M33 6SA

Who should complete this form?

You should only complete this form if you are applying for a 'Sibling' or 'Church Association' place

Sibling Applications

Please complete Section 1.

Church Association Applications

Please complete Section 2 and ensure the Statement of Affiliation on the reverse of this form is signed and completed by a representative of your place of worship. Church association will be verified prior to admission.

If you wish school to acknowledge receipt of your application please enclose a stamped addressed envelope.

For Office Use Only	Acknowledged
Surname	Forename(s)

Supplementary Form for Reception Class

Please ensure you have read the Admissions Policy carefully before completing the form and answer the questions as fully as possible. The information you supply on this form will be treated as confidential to the Governors and the School. It will not be shared with any other school or outside body without your permission, except that it will be supplied to the Independent Admissions Appeals Tribunal in the event of an appeal being lodged.

Child Information	
Surname of Child:	Gender:
First Names:	Date of Birth:
Child's Home Address:	
Post Code:	

Parent/Carer Information <i>(please give details of persons who have parental responsibility)</i>	
Relationship:	Relationship:
Surname :	Surname:
First Names:	First Names:
Address:	Address:
Post Code:	Post Code:
Telephone at Home:	Telephone at Home:
Mobile Telephone:	Mobile Telephone:
E-mail address:	E-mail address:

Section 1. SIBLING PLACE

Children who have a sibling in the school who will be attending the school at the time of the proposed admission or who have attended the school in the 2 academic years prior to admission.

Child's Name	Date of Birth
Child's Name	Date of Birth
Child's Name	Date of Birth

Section 2. CHURCH ASSOCIATION PLACE

Place of Worship	
Name of Vicar/ priest/ faith leader	
Telephone Number	
Address:	
	Post code
Previous Place of Worship	
Name of Vicar/ priest/ faith leader	
Telephone Number	
Address:	
	Post code

AFFILIATION TO THE CHURCH:

Please confirm your affiliation as a Regular Worshipper

Name of Worshipper:	
Name of Worshipper:	
Definition of Regular Worshipper Either parent attends 2 services per month for the 6 months prior to date of application. Where a family have recently moved into the area then evidence of a similar commitment to a previous church will be required.	<input type="checkbox"/>

Declaration of the Applicant

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to provide false information may result in the withdrawal of a School place.

Signed:	Date:
Name:	Relationship to Child:



St Michael's Church of England Primary School

School Admission Policy 2018/2019

This policy was determined by the Governing Body in March 2016 after consultation with parents, other interested parties, Manchester Diocese and Trafford Local Authority in Autumn 2015.

Statement of religious affiliation:

St. Michael's is a Church Aided School and Religious Education, collective worship and the whole ethos of the School are based on the teachings of the Church of England.

Admissions to an Aided school are the responsibility of the Governing Body and this policy lays down the criteria for admission and the admission procedure.

The published admission number for admission to Reception is 30. If no more than 30 applications are received, all applicants will be offered places.

CRITERIA FOR ADMISSION

The Governors will admit all children having a Statement of Special Educational Needs or an Educational Health and Care Plan in which the school is named.

In the event of oversubscription for the remaining places the following criteria will be applied in order.

- (1) Looked after children and previously looked after children.
- (2) Children who will have a brother or sister attending school at the time of admission.
- (3) Children who have been Baptised and at least one of whose parents/legal guardians is in regular attendance at St. Michael's Church.
- (4) Children who have been Baptised or Dedicated and at least one of whose parents/legal guardians is in regular attendance at any other Church of England.
- (5) Children who have been Baptised or Dedicated and at least one of whose parents/legal guardians is in regular attendance at a place of worship of any other Christian denomination. (Please see Appendix 2).
- (6) Any other children.

(Please refer to Admission Procedure Notes for additional details on criteria for admission).

ADMISSIONS PROCEDURE NOTES

- (1) A “looked after child” is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of application. Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- (2) Sister or brother includes step, half, foster and adopted brother or sister living at the same address and full sister or brother living apart.
- (3) Regular attendance means: a minimum of monthly attendance by at least one parent or legal guardian at St. Michael's church, at public worship, at any service on any day for at least two years prior to the closing date for school applications.
Public worship is defined as attendance at Peewits, Family Praise, Holy Communion, Parish Communion, Evensong and Morning Prayer. (Please note Peewits is held in Church Croft. It is an act of public worship aimed at the 0-4 year olds. It is an engaging, fun service which includes hymns, prayers and a bible or Christian story). If there are not enough places for all children whose parent(s) or legal guardians(s) meet these requirements, places will be offered first to the children whose parent(s) or legal guardian(s) have worshipped regularly for the greater number of years. (See Appendix 1).
Evidence of Baptism of the child, confirmation of regular attendance and the number of years sustained attendance by at least one parent or legal guardian must be endorsed by a member of the clergy or other designated church officer using the supplementary form provided by the school.
In the event of a tie on the number of years of sustained attendance place(s) will be allocated to the children living nearest the school. (See note 6)
- (4+ 5) Regular attendance (as defined in note 3).
Evidence of Baptism or Dedication of the child, confirmation of regular attendance and the number of years sustained attendance must be provided by a member of the clergy or other designated church officer using the supplementary form provided by the school.
In the event of a tie on the number of years of sustained attendance by a parent or legal guardian place(s) will be allocated to the children living nearest the school. (See note 6)
- (6) If there are more applicants than can be accommodated at a school children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school will be given priority. The normal home of the child is the home where the child sleeps for the majority of the school week. In the event that two or more otherwise equal applicants for the last available place live the same distance from the school, random allocation will be used as a final tie-breaker. The random allocation process will be supervised by someone independent of the school.
- (7) Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.

- (8) **Right of Appeal:** Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school with 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.
- (9) **Waiting List:** Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of the application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only 31st December 2018.
- (10) **Deferred Entry:** Children will be admitted to the Reception Class at the beginning of the Autumn term before their fifth birthday, and to the Nursery class at the beginning of the Autumn term before their fourth birthday. Parents may request that their school place be deferred until later in the school year and if they do this place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- (11) **In-Year Applications for Admission** – Applications for places outside the normal admissions round should be made to the school. Application forms for in-year admission and supplementary application forms are available on request from the school and are on the school's website. Applications will be considered by the Head teacher in conjunction with the Admissions governors.
- In reaching decisions on in-year applications the school will follow the requirements of the School Admissions Code and, where the year group is oversubscribed, the school's published oversubscription criteria. Where an application for admission is refused, parents have a right to appeal to an independent appeal committee.
- (12) **Published Admission Number**
In order to comply with the infant class size limit the maximum number of children that the Governors Admission Panel is allowed to admit is 30 in the Foundation Stage and Key Stage 1. The School Admissions Code specifies a small number of permitted exceptions to the infant class size limit (for example, Note 7 above) The Governing Body has set a limit of 32 per year group in Key Stage 2.
- (13) Applications for places in Reception in the normal admissions round should be made on the Common Application Form available from the Local Authority. When an application is being made under one of the faith-based criteria, parents or guardians should also complete the school's supplementary application form.

- (14) Requests for admission outside the child's normal age group. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to reception rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appendix 1

Please note that under the defined criteria relating to Church attendance for at least two years prior to the time when the application to St Michael's is being considered (criteria 3, 4 and 5) the governors are unable to allocate places from church attendance several years ago.

St. Michael's offers a flexible approach within its defined criteria.

- Attendance is only required once a month.
- It does not have to be on a Sunday.
- It includes a variety of acceptable services.
- Only one parent/legal guardian is required to attend.

This allows flexibility to cover for such times as holidays, sickness and maternity.

Appendix 2

Criteria 5

Definition of children of other Christian denominations.

"Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principal has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**SCHOOL ADMISSIONS SUPPLEMENTARY FORM
ST. MICHAEL'S C.E. (AIDED) PRIMARY SCHOOL**

Please complete this form if you are applying for a place under faith criteria.

Name of child:

Christian names:

Date of Birth:

Name of parent(s):

Address:

.....
Post Code Contact telephone

Place of worship one of the parents regularly attends:

Name of place of worship:

Address:

.....
Name of vicar/priest/minister/faith leader:

Address:

.....
Post Code:

Date of Baptism/Infant Dedication:

Regular Attendance

Does at least one parent attend church at least once a month?

Yes

Please indicate how long this attendance has been sustained.

2 years

(Relates to Admissions Procedures Note 3 as a tie breaker)

I the faith leader named above have read the admissions criteria and wish to endorse that this parent has met the requirement for regular and sustained worship.

Signed

Statement of Affiliation

To be completed by your vicar / priest / faith leader

Regular Worshipper

Regular worship is defined as either parent attending 2 services per month for the 6 months prior to date of application. Where a family have recently moved into the area then evidence of a similar commitment to a previous church will be required.

Name of Worshipper:	
Name of Worshipper:	
Place of Worship	
Name of Vicar/ priest/ faith leader	
I confirm the above named as:	
Regular worshipper	<input type="checkbox"/>
Signed	
Position within the Church	
Date	
Church Stamp	

Sept 17



St Monica's is a Roman Catholic School under the trusteeship of the Diocese of Salford and is maintained by Trafford Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2018 the Governing Body has set its planned admissions number at 45.

Admissions to School will be made by the Governing Body. All preferences listed in the Local Authority Preference Form will be considered on an equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Roman Catholic children who are Looked After or who have been previously Looked After (as defined in the Education Act 2002-Admissions).
2. Baptised Roman Catholic children who will have a brother or sister* attending the school at the time of admission and resident in the parish of St. Monica.
3. Other baptised Roman Catholic children who are resident in the parish of St. Monica.
4. Baptised Roman Catholic children from other parishes who have a brother or sister attending the school at the time of admission.
5. Other baptised Roman Catholic children resident in another parish of the Diocese of Salford.
6. Other baptised Roman Catholic children.
7. Other children who are in public care.
8. Other children who will have a brother or sister attending St. Monica's School at the time of admission.
9. Other children.

* The term brother or sister also includes half/step/adopted/fostered brothers and sisters and any other children who are living at the same address as part of the same family unit.

NOTES

- a) All applicants will be considered at the same time and after the closing date for applications which is 15 January 2018.
- b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- c) A Looked After child is a child who is either in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- d) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage 1 of more than 30 children.
- e) If in any category there are more applicants than places available, priority will be given on the basis of proximity to the school. Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured from the communal entrance of the building.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the home address will be that at which the child spends the majority of the working week (Monday - Friday).
- g) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- h) Admission arrangements to the reception class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the governors of applicants for admission to the Reception class.
- i) If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria. Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.
- j) Proof of address is to be provided with the application (e.g., utility or council tax bill).



St. Teresa's RC Primary School

Admissions Policy

This is our school, Let peace dwell here
Let the rooms be full of contentment,
 Let love abide here,
 Love of one another
 Love of mankind
 Love of life itself and Love of God.

Let us remember that as many hands build a house
So many hearts make our school.

Date of Policy: February 2017

Review Date: February 2018

ST. TERESA'S R.C. PRIMARY SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2018

St. Teresa's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Trafford Local Authority as a voluntary aided primary school. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2018, the Governors have set its Admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has available.

1. Baptised Roman Catholic children who are in public care or have been previously looked after, or children who have a statement of educational need or an EHC plan.
2. Baptised Roman Catholic children who will have a sibling (*) attending the school at the time of the admission and resident in the parish of St. Teresa's.
3. Other Baptised Roman Catholic children resident in the parish of St. Teresa's.
4. Other Baptised Roman Catholic children who have a sibling (*) attending the school at the time of admission and resident in another parish.
5. Other Baptised Roman Catholic children who are resident in another parish.
6. Other children who are in public care.
7. Other children who will have a sibling (*) attending the school at the time of the admission.
8. Other children.

Admission Procedure

All admissions to the school are the responsibility of the Governing Body.

All parents must complete a Common Application Form and express preferences for primary school admission. All applicants will be considered by the governors at the same time, in a fair way according to the published criteria.

Each Roman Catholic applicant will be required to produce a Baptismal Certificate.

Parents will be informed of the Governors' decision by Trafford Local Authority on a date in April.

An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

All applicants resident in the school catchment area may be required to provide proof of address, by supplying an up-to -date utility bill or child benefit letters.

It is the duty of the Governors to comply with class size limits at Key Stage One. This means that the School cannot have classes in Key Stage One of more than 30 children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined as follows: Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS766) and Royal Mail Postal Address information. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building. Where a child lives with parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The term 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

The Governing Body reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link. However, the Governing Body must comply with maximum class sizes of 30 children.

Waiting List

If the school is oversubscribed, a waiting list will be maintained, in accordance with the Schools' Admissions Code. This waiting list will be ordered according to the published over-subscribed criteria. Late applications will be considered in accordance with the published admissions criteria. If the school is over-subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with. Parents are asked to read and confirm receipt of the Governors' published admissions policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

Appeals

If an application for admission has been turned down by the Governing Body, parents can appeal to an independent appeals panel. This appeal must be sent in writing to the Chair to the Governors at the School within 14 days of notification of refusal. The date of the notification will be two working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panels is binding on the governors. The outcome of the appeal is binding on the parents and the Governing Body. Admission arrangements to the Reception Class are separate to those for the Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class.

Published Admission Number

The maximum number of children that the governors' admission panel is allowed to admit is 30 in Key Stage 1



St. Teresa's R.C. Primary School

Date of application : _____

Name of child _____

Address _____

Parents names _____

Contact telephone numbers for parents :

Date of birth _____

Baptism details (copy certificate required)

Name of Church where Baptism took place

Date of Baptism

Parish Residing at present



St Vincent's Catholic Primary School

ADMISSION POLICY 2018

St Vincent's Primary School is a Catholic School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Trafford Education Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Education Authority. For the school's year commencing September 2018 the Governing Body has set its admissions number at 90.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic Looked After Children and previously Looked After Children (as defined by the Children Act 1989).
2. Baptised Catholic children residing in the parishes of St Vincent's, Altrincham, and Holy Angels, Hale Barns, who will have a brother or sister at St Vincent's Catholic Primary School at the time of the proposed admission.
3. Baptised Catholic children residing in the parishes of St Vincent's, Altrincham, and Holy Angels, Hale Barns.
4. Baptised Catholic children residing in other parishes who will have a brother or sister at St Vincent's Catholic Primary School at the time of the proposed admission.
5. Baptised Catholic children residing in other parishes who are attending St Vincent's Nursery School at the time of application.
6. Baptised Catholic children residing in other parishes.
7. Other Looked After Children or previously Looked After Children (as defined by the Children Act 1989).
8. Other children who have a brother or sister at St Vincent's Catholic Primary School at the time of the proposed admission.
9. Children who are attending St Vincent's Nursery School at the time of application and whose parents wish them to have a Catholic education. Other children whose parents wish them to have a Catholic education.
10. Any other applicants.

NOTES

- a) A Looked After Child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) Applications for places should be made to the Local Authority by 15 January 2018 and offers of places will be sent out on 16 April 2018. All such applications will be considered at the same time. Applications received after the closing deadline, 15 January 2018, will only be considered after all other applications received on time have been processed.

- c) All Roman Catholic applicants will be required to produce baptismal certificates by 15 January 2018. Where a baptismal certificate is produced after that date but before 16 April 2018, the application will be placed in the appropriate category for admission but the application will be considered only after all other applicants falling within the same category have been considered.
- d) It is the duty of governors to comply with class size limits at Key Stage One.
- e)
 - (i) If in categories 2 or 3 there are more applications than places available, priority will be given on the basis of the distance from home to St Vincent's Church, or Holy Angels Church, whichever is the nearer.
 - (ii) If in any other category there are more applications than places available, priority will be given on the basis of the distance from home to school.
 - (iii) Distance will be measured in a direct straight line from the front door of the child's permanent place of residence to the main entrance of St Vincent's Church, or Holy Angels Church in categories 2 and 3 or of the school in any other category, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured from the communal entrance of the building. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into the hat and the required number of names will be drawn out.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of schools days in a week.
- g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term 2018.
- h) For 'In Year' and late applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be administered in accordance with the Trafford 2018 Co-ordinated Admissions Scheme (Primary).
- i) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least 20 school days from the date of notification that their application was unsuccessful to submit their appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties. To exercise the right of appeal contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.
- j) The term "brother or sister" should be taken to include half brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- k) In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school. This exception will only apply if the admission is compatible with the duty to comply with infant class size legislation. Where necessary, random allocation will be undertaken to determine the place or places offered. The random lottery will be carried out in a public place and supervised by someone independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. Parents will

be notified of their legal right of appeal in respect of the unsuccessful application/s for the other child/children.

- I) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or permanent place of residence.

APPLICATION FORM

Surname _____ Forename _____

Middle name(s) _____ Date of birth _____ Gender (F/M) _____

Address _____

Postcode _____ Email _____

Home telephone number _____ Mobile telephone number _____

Name of parent/ guardian _____

Name of parent/ guardian _____

Church of Baptism _____

Baptism Certificate attached Baptism Certificate to follow

Signature _____ Date _____

N.B.: This application form does not automatically guarantee a place at the above school

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How to contact Trafford School Admissions

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Waterside House
Sale
M33 7ZF
Telephone:12 5007
school.admissions@trafford.gov.uk