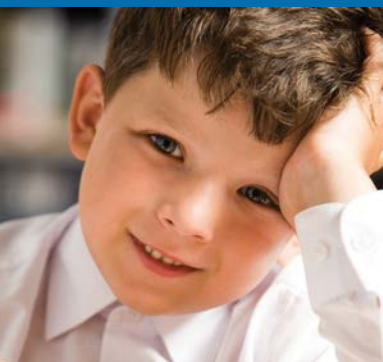


Starting Primary School

September 2015



CONTENTS

4	Other Languages
5	Introduction
6	How to Apply for a Reception Place for Admission September 2015
8	Over-Subscription Criteria
10	In Year Transfers
13	Relevant Policies of the Authority
13	Fair Access Protocol
14	Travel Assistance
17	Summaries of Academy and Voluntary Aided School Admission Policies
96	Definitions
97	2015 Co-ordinated Admissions Scheme
104	Primary Timetable for Primary Co-ordinated Admissions
105	Alphabetical list of Primary Schools in Trafford
Back	How to contact Trafford School Admissions

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

إذا كنت في حاجة إلى مساعدة أو نصائح عن الخدمات المتضمنة 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 પુસ્તિકા જણાવવામાં આવેલી સેવાઓ બાબતો જે તમને સલાહ કે મદદ જોઈતી
હોય તો કૃપા કરીને આપના અંગ્રેજી 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 ਜੋ ਅੰਗਰੇਜ਼ੀ ਬੋਲਦਾ ਹੈ, ਇਸ ਨੰਬਰ ਤੇ
ਟੈਲੀਫੋਨ ਕਰਨ ਲਈ ਕਹੋ - 0161 912 5007

PUNJABI

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

URDU

0161 912 5007

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2015

This Information Booklet outlines Trafford's policies and the arrangements for the intake of children to Trafford Primary Schools for September 2015. 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, "List of Trafford Primary Schools" is included in this booklet and gives you information about each of the schools and how to apply. Trafford is responsible for admission arrangements for Community and Voluntary Controlled schools, and the governors of Voluntary Aided schools and Academies determine the admissions for those schools. The admissions policies for all Trafford primary/infant schools; Academies, Community, Voluntary Controlled and Voluntary Aided schools are included in this booklet.

We do 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. A place will not be automatically reserved for your child at your catchment area school(s) and all the available places could be allocated to children who apply in the first round. 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. 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.

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 school year 2015/2016 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.

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2015

STATUTORY SCHOOL AGE

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. However, all children may commence primary education earlier than the legal admission date, if parents so wish. Alternatively, parents can choose to provide efficient full-time education otherwise than at school.

Children who will become 5 between 1 September 2015 and 31 August 2016, will be eligible to be admitted from 1st September 2015. Parents may request that their child's entry be deferred until later in the school year. The effect is that the place would be held for that child and would not be available to be offered to another child. A parent cannot, however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age.

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2015

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
- The online system will be available 24 hours a day, 7 days a week until the closing date of 15 January 2015
- On 16 April 2015 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 nurseries, primary schools and from the School Admissions Team.

Most schools have a zone or catchment area where resident children are given priority over other children. Copies of the maps showing the boundaries of all community and voluntary controlled schools' catchment areas can be viewed on Trafford's website at: www.trafford.gov.uk/communityschoolmaps

A few community 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.

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2015

Applicants for Voluntary-Aided schools 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 2015 at the latest.

Applications 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. The outcome will also be posted to all applicants on 16 April 2015

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 2015, 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.

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".

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.

All available places are offered on 16 April. Vacancies are filled in a review process taking place after 29 April 2015. 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.

OVERSUBSCRIPTION CRITERIA

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.

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.

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. Distances are calculated 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.

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.

OVERSUBSCRIPTION CRITERIA

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.

JUNIOR SCHOOLS

Trafford 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.

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.

OVERSUBSCRIPTION CRITERIA

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 assure 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 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. 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 move into or within Trafford, you must provide proof of your removal into the area and 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 to assure that places are correctly allocated.

Applications for children who move into or within Trafford, by 15 January 2015, who have submitted an on time application, will be considered in light of the new address details. However, where an on time application has not been submitted, applications will only be considered after all applications received by 15 January 2015 have been considered.

Applications for children who move after the 15 January 2015 will be considered in the review of allocation decisions in May 2015 following the same criteria as used for initial allocations. Where it proves impossible to accommodate a child in their preferred school, Trafford will consider how best to place that child in a school within Trafford.

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 (Reception, Year 1 or Year 2) your application for a place or places at the infant or primary schools of your preference will be

OVERSUBSCRIPTION CRITERIA

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 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.

ABOUT YOUR RIGHT TO APPEAL

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:

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

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.

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 Casework Manager (Special Needs) 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 SEN Team on 0161 912 5157.

EDUCATION OTHER THAN AT SCHOOL

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.

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 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:

- a. Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b. Children who have been out of education for two months or more;
- c. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;

RELEVANT POLICIES OF THE AUTHORITY

- d. Children who are homeless;
- e. Children with unsupportive family backgrounds for whom a place has not been sought;
- f. Children who are carers; and
- g. 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).

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:

1. Children aged between 8 and 11, living 3 miles or more from the nearest available school;
2. Children under 8 living 2 miles or more from the nearest available school;

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.

CYCLE ALLOWANCES

As an alternative to a free travel pass, you may apply for a cycle allowance of £90 each academic year. An application form for this allowance is available on request from the Travel Assistance Team. The child must have successfully completed an accredited programme of road safety training. Parents

RELEVANT POLICIES OF THE AUTHORITY

should be satisfied that the home to school route is within the capabilities of their child and that the cycle is properly maintained. The bicycle should have appropriate lighting and suitable reflective clothing should be worn at all times.

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 20 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 through the use of 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 bring a written appeal against the Council's decision. Within 14 days of notification by the Council that the application does not qualify for free travel, appellants must set out why they think the Home to School Transport Policy has not been properly applied in a written statement to the Admissions Service Manager, Waterside House, Sale Waterside, Sale M33 7ZF

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) or from: Dominic Smith, Transport Strategy and Road Safety Manager, 2nd Floor, Waterside House, Sale, M33 7ZF.

Email: dominic.smith@trafford.gov.uk Telephone: 0161 912 4312 Fax: 0161 912 4407

RELEVANT POLICIES OF THE AUTHORITY

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 www.trafford.gov.uk/educationandlearning/schools/schoolmeals

ACADEMY AND VOLUNTARY-AIDED PRIMARY SCHOOL ADMISSION POLICIES 2015 ACADEMIC YEAR

CONTENTS

18	Acre Hall Primary School
20	All Saints Catholic Primary School
22	Altrincham C.E. Primary School
26	Bowdon C.E. Primary School
31	Elmridge Primary School
32	English Martyrs R.C. Primary
35	Forest Gate Academy
37	Holy Family R.C. Primary School
39	Lime Tree Primary School
41	Old Trafford Community Academy School
43	Our Lady of Lourdes R.C. Primary School
46	Our Lady of the Rosary R.C. Primary School
49	Park Road Academy Primary School
51	Park Road Sale Primary School
53	St Alphonsus R.C. Primary School
55	St Anne's C.E. Primary School
59	St Ann's R.C. Primary School
60	St Hilda's C.E. Primary School
70	St Hugh of Lincoln R.C. Primary School
72	St Hugh's Catholic Primary School
75	St Joseph's Primary School
77	St Margaret Ward Catholic Primary School
79	St Mary's C.E. Primary (Davyhulme)
81	St Mary's C.E. Primary (Sale)
87	St Michael's C.E. Primary School
90	St Monica's R.C. Primary School
92	St Teresa's R.C. Primary School
93	St Vincent's Catholic Primary School

You may be required to submit a supplementary form to these schools. However, it is important to note that the only applications that can be considered are those that you list on your Common Application Form (CAF). If you only apply direct to a school your application will only be considered after all applications made on CAFs have been processed. The Governing Body of each Voluntary-Aided School is responsible for the admission arrangements of that school. Any enquiries should be made direct to the 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 2015 is **15 January 2015**.

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 2014 autumn term.

Decisions regarding the allocation of places for September 2015 will be posted to parents on **16 April 2015**. Applications received after the closing deadline, 15 January 2015, 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 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.

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 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

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'. 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 and displayed in the school entrance/main reception area.

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 2015, 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"* baptised Catholic children. (*see Children Act, 1989)
- b) Baptised Catholic children living within the Parish with a sibling in the school at the time of admission.
- c) Baptised Catholic children living within the Parish.
- d) Other baptised Catholic children with a sibling in the school at the time of admission.
- e) Other baptised Catholic children.
- f) Other "Looked After" 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, e.g. child benefit statement 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 DfES School Admission Appeals Code of Practice).

GENERAL INFORMATION

Our School is a Church Aided School - this means that the members of the Parish Churches of St. George, St. John the Evangelist 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.

NUMBER TO BE ADMITTED

The school's admission number is 40.

CRITERIA

Where there are more applications for admission than the 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, 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.
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, 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.
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, St. John the Evangelist or St. Margaret. A map showing the boundaries of the three 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, St John, 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 2015?

Applications should be made online at www.trafford.gov.uk or by completing a Common Application Form (CAF). These should be available during the 2014 autumn term from Trafford nurseries and Trafford primary schools and from Trafford's 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. 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 2015 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 2015 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.

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 2013

For admission in September 2013 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.	10
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.	18
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.	10
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.	2
6. Other children not coming under categories 1 - 5.	0

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 Church of England. 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 2015 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 2015

All children with birthdays from 1st September 2010 until 31st August 2011 are eligible to be admitted 1 September 2015. For admission to reception classes will need to complete two forms

Form 1 is the Trafford Primary/Infant Application which is available from the school office or can be completed online (at www.trafford.gov.uk/admissions) and must be received at Trafford by the date published in the Local Authority co-ordinated Admissions scheme (January 2015). 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 (January 2015).

Criteria for the Admission of Students 2015

There are 90 places available for admission in 2015. 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 affiliated to Churches Together in Britain and Ireland. ^{*1}

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 previously looked after children
2. Children with exceptional social and/or medical reasons ^{*4}
3. Children of staff employed by the Governing Body to work 16 hours per week or more and who fulfill the requirements of 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 ^{*2}.
5. Children whose parent(s)/carer(s) is(are) committed to the religious development of 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}.
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}.
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}.
8. Children whose parents/carers are involved in the worship of any Christian denomination ^{*3 *5 *7}

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, 7 and 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 the faith and practice of the Church of England. 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 previously looked after children
2. Children with exceptional social and/or medical reasons *4
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.
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

- A. **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 waiting list 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 waiting list. For Reception places the waiting list is kept until the end of the autumn term.

- B. **'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.
- C. **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).

- D. **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.
- E. **DEFERRED ENTRY** Parents must contact the headteacher on application before considering deferring their child's application to the school. Bowdon C.E. Primary School will hold a deferred place in a reception class up to the beginning of the term after the child's fifth birthday and not beyond. In usual circumstances it is in your child's best interest to start in the usual admissions round.

SUPPLEMENTARY INFORMATION – FOUNDATION PLACES

- *1. Evidence of commitment to religious development of the parishes will include regular attendance at worship (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 bible study leaders
- *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 at least twice a month for the past six months.
- *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 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).

The School's Catchment Area

The school's catchment area comprises the parishes of:

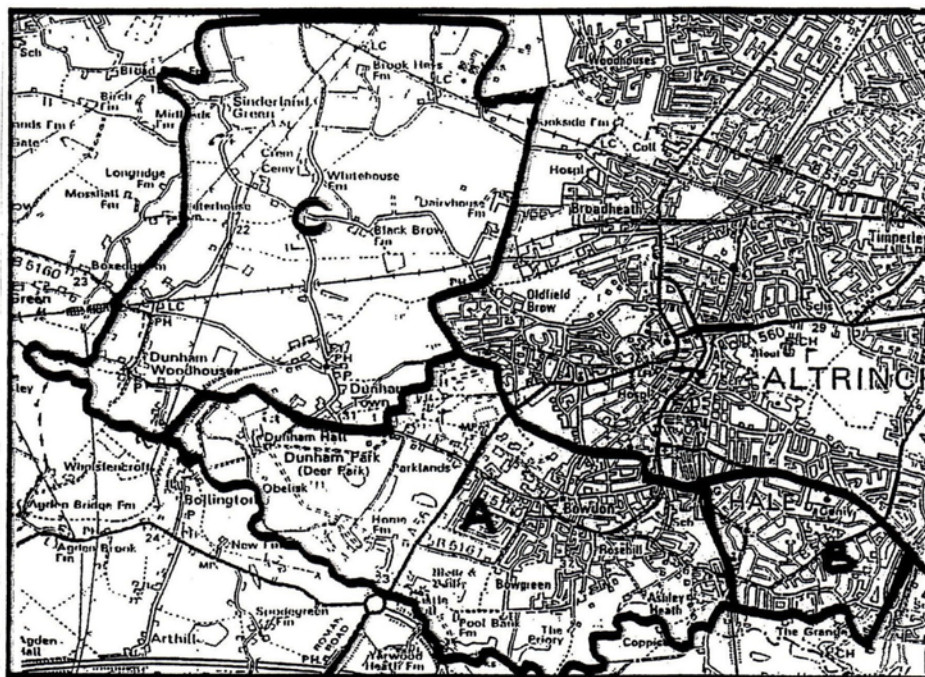
St. Mary's, Bowdon
St. Peter's Hale (including St. Elizabeth's, Ashley)
St. Mark's, Dunham Massey

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

The admissions policy is available at the School Office and on the School Website www.bowdoncs.org.uk

Bowdon C of E Primary School is required to send a copy of this policy to other local admission authorities. In consultation with Trafford Admissions, the Governors have determined these admission authorities as follows: Trafford Education Admissions, Warrington Education Admissions and Cheshire East Education Admissions.

MAP OF THE SCHOOL'S CATCHMENT AREA



The School's Catchment Area comprises:
The parishes of St. Mary's, Bowdon (A)
St. Peter's, Hale (B) and
St. Mark's, Dunham Massey (C)

Check your postcode on www.achurchnearyou.com

For additional information regarding admissions to Voluntary-Aided Church Schools please visit the Chester Diocese Website at www.chester.anglican.org

OVER-SUBSCRIPTION CRITERIA FOR ADMISSION TO THE SCHOOL

For the school year commencing September 2015 the published admission number 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 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 using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal

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.

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

STATEMENT OF RELIGIOUS AFFILIATION

The school admissions arrangements are reviewed annually in accordance with statutory requirements and guidance. The schools admission policy is published in Trafford LA Admissions Information Booklet for parents.

English Martyrs' RC primary School is under the trusteeship of the Diocese of Salford. It is maintained by Trafford LA. As a Voluntary Aided School, the governing body is the admissions authority and is responsible for taking decisions on applications for admissions. The coordination of admission arrangements is undertaken by the Education Authority.

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 children who are in public care.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and who are resident in the parish catchment area.
3. Baptised Roman Catholic children who are resident in the parish catchment area.
4. Baptised Roman Catholic children who have a brother or sister attending English Martyrs' school at the time of admission and are resident in another parish.
5. Baptised Roman Catholic children resident in another parish.
6. Other children who are in public care.
7. Other children who will have a brother or sister attending English Martyrs' school at the time of admission.
8. 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. In the Autumn term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority 'Primary Admissions Booklet'; which gives details of the LA co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and primary schools and on-line.

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 LA on 16th April 2015

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 the 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' will be taken to include 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 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. The governing body has set a limit to 30 per year group in KS2.

ADMISSION TO FOREST GATE ACADEMY NURSERY

The Academy will keep an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. Places are allocated according to the oversubscription criteria for the main school.

An Application Form for a Nursery place in the September intake should be completed and submitted to the Headteacher by 31 January which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once this application round is completed and places have been allocated.

Allocation of places will be made to qualifying children and notifications sent to parents on April 1, or the first school day after this. Where places are available, further applications will be considered as they are received.

Attendance will usually be on a part time basis, mornings or afternoons, according to the 15 hour per week entitlement. Children attend every day; part week places are not available. Where places are available, attendance may be on a full time basis. This is a school nursery class and as such operates during term times only.

Please note that if your child attends our nursery, this is not a criterion for admission to the Reception class at the school and no place can be guaranteed for your child.

APPLICATIONS FOR RECEPTION TO YEAR 6

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 2014 will be 30. Places will be offered by the Local Authority on 15 April 2014.

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.

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.

MISSION STATEMENT

As followers of Jesus Christ, we aim to meet the needs of all who belong to our school community. We encourage everyone to do their best, to care for one another and to cherish God's world.

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 2015, 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.
2. Baptised Roman Catholic children who live within the boundaries of the parish of Holy Family, Sale Moor.
3. Baptised Roman Catholic children who have an older sibling at the school at the time of admission.
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) The Governing Body reserves the right to admit children with proven and exceptional medical 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.
- b) 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.
- c) 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.

- d) 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.
- e) All Roman Catholic applicants must include a copy of their baptismal certificate.
- f) It is the duty of the Governors to comply with the statutory Infant class-size limit.
- g) 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.
- h) 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.
- i) 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 14 days (10 working 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.
- j) 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 connection or place of residence.

CLOSING DATE

The closing date for applications for Admissions in September 2015 will be in accordance with the closing date published by Trafford LA.

On 1st May 2014 Lime Tree Primary School successfully converted to academy status, and is now part of the Enquire Learning Trust.

Where the number of applications for Lime Tree Primary school 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).
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 School, and from the Children, Families and Wellbeing Directorate.

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).

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.

Where the number of applications for Old Trafford Community 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 order². 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 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 School, and from the Children, Families and Wellbeing Directorate.

² 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).

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.

SEPTEMBER 2015 - AUGUST 2016

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 2015 - August 2016, 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 as defined in the Education Regulations 2006.
2. 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.
- c) It is the duty of governors to comply with class size limits at Key Stage One.
- d) 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 necessary guarantee admission to the Nursery.

e) Admission to the Nursery Class does not necessarily guarantee admission to the Primary School

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 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 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 2 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).
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).
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 2 or more years at the time at which the application for admission to the school is made.
9. Other children who will have a sibling attending 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 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.

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 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.

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.
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'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 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.

The school's Admissions Policy is also published in Trafford LA's Admissions Information Booklet for Parents available on Trafford's website.

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 is undertaken by the Education Authority. For the school's year commencing September 2015, the Governing Body has set its admissions number 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:

- a) "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).
- b) 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).
- c) 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).
- d) Those children who live in the catchment area of Park Road Academy Primary School.
- e) Children who live nearest to Park Road Academy Primary School measured in a direct straight line on the Ordnance Survey map from the front door of the child's permanent place of residence to the main entrance of the Academy.

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 childcare arrangements are equally shared between

two addresses the 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. 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, e.g. child benefit statement in addition to their Birth 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 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.

WHAT WE MEAN BY "SIBLING" - A child who is living at the same address as their parents/legal carers, as part of a family unit.

In any case of two siblings requiring places in the same academic year group and Park Road Academy 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 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 2015 is **15 January 2015**.

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 2014 autumn term.

Decisions regarding the allocation of places for September 2015 will be posted to parents on **16 April 2015**. Applications received after the closing deadline, 15 January 2015, will only be considered after all other applications received on time have been processed.

OVER-SUBSCRIPTION CRITERIA

Quite often 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. 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 school who will have a sibling attending the primary 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 school.
4. Children, who live outside the catchment area of the school, with a sibling 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).
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 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.

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 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 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. For the school year commencing September 2015, the governing body has set its planned admissions number at 30.

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 children who are in public care.
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).

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 2015 will be in accordance with the closing date published by Trafford Local Authority.

The number of places available for admission to the Reception class in 2015 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 residence order or special guardianship order).
2. Children with exceptional social and/or medical reasons (see note a)
3. A child with a sibling in the School who will still be attending the School at the time of the applicants 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, as recognised by 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 June 2014. 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 I
- 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' information:

For the academic year 2013/2014 the school was not able to admit all pupils who applied for admission, we received no appeals. 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 - 0
- 2. Children who have a sibling in school who will still be attending school the following year - 11
- 3. Children whose parents are faithful and regular worshippers in the Parish Church of St Anne's with St Francis Sale - 12

4. 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
5. Children whose families are faithful and regular worshippers of another Christian denomination, as recognised by 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
6. Children resident in the parish of St Anne's with St Francis Sale. A map showing the parish is available from the school - 5
7. 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.

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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits in Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable Governing Body would have made, or that your child would have been offered a place if the governor's admissions' arrangements had been properly implemented.

Please note that this right of appeal against the governor's decision does not prevent you from making an appeal in respect of any other school.

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. 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 2015, 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 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.

MAKING AN APPLICATION

Parents/guardians seeking a place for their child at St Hilda's must make applications for admission to the school on the common application form provided by Trafford LEA either on paper or online via Trafford's web-site in accordance with Trafford's published timetable.

The school also has a supplementary application form and supplementary faith reference form. These are available from the school office, the school's web-site or the Trafford web-site.

The governors will use the school's supplementary application form and relevant references/evidence to assess applications against the oversubscription criteria. By law we cannot make this form mandatory, but you should complete it if you believe faith, sibling or special medical or social circumstances criteria apply. If you wish governors to take account of these factors you must return this form to school, together with any relevant reference(s) or other supporting evidence, by the closing date to submit applications as published by Trafford.

For clarity and to stress the above, there are two application forms to be returned by the deadline:

Mandatory - the Trafford Common Application Form (CAF) to be returned to Trafford LEA or completed on-line on the Trafford website. Parents/carers **MUST** include St Hilda's as one of their preferences on this form.

WITHOUT THIS FORM FOR A CHILD THE GOVERNORS WILL BE UNABLE TO OFFER A PLACE;

Highly Advisable for most children - the school's Supplementary Application Form to be returned to the school along with any relevant reference(s) or supporting information/evidence.

WITHOUT THIS FORM AND VALID REFERENCE(S) / EVIDENCE THE GOVERNORS MAY BE ABLE TO RANK A CHILD ONLY ACCORDING TO RESIDENTIAL ADDRESS.

ADMISSIONS PROCEDURE SEPTEMBER 2014

For the school year commencing September 2014, the Governing Body has set its admissions number to the Reception classes as a maximum of 45.

This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admission 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 considers all school preferences (1st, 2nd, 3rd choice etc) equally. Trafford LEA then allocates places according to its policy.

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.

OVER-SUBSCRIPTION CRITERIA:

1. Children in public care ("looked after" children as defined in the Education Act 2002) 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 living in the catchment area 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 the Parish Church of St Hilda.
4. Children living in the catchment area 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. Other children living in the catchment area, chosen randomly, for 20% of the places being allocated at this time (rounded down), or for all remaining places if fewer.
6. Children living in the catchment area who will have a brother or sister attending the school at the time of their admission.
7. Children living in the catchment area where both child and parent/legal guardian currently express their Christian worship and commitment within the worship life of the Parish Church of St. Hilda less actively.
8. Children living in the catchment area 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.
9. Children living in the catchment area where child and/or parent/legal guardian currently express their faith actively within the worship life of a non-Christian faith group.
10. Children living in the catchment area where child and/or parent/legal guardian currently express their faith within the worship life of a non-Christian faith group, less actively.
11. Other children living in the catchment area.

12. Children living outside the catchment area who will have a brother or sister attending the school at the time of their admission.

13. All other children

DEFINITIONS OF THE OVERSUBSCRIPTION CRITERIA;

1. **Catchment area.** The governing body defines the catchment area for St. Hilda's CE Primary School to be the local Church of England parish areas with which our school principally links. This is area made up of:

- the parish of Firwood and Gorse Hill, for which St. Hilda's Church is the Parish Church
- the parishes of St Bride's Old Trafford and St John's Old Trafford (which are St. Hilda's adjoining and partner churches in the Stretford Deanery, and do not themselves have church schools)
- that portion of St Matthew's parish lying East of the Metro line and North of Edge Lane (where for clarity, the boundary line is the middle of the road - houses on the Southern side of Edge Lane are not included).

2. **Special Medical or Social Circumstances.** Where admission is sought under special medical or social circumstances, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why this school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

3. **Regular Worship at St Hilda's.** The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment actively within the worship life of the Parish Church of St. Hilda when they have both participated in the church's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference.

4. **Regular Worship at Other Churches.** The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment actively within the worship life of a Church of England Church, or a Church of another orthodox Christian denomination (which means a church recognised as orthodox by the Church of England) when they have both participated in the church's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference.

5. **Local Places Allocated Randomly.** The governors will draw the names of children living in the defined local catchment area from a hat for 20% of the places being allocated (i.e. 20% of the admissions number of 45 for September admissions), rounded down. This means that of the 45 September admissions the governors would allocate 9 places in this way, unless there are fewer places remaining in which case they will allocate all remaining places like this.

- i. The governors will arrange for this random allocation to be overseen by an independent witness.
- ii. By this means every applicant within the prime area we cater for will have an equal chance of receiving one of these places, regardless of the distance of their home from school.

6. Brothers and sisters. A brother or sister of the applicant is defined as:

- I. a child who lives at the same permanent address as the applicant as part of a family unit (this means where the children have the same people fulfilling the parental role); or
- II. a child who has both parents the same as the applicant.

For the governors' treatment under this criterion of twins, triplets, other multiple births and siblings born in the same school year - please see note (e) below.

7. **Less Active Worship at St. Hilda's.** The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment within the worship life of the Parish Church of St. Hilda, less actively (i.e. less regularly and/or more recently than in criterion (4)), when they have both participated in the church's worship activities twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference.
8. **Less Active Worship at Other Churches.** The governors recognise a child and parent/legal guardian as currently expressing their Christian worship and commitment within the worship life of a Church of England Church, or a Church of another orthodox Christian denomination (which means a church recognised as orthodox by the Church of England) less actively (i.e. less regularly and/or more recently than in criterion (5)), when they have both participated in the church's worship activities twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference.
9. **Regular Worship of Another Faith.** The governors recognise a child or a parent/legal guardian who has a faith commitment to a non-Christian faith as currently expressing that faith commitment actively within the worship life of a neighbouring non-Christian faith group when he or she has participated in the faith group's worship activities regularly, that is for a minimum average of worship in two weeks in a month, for a period of at least twelve months prior to application for admission and the date of the associated reference.
10. **Less Active Worship of Another Faith.** The governors recognise a child or a parent/legal guardian who has a faith commitment to a non-Christian faith is recognised as currently expressing that faith commitment within the worship life of a neighbouring non-Christian faith group, less actively (i.e. less regularly and/or more recently than in criterion (9)), when he or she has participated in the faith group's worship activities, twice recently (that is, within the last two months) and in at least ten separate weeks during the past year prior to application for admission and the date of the associated reference.

Participation in Worship at St Hilda's Church

- i. The governors take participation in worship at St. Hilda's Church to mean joining in any of that range of the church's activities whose purpose is worship (and it is perfectly acceptable for it to vary from week to week which activities in particular either of them may be involved in or whether they do so together or at separate times). To be explicit, in the case of St. Hilda's, this range of activities whose purpose is worship means any of the church's:

- principal worship services; or
- other public services/meetings for worship and prayer ; or
- small group worship meetings (known generally as "cell" groups, or at St. Hilda's also called "dynamo" groups) whose purpose is worship, prayer and Bible study; or
- other small group meetings whose purpose is worship (in terms of experience of God through ministry from the church's ministry team, equipping for discipleship and developing faith).

(For clarity, church members and the church building are involved in many other activities and meetings which are predominantly social, practical, or educational in purpose and participation in these things does not constitute expression of Christian worship and commitment).

- ii. If the family have only recently moved into the area or church, you can still meet the requirement for "regular participation" if you are able to show similarly active involvement in church worship life at your previous address or church.
- iii. The governors will only be able to recognise this if an authorised minister, leader or church officer of St Hilda's, duly completes and signs an up to date reference form as confirmation.

Participation in Worship at Other Churches

- h. The governors take participation in worship at a church other than St. Hilda's to mean joining in that range of the church's activities whose purpose is worship. To be clear, this does not necessarily mean activities which are the same as those defined above for St. Hilda's Church, though they may well be very similar, but is those activities whose purpose is worship as this is understood by the church in question. However, it is necessary that the participation, so understood by the church, is able to be assessed in ways that are quantifiable and measurable, not ambiguous nor open to subjective interpretation. It is perfectly acceptable for it to vary from week to week which worship activities in particular either of them may be involved in or whether they do so together or at separate times.
- ii. If the family have only recently moved into the area or church, you can still meet the requirement for "regular participation" if you are able to show similarly active involvement in church worship life at your previous address or church.
- iii. The governors will only be able to recognise this if an authorised minister, leader or church officer of your church duly completes and signs an up to date reference form as confirmation.

Participation in Worship of Other Faiths

- i. The governors take participation in worship to mean joining in that range of the faith group's activities whose purpose is worship, as this is understood by the faith leader, provided that the participation, so understood, is able to be assessed in ways that are quantifiable and measurable, not ambiguous nor open to subjective interpretation.
- ii. If the family have only recently moved into the area or worshipping community, you can still meet the requirement for "regular participation" if you are able to satisfy your faith leader of similarly active involvement in worship life at your previous address or worshipping community.
- iii. The governors will only be able to recognise this if one of your authorised faith leaders duly completes and signs an up to date reference form as confirmation.

Further Notes

- a) Children will be ranked in strict order according to the highest criterion which applies to them.
- b) For criteria other than the first, the Governors will only be able to rank the children as far as they may determine according to each child's St. Hilda's admissions supplementary form and confirmatory reference(s) or supporting information submitted to them, and **only** provided these are received by the deadline, and provided that Trafford have **ALSO** received a correctly completed common application form by the deadline.
- c) With the exception of criterion (5) and multiple births (see note (e) below), children to whom the same criterion applies will be ranked according to the strict geographic distance of the child's normal residential address from the school as the crow flies. This is measured in a direct straight line on the appropriate OS map from the front door of the child's permanent place of residence to the main entrance of the school.
- d) 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, 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 parental addresses, the distance of the nearer address to school will be used for the purposes of determining priority for admission. If only one address is within the catchment area the governors will treat the child as living within the catchment area. Parents may be asked to show evidence of the claim that is being made for the address, e.g. child benefit statements, showing the child's address as the one claimed. 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.

The governing body will accept as evidence of removal into the area proof of exchange of contracts relating to the purchase of a property, or a copy of a signed rental agreement (minimum 6 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.

e) Twins, triplets, other multiple births and siblings born in the same school year

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.

f) Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- i. allocate a place in advance of the family arriving in 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 when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- ii. ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

WAITING LIST

Where St. Hilda's has more applications than places, the governors will place the names of children who are not admitted on a waiting list. We will also add any late applicants to the school to the waiting list.

Should a place become available the governors will apply the oversubscription criteria to the children on the waiting list. The governors will offer the place to the child whose name then comes highest. Thus it is possible that the governors may offer a place to a child who applies, or moves to the area, later, than one who has been on the waiting list for some time (since the date of application cannot be a criterion for admission decisions). This is entirely independent of whether an appeal has been submitted.

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

NON-ROUTINE ADMISSIONS

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. The governors would advise parents who may wish their child to attend this school to arrange to visit the school.

Please note that Local Authorities have been responsible for coordinating all non-routine admissions since September 2010. Therefore Trafford's common application form for this purpose must be used. For most children, it will be highly advisable also to complete a school application form and supply any relevant references/information, so that governors can accurately determine your child's standing in relation to the school's oversubscription criteria should more than one child be eligible for a place.

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 clerk to the governors via the school office (marking your envelope APPEALS) within 14 days (10 working 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.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school. Please also note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in circumstances.

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 local 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.

DEFERRED ADMISSION

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request part time attendance until your child is 5.

NURSERY ADMISSIONS

52 part-time places are available in the Nursery. The above criteria and procedures are also followed for Nursery admissions, except there is no application to Trafford. The deadline date for application is the same.

IMPORTANT NOTES

1. A place in the Nursery has no bearing upon admissions to the school, and so neither guarantees nor increases the chances of a place in the Reception class the following year.
2. A separate application must be made for Nursery places and for Reception places.

ADMISSIONS DATES

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.

SCHOOL ETHOS

St. Hilda's Church of England school is an inclusive family school built on its church foundations and the strong links it has with St. Hilda's Church, other local churches, children's services and the Manchester Diocese.

The church foundation and Christian nature encompasses and shapes all aspects of life in school, through our teaching, values, policies and the choices we make. It fills the school with an atmosphere of celebration, encouragement and mutual support.

Welcoming children of diverse backgrounds, we encourage each child to reach their potential; educationally, spiritually, morally and socially, in order that they form their own opinions and take responsibility for their actions, decisions and learning. The school enrolls not just children but families. So we foster both a home-school partnership in education and the active participation of parents and carers in the school's life and vision.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. It also promotes understanding of the cultures our children bring into the school and the wider cultures of the world.

St Hilda Church of England Primary, Firwood - Catchment Area



Digital map from Dotted Eyes. © Crown Copyright. All rights reserved. OS Licence No. 100019918. Church Commissioners. Contains Ordnance Survey data © Crown Copyright and database right 2012.

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. Baptised Roman Catholic 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 are in public care.
7. Other children who will have a sibling attending the school at the time of admission.
8. 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.”

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.

ADMISSION STATEMENT

The aim of the school is to assist Catholic Parents/Guardians to provide a Catholic education for children within the parish of St Hugh and St John, Timperley. St Hugh'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. For the school year commencing September 2015, the Governors have 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 available.

1. Baptised Catholic Looked After Children and previously Looked after Children (As defined by the Children Act).
2. Children with exceptional medical and/or social needs where these needs can only be met at this school.
3. Baptised Catholic children who have a sibling at the school at the time of admission.
4. Baptised Catholic children from the parish of St Hugh and St John.
5. Children of Staff at the School.
6. Baptised Catholic children from other parishes.
7. Non-Catholic Looked After Children and previously Looked after Children (As defined by the Children Act).
8. Non-Catholic children who have a brother or sister at the school at the time of admission.
9. 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 January 15th 2015. Applications received after the closing deadline will only be considered after all other applications received on time have been processed.
- b) A Looked After Child is a child who is (a) 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
- c) An applicant will be classified as a Catholic provided that, by the closing date for application forms to be received by Trafford, documentary proof from the Church has been produced verifying one of the following:-
 - Baptism within the Roman Catholic Church.
 - Formal Reception into the Catholic Church of a child that was baptised in another Christian Denomination.

- Written evidence from the Parish Priest that the child is currently being prepared for baptism.
- Baptism in an Oriental Rite Church in communion with Rome.
- d) It is the duty of the governors to comply with class size limits at Key Stage One. Unless there is a situation where the 31st child is a twin or from multiple births.
- e) In category 2 professional supporting evidence from eg a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social needs, and such evidence must set out the particular reasons why this school is the most suitable school for those difficulties.
- f) If in any other category there are more applications than places available, priority will be given to children with exceptional medical and/or social needs where these needs can only be met by this school. Professional supporting evidence from e.g a doctor, psychologist, social worker, is essential if admission is to be made under this provision and such evidence must set out the particular reason why this school is the most suitable for coping with these difficulties. Following this provision admission will be on the basis of distance from home to 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. In the event of distances being the same for 2 or more applicants where this 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. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be determined by the admissions authority as the home for the majority of school days in a week.

- 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 as that sibling.
- h) Priority may be given with the Admissions criteria to children of staff as follows: 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 demonstrable skill shortage.
- i) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions 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 Autumn term.
- j) 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 will be considered by the Headteacher in conjunction with the Governing Body.

- k) Under the terms of the 1998 Education Act parents have the right of appeal against any decision made by the Admission Authority 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 Rd, Stretford, M32 0YT, Telephone 0161 912 4221, to obtain an appeal form.
- l) In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admissions 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 unsuccessful applications for the other child/children.
- m) The Governing Body reserves 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.
- n) If an application for admission has been turned down by the Governing Body, parents can appeal to an Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

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 2015, 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.

ADMISSIONS CRITERIA

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 2015.
- 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 in any category 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 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.

ADMISSIONS POLICY FOR RECEPTION TO YEAR SIX AGED CHILDREN 2015

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 2015 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 from the parish of St Margaret Ward Catholic Primary School.
3. Children who have a brother or a sister at the school at the time of admission.
4. Baptised Catholic children from other parishes.
5. 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 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 RC 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, 2nd Floor, Waterside House, Sale, M33 7ZF Deadline for return of the form is 15th January 2015. Parents should also fill in separate admission form, which can be obtained from the school office and returned directly to school

This policy was written after consultation with Governors and representation from Manchester Diocese, using Manchester Diocese Primary Admissions Guidance 2010.

STATEMENT OF RELIGIOUS AFFILIATION

As Christians we believe that, as well as their physical, intellectual and emotional needs, children ought to grow up with some insight into the spiritual dimension of life. Our school has a Christian ethos with a concern for the children in our care.

Admissions to an Aided School are the responsibility of the Governing Body and this policy lays down the criteria for admissions and the admissions procedure. The governors will admit all children who have a statement of special educational needs in which the school is named. In the event of over subscription for the remaining places they will be allocated by use of the following criteria in order:

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, TRIPLETS, OTHER MULTIPLE BIRTHS AND SIBLINGS BORN IN THE SAME SCHOOL YEAR

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.

PUBLISHED ADMISSIONS NUMBER:

The maximum number of children that the Governors' Admission Panel is allowed to admit is 30 in the Foundation Stage and KS1.

The Governing Body has set a limit of 30 per year group in KS2.

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 2015 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 2015 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 2015

Children with birthdays between 1st September 2010 and 31st August 2011 are admitted in September 2015. Parents applying for their child to join our Reception class in September 2015 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 on line (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 School's Supplementary Form which parents are required to complete if they are applying for a Church Association Place (i.e. a place based on church connections). This form provides the school with additional information that will be used to put applications into rank order according to the agreed over-subscription criteria. 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.

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: Looked after Children means children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's 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 the School Supplementary Form.

2. Siblings

Children who have a sibling in the school who will still 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. (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 only required to identify the School as one of their preferred choices on the Trafford Application Form and do not need to complete the School Supplementary Form.

3. Church Association Places

After 'Looked After' children (see paragraph 1), siblings and any statemented children (see later paragraph), 85% of the remaining places will be offered as Church Association Places (rounded up or down to the nearest whole number). 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 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 either the parish of St Martin's, Ashton-upon-Mersey or St Paul's, Sale

- 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.
- 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

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 12 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***

A map showing the parish boundaries of St Mary Magdalene, Ashton-upon-Mersey, St Martin, Ashton-upon-Mersey and St Paul's, Sale is attached to the policy and available on the school website.

4. Open Places

After 'looked after' children (see paragraph 1), siblings and any statemented children (see later paragraph) and 85% of the remaining places have been allocated as Church Association Places, the Governing Body has designated 15% of places remaining each year as open places (rounded up or down to the nearest whole number).

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 the 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 according to the following criteria:

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 2013/14 there were 117 applications for 35 places. The admissions committee applied the criteria from the 2013/14 Admissions Policy and the final allocation of places was as follows:

- 0 "Looked after" children (children in the care of the Local Authority)
- 11 Children with a sibling in the school who will 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).

Church Association Places

- 8 Children whose parents/guardians are at the *heart of the church and worship at St Mary Magdalene, Ashton-upon-Mersey and live in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- 2 Children whose parents/guardians are at the heart* of the church and worship at St Mary Magdalene, Ashton-upon-Mersey and reside in the neighbouring parishes of either St Martin's, Ashton-upon-Mersey or St Paul's, Sale
- 2 Children whose parents/guardians are at the heart* of the church and worship at a Christian denomination church and listed on the 'Churches Together' website (www.churches-together.net) and reside in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- 0 Children whose parents/guardians are attached** to the church and worship at St Mary Magdalene, Ashton-upon-Mersey and reside in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- 0 Children whose parents/guardians are attached** to the church and worship at St Mary Magdalene, Ashton-upon-Mersey and reside in the neighbouring parishes of either St Martin's, Ashton-upon-Mersey or St Paul's, Sale
- 1 Child whose parents/guardians are attached** to the church and worship at a Christian denomination church and listed on the 'Churches Together' website (www.churches-together.net) and reside in the parish of St Mary Magdalene, Ashton-upon-Mersey.
- 11 Open Places A child who does not qualify for a Church Association Place but whose parents have chosen the school for the type of education it provides.

The allocation of places to the Reception Class in September 2014 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 Admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's 5th birthday is between the months of September and December, then, if you wish it, admission may be deferred until the child is statutory school age.

Statemented Children

A child with a statement of special educational needs where the school is named in the statement will automatically be admitted.

March 2014

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.

CRITERIA FOR ADMISSION

The Governors will admit all children having a statement of special educational needs 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 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 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 is in regular attendance at St. Michael's Church.
4. Children who have been Baptised or Dedicated and at least one of whose parents 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 is in regular attendance at a place of worship of any other Christian denomination. A Christian denomination is a church listed on the "Churches Together" website (www.churches-together.net)
6. Any other children. (Please refer to Admission Procedure Notes (6) for additional details on criteria for admission).

ADMISSIONS PROCEDURE NOTES

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. Sister or brother includes step, half, foster and adopted brothers 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 guardian at St. Michael's church, at public worship, at any service on any day for at least two years prior to the time when the application to school is being considered.

Headteacher: Alison Drayton

Public worship is defined as attendance at Peewits, Family Praise, Holy Communion, Parish Communion, Evensong and Morning Prayer. If there are not enough places for all children whose parent(s) meet these requirements, places will be offered first to the children whose parent(s) have worshipped regularly for the greater number of years. Evidence of Baptism of the child, confirmation of regular attendance and the number of years sustained attendance 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. Regular attendance (as defined in note 3). Evidence of Baptism 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.
5. In the event of a tie on the number of years of sustained attendance place will be allocated to the children living nearest the school. (See note 6)
6. Child living nearest to school will be defined as the distance to a child's normal home as measured in a direct straight line from the front door of the home address to the main entrance of the school. The normal home of the child is the home where the child sleeps for the majority of the school week.
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. 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. 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.

Headteacher: Alison Drayton

10. 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

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 Governing Body has set a limit of 32 per year group in Key Stage 2.

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 2015 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 2015.
- 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 is proud to be a Roman Catholic Primary School which actively encourages our faith through the Gospel values while sharing and promoting the teachings of Jesus Christ.

St Teresa's family spirit seeks to prepare our pupils to become part of the wider community and to take on the challenges they may face tomorrow.

Jesus is our guiding light.

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. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2015 the governing body's planned admission number is 30.

ADMISSION TO THE SCHOOL will be made by the governing body in accordance with the stated parental preferences it receives subject to the following 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 children who are in public care.
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.

(*) **Definition of Sibling** - 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.

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

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 2015 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.

ADMISSIONS CRITERIA

1. Baptised Roman Catholic Looked After Children and previously Looked After Children (as defined by the Children Act 1989).
2. Baptised Roman 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 Roman Catholic children residing in the parishes of St Vincent's, Altrincham, and Holy Angels, Hale Barns.
4. Baptised Roman 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 Roman Catholic children residing in other parishes who are attending St Vincent's Nursery School at the time of application.
6. Baptised Roman Catholic children residing in other parishes.
7. Non Roman Catholic Looked After Children or previously Looked After Children (as defined by the Children Act 1989).
8. Non Roman Catholic children who have a brother or sister at St Vincent's Catholic Primary School at the time of the proposed admission.
9. Non Roman Catholic children who are attending St Vincent's Nursery School at the time of application and whose parents wish them to have a Catholic education.
10. Non Roman Catholic children whose parents wish them to have a Catholic education.
11. Other non Roman Catholic children.

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 2014 and offers of places will be sent out on 16 April 2014. All such applications will be considered at the same time. Applications received after the closing deadline, 15 January 2014, 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 2014. Where a baptismal certificate is produced after that date but before 16 April 2014, 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 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 school 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 2015.

- 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 2015 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.
- l) The Governing Body reserves 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.

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

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, co-ordinates will be obtained as above.

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"

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

This Scheme is formulated in accordance with School Admissions Code which came into force on 1st February 2012.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

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

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

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

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

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

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

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

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**.

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

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.

2015 CO-ORDINATED ADMISSIONS SCHEME PRIMARY

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. ³

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. ⁴

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.

³ In accordance with 2.22 of the School Admissions Code which came into effect on 1 February 2012

⁴ In accordance with 2.21 of the School Admissions Code which came into effect on 1 February 2012

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

ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

KEY TO THE SYMBOLS USED IN THE LIST

School Type

Schools marked VA or A administer their own admissions and you should contact them direct.

Schools marked C are administered by the Authority.

Number on Roll

The number on roll is the forecast total number of pupils at the school at 1 September 2014.

Admission Number

The Admission number is the number, agreed and published by the Authority, of pupils admitted to that year group.

Catchment Areas

A copy of a map showing the boundary of each of Trafford's Community Primary, Infant and Junior School's catchment area is available for inspection by parents at each school and at the Offices of the Admissions Team at Waterside House, Waterside, Sale. A number of schools share an area with an adjacent school and children who live in such a "shared" area are considered, for admissions purposes, to live within the catchment area for both schools.

Over Subscription Criteria

In the event that there are more applications received than places available at a particular community school the Authority will apply the over subscription criteria.

Nursery Places

Applications for admission to a nursery class should be made direct to the school. Attendance at a nursery class does not guarantee your child a place in the reception class of the school.

All the primary schools in this list are co-educational.



Academy



School Type
(Community)



School Type
(Voluntary Aided)



School Type
(Voluntary
Controlled)



4-6 Age Range



7-11 Age Range



4-11 Age Range



Primary School



Infant School



Junior School



Forecast total
number on roll
September 2014































Admission
Number 2015































Nursery





























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Acre Hall Primary School						
Mrs A. White Irlam Road Flixton M41 6NA 0161 748 4356	<p>The admission number for 2014 was 50. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> acrehallprim.admin@trafford.gov.uk</p>					
All Saints Catholic Primary School						
Mrs A. Scanlon Cedar Road Sale M33 5NW 0161 962 1288	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> allsaints.admin@trafford.gov.uk</p>					
Altrincham C.E. Primary School						
Mr J. Inglis Townfield Road Altrincham WA14 4DS 0161 928 7288	<p>The admission number for 2014 was 40. The anticipated number of children to be admitted in September 2014 is 40.</p> <p> altrinchamce.admin@trafford.gov.uk</p>					
Barton Clough Primary School						
Mr R. Chrysler Audley Avenue Stretford M32 9TG 0161 748 7539	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> bartonclough.admin@trafford.gov.uk</p>					



























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Bollin Primary School						
Mr A. Gifford Apsley Grove Bowdon WA14 3AH 0161 928 8900	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> office@bollin.trafford.sch.uk</p>					
Bowdon C.E. Primary School						
Mrs S. Martin Grange Road Bowdon WA14 3EX 0161 928 8907	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> bowdonce.admin@trafford.gov.uk</p>					
Broadheath Primary School						
Mrs J. Dyson Sinderland Road Altrincham WA14 5JQ 0161 928 4748	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> broadheath.admin@trafford.gov.uk</p>					
Brooklands Primary School						
Mrs B. A. Riley Woodbourne Road Sale M33 3SY 0161 973 3758	<p>The admission number for 2014 was 70. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> brooklands.secretary@traffordlearning.org</p>					





























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Broomwood Primary School						
Mrs Hossen Mainwood Road Timperley WA15 7JU 0161 912 5609	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 40.</p> <p> broomwood.admin@trafford.gov.uk</p>					
Cloverlea Primary School						
Mr P. Linnett Green Lane North Timperley WA15 7NQ 0161 980 8338	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> cloverleaprim.admin@trafford.gov.uk</p>					
Davyhulme Primary School						
Mr P. McDowell Canterbury Road Davyhulme M41 0RX 0161 748 3392	<p>The admission number for 2014 was 70. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> davyhulmeprimary.office@traffordlearning.org</p>					
Elmridge Primary School						
Mrs J. Appleyard Wilton Drive Hale Barns WA15 0JF 0161 980 4941	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> office@elmridge.trafford.sch.uk</p>					





























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
English Martyrs R.C. Primary School						
Mrs A. Harrop Wycliffe Road Urmston M41 5AH 0161 748 7257	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> englishmartyrs.office@traffordlearning.org</p>					
Firs Primary School						
Mrs N. Hitchcock Firs Road Sale M33 5EL 0161 973 7350	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> firs.admin@trafford.gov.uk</p>					
Flixton Infant School						
Mr S. Bentham Mardale Avenue Flixton M41 5SA 0161 748 2871	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> flixtoninfants.admin@trafford.gov.uk</p>					
Flixton Junior School						
Mr J. Redmond Delamere Road Flixton M41 5QL 0161 748 5141	<p>The admission number for 2014 was 62. The anticipated number of children to be admitted in September 2014 is 62.</p> <p> flixtonjunior.office@traffordlearning.org</p>					



























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Forest Gate Academy						
Mr P. Heath Daniel Adamson Avenue Partington M31 4PN 0161 775 4356	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 40.</p> <p> forestgate.admin@trafford.gov.uk</p>					
Gorse Hill Primary School						
Mrs L. Bates Burleigh Road Stretford M32 0PF 0161 865 1209	<p>The admission number for 2014 was 50. The anticipated number of children to be admitted in September 2014 is 50.</p> <p> gorsehillprimary.office@traffordlearning.org</p>					
Heyes Lane Primary School						
Sally Harkin (Acting Head) Crofton Avenue Timperley WA15 6BZ 0161 973 9850	<p>The admission number for 2014 was 90. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> heyesslanejun.office@traffordlearning.org</p>					
Highfield Primary School						
Mrs L. Robertson Bridgenorth Avenue Urmston M41 9PA 0161 748 6096	<p>The admission number for 2014 was 40. The anticipated number of children to be admitted in September 2014 is 40.</p> <p> highfield.admin@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER	ADMISSION NUMBER 2015
Holy Family Catholic Primary School						
Mrs L. Davison Old Hall Road Sale Moor M33 2JA 0161 962 5397	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> holyfamily.admin@trafford.gov.uk</p>					
King's Road Primary School						
King's Road Firwood M16 0GR 0161 881 3571	<p>The admission number for 2014 was 90. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> kingsroad.admin@trafford.gov.uk</p>					
Kingsway Primary School						
Mrs A. Bowden Kingsway Davyhulme M41 0SP 0161 748 1867	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> kingsway.admin@trafford.gov.uk</p>					
Lime Tree Primary School						
Mr S. Beswick Budworth Road Sale M33 2RP 0161 905 0790	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> office@limetree.trafford.sch.uk</p>					
























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Moorlands Junior School						
Miss A. Kelly Temple Road Sale M33 2LP 0161 962 5452	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> moorlands.admin@trafford.gov.uk</p>					
Moss Park Infant School						
Mrs J. Acheson Moss Park Road Stretford M32 9HR 0161 864 3636	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> mossparkinf.admin@trafford.gov.uk</p>					
Moss Park Junior School						
Mrs K. Stallman Moss Park Road Stretford M32 9HR 0161 864 1710	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> mossparkjun.admin@trafford.gov.uk</p>					
Navigation Primary School						
Mr S. Busby Hawarden Road Altrincham WA14 1NG 0161 912 5937	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> navigation.sbusby@traffordlearning.org</p>					





























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Old Trafford Community Academy						
Mrs J. Stott Malvern Street Old Trafford M16 9AD 0161 912 4875	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> otcschool.admin@trafford.gov.uk</p>					
Oldfield Brow Primary School						
Mr R. Merrell Taylor Road Altrincham WA14 4LE 0161 926 8646	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> oldfieldbrowps@yahoo.co.uk</p>					
Our Lady of Lourdes Catholic Primary School						
Mr P. Gibbons Lock Lane Partington M31 4PJ 0161 775 2847	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> Lourdes.admin@trafford.gov.uk</p>					
Our Lady of the Rosary R.C. Primary School						
Miss S. Molloy Davyhulme Road Davyhulme M41 7DS 0161 748 4626	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> rosary.admin@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Park Road Sale Primary School						
Mrs E. Clover Park Road Sale M33 6HT 0161 973 1392	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> parkroadsale.admin@trafford.gov.uk</p>					
Park Road Academy Primary School						
Co-Headteachers Mrs R. McKinlay Ms K. Hall Frieston Road Timperley WA14 5AP 0161 972 4820	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> parkroadtimp.admin@trafford.gov.uk</p>					
Partington Primary School						
Miss A. Edwards Central Road Partington M31 4FL 0161 775 2937	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> partingtonprimary.chris@traffordlearning.org</p>					
Seymour Park Community Primary School						
Mr A. Rae Northumberland Road Old Trafford M16 9QE 0161 872 1150	<p>The admission number for 2014 was 80. The anticipated number of children to be admitted in September 2014 is 80.</p> <p> seymour.admin@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Springfield Primary School						
Mrs A. Chard Springfield Road Sale M33 7XS 0161 973 4149	<p>The admission number for 2014 was 90. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> springfield.admin@trafford.gov.uk</p>					
St. Alphonsus R.C. Primary School						
Mrs T. Birds Hamilton Street Old Trafford M16 7PT 0161 872 5239	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stalphonsus.admin@trafford.gov.uk</p>					
St Anne's C.E. Primary School						
Mrs J. Brahney Trinity Road Sale M33 3ED 0161 973 7181	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stannes.admin@trafford.gov.uk</p>					
St Ann's R.C. Primary School						
Mr J. O'Brien Derbyshire Lane Stretford M32 8SH 0161 865 7705	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> stannesrc@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
St Hilda's C.E. Primary School						
Mr T. Coleman Warwick Road South Stretford M16 0EX 0161 881 5466	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> sthildas.school@traffordlearning.org</p>					
St Hugh's Catholic Primary School						
Mr A. McMorrow Park Road Timperley WA15 6TQ 0161 962 1852	<p>The admission number for 2014 was 90. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> sthughs.admin@trafford.gov.uk</p>					
St Hugh of Lincoln R.C. Primary School						
Mr M. Mountcastle Glastonbury Road Stretford M32 9PD 0161 912 2906	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> sthughoflincoln.admin@trafford.gov.uk</p>					
St Joseph's Catholic Primary School						
Mrs B. Harrold Marlborough Road Sale M33 3AD 0161 973 4938	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> stjosephs.admin@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
St Margaret Ward Catholic Primary school						
Mr A. Ratchford Cherry Lane Sale M33 4GY 0161 969 9852	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stmargaretward.admin@trafford.gov.uk</p>					
St Mary's C. E Primary school						
Mrs A. Fagan Cornhill Road Davyhulme M41 5TJ 0161 912 2728	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stmarysdavy.admin@trafford.gov.uk</p>					
St Mary's C. E Primary school						
Mr W. Hitchcock St. Mary's Road Sale M33 6SA 0161 973 5030	<p>The admission number for 2014 was 35. The anticipated number of children to be admitted in September 2014 is 35.</p> <p> stmarys.admin@trafford.gov.uk</p>					
St Matthew's C. E Primary school						
Mr S. Madden Poplar Road Stretford M32 9AN 0161 865 1284	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stmatthews.head@traffordlearning.org</p>					



























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
St Michael's C.E. Primary School						
Alison Drayton The Grove Flixton M41 6JB 0161 748 3669	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> stmichaels.admin@trafford.gov.uk</p>					
St Monica's R.C. Primary School						
Mrs L. Davies Woodsend Road South Flixton M41 6QB 0161 748 3353	<p>The admission number for 2014 was 45. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> stmonicas.admin@trafford.gov.uk</p>					
St Teresa's R.C. Primary School						
Mrs A. Heard St. Teresa's Road Stretford M16 0GQ 0161 881 3163	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> st.teresas.mmitchell@traffordlearning.org</p>					
St Vincent's Catholic Primary School						
Mrs Z. Kwiatkowska Orchard Road Altrincham WA15 8EY 0161 911 8040	<p>The admission number for 2014 was 90. The anticipated number of children to be admitted in September 2014 is 90.</p> <p> stvincentsinf.admin@trafford.gov.uk</p>					




























ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Stamford Park Infant School						
Mrs McDowell Cedar Road Hale WA15 9JB 0161 928 4040	<p>The admission number for 2014 was 70. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> stamfordparkinf.admin@trafford.gov.uk</p>					
Stamford Park Junior School						
Mrs C. Downing Cedar Road Hale WA15 9JB 0161 928 3608	<p>The admission number for 2014 was 70. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> stamfordparkjun.admin@trafford.gov.uk</p>					
Templemoor Infant School						
Mr S. Hodgson Nursery Close Sale M33 2EG 0161 969 1622	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> templemoor.admin@trafford.gov.uk</p>					
Tyntesfield Primary School						
Mrs K. Spark Alma Road Sale M33 4HE 0161 973 4877	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> tyntesfield.admin@trafford.gov.uk</p>					






















ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Urmston Infant School						
Miss F. Bee Wycliffe Road Urmston M41 5AH 0161 748 4362	<p>The admission number for 2014 was 70. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> urmstoninfants.admin@trafford.gov.uk</p>					
Urmston Junior School						
Mrs S. Jones Hereford Grove Urmston M41 5AJ 0161 748 2855	<p>The admission number for 2014 was 75. The anticipated number of children to be admitted in September 2014 is 70.</p> <p> urmstonjun.admin@trafford.gov.uk</p>					
Victoria Park Infant School						
Miss D. Vrlec Henshaw Street Stretford M32 8BU 0161 865 4778	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> victoriaparkinf.admin@trafford.gov.uk</p>					
Victoria Park Junior School						
Mrs J. Taylor Davyhulme Road East Stretford M32 0XZ 0161 912 5005	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> victoriajunior.admin@trafford.gov.uk</p>					

ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Well Green Primary School						
Mrs K. Markham Briony Avenue Hale WA15 8QA 0161 980 3976	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> www.wellgreenprimary.co.uk</p>					
Wellfield Infant School						
Ms C. Graham Church Lane Sale M33 5QG 0161 962 1828	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2012 is 60.</p> <p> wellfieldinf.admin@trafford.gov.uk</p>					
Wellfield Junior School						
Mr J. Tomlinson Dumber Lane Sale M33 5QX 0161 912 3685	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> wellfieldjun.admin@trafford.gov.uk</p>					
Willows Primary School						
Mrs K. Warren Victoria Road Timperley WA15 6PP 0161 980 7685	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> willows.admin@trafford.gov.uk</p>					

ALPHABETICAL LIST OF PRIMARY SCHOOLS IN TRAFFORD

SCHOOL DETAILS	TYPE	AGE RANGE	TYPE OF SCHOOL	NURSERY	FORECAST TOTAL NUMBER ON ROLL	ADMISSION NUMBER 2015
Woodheys Primary School						
Mrs L. Daniels Meadway Sale M33 4PG 0161 973 4478	<p>The admission number for 2014 was 60. The anticipated number of children to be admitted in September 2014 is 60.</p> <p> woodheys.admin@trafford.gov.uk</p>					
Woodhouse Primary School						
Mrs J. O'Connor Nursery Road Davyhulme M41 7WW 0161 748 5844	<p>The admission number for 2014 was 30. The anticipated number of children to be admitted in September 2014 is 30.</p> <p> woodhouse.admin@trafford.gov.uk</p>					
Worthington Primary School						
Mr C. Searle Worthington Road Sale M33 2JJ 0161 973 3504	<p>The admission number for 2014 was 40. The anticipated number of children to be admitted in September 2014 is 45.</p> <p> worthington.admin@trafford.gov.uk</p>					



TRAFFORD COUNCIL

How to contact Trafford School Admissions

School Admissions
2nd Floor Waterside House
Sale
M33 7ZF

Telephone: 0161 912 5007
Fax: 0161 912 4407

school.admissions@trafford.gov.uk