

# 2018 PRIMARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with School Admissions Code which came into force on 19<sup>th</sup> December 2014.

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

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

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

## 1. 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 following admission year. The CAF will be available on line at [www.trafford.gov.uk](http://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<sup>1</sup>, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area. Similarly Trafford will receive list of parents resident outside Trafford who have expressed a preference for a Trafford maintained school.
- ii) By **21 February** Lists will be sent to all academies and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies and voluntary aided schools will be asked to apply their own admission criteria and to send back their lists by **7 March**. The list will indicate the order in which all children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.
- iv) The LA will draw up similar lists for the community primary schools for which it is the admission authority.

## 3. ALLOCATION PROCEDURE

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

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<sup>1</sup> Where any published date is not a working day, the next working day will apply

- 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) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will consider how to place that child in a school within the Trafford area. This will usually be the nearest school with a vacancy.
- 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<sup>st</sup> March** notification of final offers/refusals will be sent to and received from other LAs
- ix) By **31<sup>st</sup> 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<sup>th</sup> 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 **30<sup>th</sup> 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 **30<sup>th</sup> 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<sup>th</sup> May**. Voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by **13<sup>th</sup> May**.
- ii) At this stage in the review process, any applications received after the closing date of **30<sup>th</sup> April** will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii) On **20<sup>th</sup> 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 **10<sup>th</sup> June**.

iv) Applications for vacancies or late applications received after **30<sup>th</sup> 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 1<sup>st</sup> September.

## 5. **RIGHT OF APPEAL**

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

## 6. **WAITING LISTS**

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

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

## 7. **IN YEAR APPLICATIONS**

For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 20<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.

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<sup>2</sup>.

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<sup>2</sup> In accordance with 2.22 of the School Admissions Code

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<sup>3</sup>.

Early applications received for admission to community or voluntary controlled schools in the next admission year will be considered after 6<sup>th</sup> July in the current year. Early applications received for community or voluntary controlled schools after 20<sup>th</sup> July will be considered after 1<sup>st</sup> September.

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<sup>3</sup> In accordance with 2.21 of the School Admissions Code

## 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.  
30 APRIL