



TRAFFORD
COUNCIL

STARTING PRIMARY SCHOOL

2021 Primary School Policies and Procedures

This booklet contains information for children eligible to start school in September 2021

September 2021

www.trafford.gov.uk

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OTHER LANGUAGES

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

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

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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۔

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0161 912 5007

INTRODUCTION

This information outlines Trafford's policies and the arrangements for the intake of children to Trafford Primary Schools for September 2021. The procedures and rules for deciding admissions to Trafford schools apply equally to Trafford and non-Trafford resident children.

Information about all Trafford primary schools is included in the "Alphabetical list of Primary Schools in Trafford" and gives information about each school and how to apply. Trafford is responsible for admission arrangements for Community and Voluntary Controlled Schools, and the governing body or trust of a Voluntary Aided School (a faith school) or Academy determine the admissions for these schools. The admissions policies for all Trafford primary/infant schools; Academies, Community, Voluntary Controlled and Voluntary Aided schools are provided through a link on the home page of the School Admissions section of Trafford's website.

We try to make sure that as many pupils as possible are offered places at one of their preferred schools, but in some instances this will not be possible. Trafford schools are extremely popular and most are oversubscribed. To maximise the likelihood of achieving a place at a local school, parents are advised to list their catchment area school(s) amongst their preferences. A place cannot be automatically reserved for your child at a catchment area school(s) as all the available places may be allocated to children who apply for a place at the school. A catchment area school is one that gives priority to applicants living in a defined catchment area. Faith schools may also have a catchment area, but this will usually be a parish or parishes. Details of the catchment areas for faith schools are included in the relevant schools' policies. 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.

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

It is most important that you submit your application by the closing date of **15th January 2021**.

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 2021/2022 school year and is correct at the time of writing but policies are constantly kept under review and there may well be further changes within the education system which affect this policy statement arising from national legislation. In cases of doubt, contact should be made with the Trafford School Admissions Team.

STARTING PRIMARY SCHOOL

PROCESSING YOUR DATA

Our core data protection obligations and commitments are set out in the council's primary privacy notice. For further information use the following link:

[School Admissions Service Privacy-Notice.aspx](#)

COMPULSORY SCHOOL AGE

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

Trafford Council provides for the admission of all children in the September following their fourth birthday. Children who were born between 1st September 2016 and 31st August 2017, will be eligible to be admitted to a school from 1st September 2021.

HOW TO APPLY FOR A RECEPTION PLACE FOR ADMISSION IN SEPTEMBER 2021

Community schools and some academies have a catchment area, where resident children are given priority over other children. The details of the catchment areas for all community, voluntary controlled schools and academies are defined in street lists:

- [Trafford Street List](#)

A Catchment Area look-up facility is available on the School Admission home page of Trafford's website, where you can enter your home address to identify the catchment area in which you live.

Details of the catchment areas for faith schools are available direct from the schools.

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

Applications must be submitted by School Admissions by 15th January 2021 at the latest. Applications or changes submitted after the closing deadline will only be considered after all other applications have been processed. Decisions regarding the allocation of places will be available to view on your online account on 16th April 2021. The outcome will also be posted to all applicants on 16th April 2021.

Once your application has been submitted, you will receive confirmation by email. If you do not receive email confirmation, your application has not been submitted. If you wish to submit a paper application, an acknowledgment postcard will be 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 15th January 2021, you should contact Trafford to check that your Application

Form has been received. If more than one application is received for a child, Trafford will consider the Application Form received last and any earlier application will not be valid.

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

DEFERRED ENTRY

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

THE ADMISSION OF SUMMER BORN CHILDREN

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

Parents will be required to submit an on time application and to approach all the preferred schools to discuss their child's circumstances, by 15th January. Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form.

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

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

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

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools, a place will be allocated at the nearest participating school with a vacancy. Again, the parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

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

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

HOW PLACES ARE ALLOCATED AND THE REVIEW OF ALLOCATIONS

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed". This is why you are encouraged to apply for a place at more than one school. When schools are "oversubscribed" the "admissions authority" has to adopt criteria for deciding which children are to be offered the available places. The over-subscription criteria adopted by Trafford schools to determine admissions can be viewed using this link :

[Policies and Procedures for all Trafford Primary, Infant and Junior Schools](#)

Priority at Trafford Community and Voluntary-Controlled schools is based on Catchment Areas. 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 children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted.

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

All available places are offered on 16th April 2021. You are strongly advised not to decline the offer without first securing a place at another school. If you do accept the offer, you can still join a Waiting List or lodge an appeal for another school, without prejudice. Vacancies are filled in a review process taking place after 30th April 2021. 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.

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 residency is shared between two addresses, the following criteria will be applied:

- Where both addresses are in the catchment area, the child will be considered as living in the catchment area.
- Where one of the addresses is outside the catchment area, the child will be regarded as living outside the catchment area.
- Where there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

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

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

PUPILS WHO MOVE INTO/WITHIN TRAFFORD

If you change address during the offer year, (1st September 2020 to 1st September 2021) you must provide proof of residency and effective proof of the disposal of your previous home. Trafford reserves the right to check the information and may request further evidence, at any time, to ensure that places are correctly allocated.

Applications for children who move by 15th January 2021, who have submitted an on time application, will be considered from the new address. However, where an on time application has not been submitted, applications will only be considered after all applications received by 15th January 2021 have been processed.

Applications for children who move after the 15th January 2021, will be considered in the review of allocation in May 2021 following the same criteria as used for the initial allocations.

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

IN YEAR TRANSFERS - PUPILS WHO MOVE INTO OR WITHIN TRAFFORD

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

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

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

IN YEAR TRANSFERS FOR PUPILS OF INFANT AGE

Government Regulations limit the size of infant classes (Reception, Year 1 and Year 2) to 30 pupils per school teacher. If you move into Trafford with children of infant age i.e. (Reception, Year 1 or Year 2) your application for a place or places at the infant or primary schools of your preference will be given full consideration by the relevant admission authority, in the light of the availability of places. However, the admission authority will not be able to agree to the admission of a child if it would result in any of the infant classes at the school containing more than 30 pupils, either immediately or in the future. In these circumstances, Trafford’s School Admissions Team will advise where places are available.

IN YEAR TRANSFERS FOR PUPILS OF JUNIOR AGE

If you move into Trafford with children of junior age (Years 3, 4, 5 and 6), your application for a place or places at Community Junior or Primary schools, will be given full consideration by the relevant admission authority, in 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 1st September, 1st January or 1st April after their third birthday. Children are entitled to receive free early education until the start of the term following their 5th birthday. Information on the location of nursery classes can be found in the alphabetical list of Trafford primary schools.

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

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

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

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

ABOUT YOUR RIGHT OF APPEAL

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

There are two types of appeal:

PREJUDICE APPEALS

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

The Panel will also consider your reasons for wanting a place at a particular school and will balance these against the factors given by the admission authority. If the Panel feels that the reasons you have given outweigh the admission authority's case, then the Panel can allow your appeal.

INFANT CLASS SIZE APPEALS

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

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

- The admission of an additional child would not breach the infant class size limit of 30 children to one qualified teacher.
- The child would have been offered a place if the admission arrangements had complied with admissions law or if the admission arrangements had been correctly and impartially applied.
- The admission authority's decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case and in light of the published admission arrangements.

FURTHER APPEALS

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

RELEVANT POLICIES OF THE AUTHORITY

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

How special educational needs are identified and assessed

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

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

EDUCATION OTHER THAN AT SCHOOL

Elective Home Education

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

Home Tuition

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

Hospital Teaching Service

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

CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE

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

GRANTS

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

FAIR ACCESS PROTOCOL (IN YEAR APPLICATIONS)

Where normal admission arrangements have failed, eligible pupils, who are resident in Trafford, may be referred for consideration under Trafford's Fair Access Protocol. Normal admission procedures

will be deemed to have failed where a child has not achieved a place at a preferred school and cannot be allocated a place at the catchment area school or the school designated as serving the area in which they live. Normal admission procedures include the right for the parents to go to appeal to the Independent Appeals Panel.

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

- a) children from Pupil Referral Units who are considered ready for reintegration into mainstream education;
- b) children who have been out of education for two months or more;
- c) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance ;
- d) children of Gypsies, Roma, Travellers, Refugees and Asylum Seekers;
- e) children who are homeless;
- f) children with unsupportive family backgrounds for whom a place has not been sought;
- g) children who are carers; and
- h) children with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan).

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

TRAVEL ASSISTANCE

Children from Low Income Families

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

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

Other Children

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

Children aged between 8 and 11, living 3 miles or more from the nearest available school;
Children under 8 living 2 miles or more from the nearest available school. The Council does not have a duty to provide travel assistance to children below statutory school age.

Pupils will not be entitled to a travel pass if:

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

JOURNEY VARIANCE VOUCHERS

A free travel pass entitles a child to make a single journey to and from school each day. However, Journey Variance Vouchers are available from the school. If authorised by the Head and endorsed

with the school stamp, these vouchers allow travel pass holders to travel between home and school at other than the usual times. This is to enable the child to take part in after-school activities.

CAR MILEAGE ALLOWANCE

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

ADDITIONAL INFORMATION

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

APPEALS AGAINST ELIGIBILITY FOR FREE TRANSPORT DECISIONS

How to appeal or complain about a decision about travel assistance

This section informs applicants how to appeal a decision made by Trafford Council where the applicant is not happy with the refusal of their application or where the application has been approved, they are not satisfied with the type of travel assistance offered.

Please note that once an application has been through the appeals process a new application will not be considered unless there has been a significant and material change in circumstances.

Appeals concerning Children of Compulsory School Age

The Council operates a two stage review and appeals process relating to all applications for home to educational establishment transport for children of compulsory school age.

Appeals can be against decisions on the following:

- Child's eligibility
- Distance measurement in relation to statutory walking distance
- Safety of the route
- Suitability of travel assistance arrangements offered

Stage One

Parents must appeal in writing to the Admissions Service Manager, Children and Young People's Service, Waterside House, Sale Waterside, Sale M33 7ZF within 20 working days from receipt of the Council's decision asking for a review of the decision. The request for the review should explain why the decision should be reviewed and detail personal family circumstances that should be considered when the decision is reviewed. Within 20 working days of receipt of the written request for review a senior officer will review the decision and send parents notification of the outcome.

Stage Two

If a parent is not satisfied with the decision/outcome at Stage One, they have 20 working days from receipt of the Stage One decision to make a written request to escalate the matter to Stage Two. Within 40 working days of the parent's request, an independent appeals panel will consider written and verbal representations. For more information on the appeals process, please visit the Department for Education's [Home to school travel and transport guidance](#) which can be found on their website.

Further information is available on Trafford's website:

www.trafford.gov.uk/residents/schools/school-transport/travel-assistance.aspx

CONCESSIONARY FARES

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

THE SUSTAINABLE MODES OF TRAVEL STRATEGY

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

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

MILK, MEALS AND REFRESHMENTS

All children in Reception, Year 1 and Year 2 automatically qualify for a Free School Meal under the universal scheme.

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

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

DEFINITIONS

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

Sibling

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

Distance from home to school

For the home address, the distance will be calculated from the seed point of the property. The seed point of each property is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) which are available, on request, from Trafford's School Admissions Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school represent a fixed point at each school which has been used to determine priority since 2003. These co-ordinates are listed in the Alphabetical List of Primary Schools on page 22 of this document.

Additional/supplementary forms

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

2021 PRIMARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with School Admissions Code which came into force on 19th 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	Partington Central Academy
All Saints' Catholic Primary School	St Alphonsus RC Primary School
Altrincham CE Primary School	St Anne's CE Primary School
Barton Clough Primary School	St Ann's RC Primary School
Bollin Primary School	St Hilda's CE Primary School
Bowdon CE Primary School	St Hugh of Lincoln RC Primary School
Elmridge Primary School	St Hugh's Catholic Primary School
English Martyrs' RC Primary School	St Joseph's Catholic Primary School
Forest Gate Primary School	St Margaret Ward Catholic Primary
Holy Family Catholic Primary School	St Mary's CE Primary (Davyhulme)
Lime Tree Primary School	St Mary's CE Primary School (Sale)
Old Trafford Community Academy	St Michael's CE Primary School
Our Lady of Lourdes Catholic Primary	St Monica's RC Primary School
Our Lady of the Rosary Catholic Primary	St Teresa's RC Primary School
Park Road Sale Primary School	St Vincent's Catholic Primary School
Park Road Academy Primary School	Tyntesfield Primary School

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

Broadheath Primary School	St Matthew's CE Primary School
Brooklands Primary School	Seymour Park Community School
Broomwood Primary School	Springfield Primary School
Cloverlea Primary School	Stamford Park Infant School
Davyhulme Primary School	Stamford Park Junior School
Firs Primary School	Templemoor Infant School
Flixton Primary School	Urmston Primary 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
Oldfield Brow Primary School	

1. APPLICATION PROCEDURE

- i) By 12th September in the offer year the primary application process will be open to all Trafford residents who wish to apply for places in state funded primary schools for following admission year. Applications can be submitted on line at www.trafford.gov.uk, and paper application forms can be obtained on request from the Trafford's School Admissions Team.
- 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 to submit an application.
- iii) Applications must be submitted by **15 January** in the offer year.
- iv) Parents can apply for upto 5 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 February¹, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area. Similarly Trafford will receive list of parents resident outside Trafford who have expressed a preference for a Trafford maintained school.
- ii) By **21 February** Lists will be sent to all academies and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies and voluntary aided schools will be asked to apply their own admission criteria and to send back their lists by **7 March**. The list will indicate the order in which all children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.
- iv) The LA will draw up similar lists for the community primary schools for which it is the admission authority.

3. ALLOCATION PROCEDURE

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

¹ Where any published date is not a working day, the next working day will apply

- 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 applications submitted after 15 January will be processed and places will be allocated in line with the published criteria.
- viii) By **31st March** notification of final offers/refusals will be sent to and received from other LAs
- ix) By **31st March** Trafford LA sends the final lists of pupils to be offered places to schools in Trafford and notifies the home authorities of the final determination.
- x) On **16th 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 **30th 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 **30th 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 **6th May**. Voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by **13th May**.
- ii) At this stage in the review process, any applications received after the closing date of **30th 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 **3rd June**.
- iv) Applications for vacancies or applications received after **30th 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:
 - 13th June or next working day – Closing date for acceptance 14 days from date of offer
 - 9th 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 9th 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

Admission authorities must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Waiting lists for Trafford's community and voluntary controlled schools are run throughout the year for every year group. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Children allocated a place at the school in accordance with a Fair Access Protocol, 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 15th 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 place².

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 consideration³.

Applications received for admission to community or voluntary controlled schools in advance for the next admission year will be considered after 6th July. Parents will be advised of the outcome of their application before the schools close for the summer break. Applications received between the 15th July and 31st August will be considered at the beginning of the autumn term and parents will be advised of the outcome of their application after the 15th September. Applications received for community or voluntary controlled schools after 31st August will be considered after the initial allocation and parents will be advised of the outcome by the end of September.

² In accordance with 2.22 of the School Admissions Code

³ 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 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

TRAFFORD SCHOOLS DIRECTORY

SCHOOL: **Acre Hall Primary School**
HEADTEACHER: Mrs A White
ADDRESS: Irlam Road
Flixton
Manchester
M41 6 NA

TELEPHONE: 0161 748 4356
EMAIL: admin@acrehall.trafford.sch.uk
WEBSITE: www.acrehall.trafford.sch.uk

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

GENDER: Mixed **CATEGORY:** Academy
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 42 **2020 APPLICATIONS:** 85
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 250

SCHOOL: **All Saints' Catholic Primary School**
HEADTEACHER: Mrs A Fagan
ADDRESS: Cedar Road
Sale
Cheshire
M33 5NW

TELEPHONE: 0161 962 1288
EMAIL: admin@allsaints.trafford.gov.uk
WEBSITE: www.allsaints.trafford.sch.uk

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

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 30 **2020 APPLICATIONS:** 76
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 210

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

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

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

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 30 **2020 APPLICATIONS:** 50
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 200

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

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

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

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 30 **2020 APPLICATIONS:** 91
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 226

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

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

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

GENDER: Mixed **CATEGORY:** Voluntary Aided

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

2021 ADMISSION NUMBER: 60 **2020 APPLICATIONS:** 147

SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 420

SCHOOL: St. Hilda's C.E. Primary School
HEADTEACHER: Miss C McCoy
ADDRESS: Warwick Road South
Stretford
Manchester
M16 0SH

TELEPHONE: 0161 881 5466
EMAIL: sth@vantageacademies.co.uk
WEBSITE: www.sthildasprimary.co.uk

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

GENDER: Mixed **CATEGORY:** Voluntary Aided

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

2021 ADMISSION NUMBER: 45 **2020 APPLICATIONS:** 63

SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 290

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

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

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

GENDER: Mixed CATEGORY: Voluntary Aided
AGE RANGE: 4-11 TYPE: Primary
2021 ADMISSION NUMBER: 60 2020 APPLICATIONS: 179
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 422

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

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

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

GENDER: Mixed CATEGORY: Voluntary Aided
AGE RANGE: 4-11 TYPE: Primary
2021 ADMISSION NUMBER: 30 2020 APPLICATIONS: 74
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 213

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

TELEPHONE: 0161 865 1284
EMAIL: admin@stmatthewsco.co.uk
WEBSITE: www.stmatthews.trafford.sch.uk

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

GENDER: Mixed **CATEGORY:** Voluntary Controlled
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 30 **2020 APPLICATIONS:** 70
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 210

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

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

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

GENDER: Mixed **CATEGORY:** Voluntary Aided
AGE RANGE: 4-11 **TYPE:** Primary
2021 ADMISSION NUMBER: 30 **2020 APPLICATIONS:** 82
SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 216

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

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

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

GENDER: Mixed **CATEGORY:** Community

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

2021 ADMISSION NUMBER: 60 **2020 APPLICATIONS:** 204

SEPTEMBER 2020 EXPECTED NUMBER ON ROLL: 330

2020 ADMISSION ROUND – APPLICATION OUTCOMES ON NATIONAL OFFER DAY

Allocated School	No of Places Offered	Last Category Offered	Furthest Distance (Miles)
Acre Hall Primary School	41	All	
All Saints' Catholic Primary School	30	Category 4	0.311987747
Altrincham C.E. Primary School	36	All	
Barton Clough Primary School	29	All	
Bollin Primary School	60	Category 5	3.795624350
Bowdon C.E. Primary School	90	Open places Category 7	0.858693172
Broadheath Primary School	56	All	
Brooklands Primary School	90	Category 5	0.935933745
Broomwood Primary School	53	All	
Cloverlea Primary School	30	Category 3	0.424054314
Davyhulme Primary School	70	Category 5	0.396026044
Elmridge Primary School	30	Category 4	2.786493438
English Martyrs' R.C. Primary School	29	All	
Firs Primary School	60	All	
Flixton Primary School	60	Category 4	1.040047122
Forest Gate Academy	30	Category 4	0.958091111
Gorse Hill Primary School	42	All	
Heyes Lane Primary School	86	All	
Highfield Primary School	40	Category 5	0.802856306
Holy Family Catholic Primary School	30	Category 8.3	0.57083319
King's Road Primary School	63	All	
Kingsway Primary School	17	All	
Lime Tree Primary Academy	60	Category 5	0.561170778
Moss Park Infant School	60	Category 3	0.35266743
Navigation Primary School	59	All	
Old Trafford Community Academy	42	All	
Oldfield Brow Primary School	49	All	
Our Lady of Lourdes Catholic Primary School	21	All	
Our Lady of the Rosary R.C. Primary School	30	Category 4	1.53720665

Allocated School	No of Places Offered	Last Category Offered	Furthest Distance (Miles)
Park Road Academy Primary School	30	Category 5	0.386191069
Park Road Sale Primary School	60	Category 3	0.160140268
Partington Central Academy	49	All	
Seymour Park Community Primary School	84	Category 3	0.501922314
Springfield Primary School	90	Category 5	0.470178898
St. Alphonsus R.C. Primary School	26	All	
St. Anne's C.E. Primary School	30	All	
St. Ann's R.C. Primary School	55	All	
St. Hilda's C.E. Primary School	29	All	
St. Hugh of Lincoln R.C. Primary School	45	Category 8	1.081693744
St. Hugh's Catholic Primary School	90	Category 9	0.375341119
St. Joseph's Catholic Primary School	60	Category 6.3	0.610539805
St. Margaret Ward Catholic Primary School	30	Category 4.3	0.20864105
St. Mary's C.E. Primary School (Davyhulme)	24	All	
St. Mary's C.E. Primary School (Sale)	35	Category 4	0.077621673
St. Matthew's C.E. Primary School	30	All	
St. Michael's C.E. Primary School	30	Category 6	0.678685556
St. Monica's R.C. Primary School	40	All	
St. Teresa's R.C. Primary School	27	All	
St. Vincent's Catholic Primary School	90	Category 4	0.574148327
Stamford Park Infant School	70	Category 5	10.04347239
Templemoor Infant School	60	Category 3	0.478661553
Tyntesfield Primary School	60	Category 3	0.434000089
Urmston Primary School	70	Category 4	2.223821435
Victoria Park Infant School	60	Category 3	0.498167666
Well Green Primary School	30	Category 4	0.500129703
Wellfield Infant School	60	Category 4	1.318803523
Willows Primary School	45	Category 5	0.514630785
Woodheys Primary School	52	Category 3	0.57527698
Woodhouse Primary School	30	Category 5	0.70243478
Worthington Primary School	45	Category 4	0.677804616