



## **Lime Tree Primary Academy Admissions Policy 2021 Academic Year**

Lime Tree Primary Academy  
Budworth Road  
Sale  
M33 2RP  
Tel: 0161 905 0790  
Head of School: Mrs C. Larkin

All applications for Reception Class places and in-year transfers should be made via the admissions team at Trafford MBC:

### **By phone**

0161 912 5007

### **By email**

[school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

### **By post**

School Admissions  
Waterside House  
Sale  
M33 7ZF

## **Aims**

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

## **Responsibility for the policy and procedures**

### **Role of the Local Board**

The Local Board, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Head of School to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Head of School and to report back to the Local Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Head of School**

The Head of School in conjunction with the Admissions Committee will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Local Board on the success and development of this policy

## **Role of the Admissions Committee**

The Admissions Committee will:

- work closely with the Head of School;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy;
- annually report to the Local Board on the success and development of this policy;
- in the event of over-subscription administer the following criteria

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 Lime Tree Primary Academy 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 2019 autumn term.

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

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>1</sup>. 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).

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

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

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

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

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

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

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

### **In Year Transfers**

If you move into our catchment area and wishes to transfer your child from another school to Lime Tree Primary Academy outside the normal transfer timetable, this is referred to as an "In Year" transfer.

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

### **APPEALS**

Any parent, whose application for their child to a particular primary school is unsuccessful, has the right to appeal to an Independent Appeals Panel.

**HOW CAN I APPEAL?** If your request for a place at the school of your choice has been turned down, you will be offered an alternative. If, however, you wish to appeal against this decision, you must complete an appeal form and send it to: -

Mrs R M Worsley  
Appeals Section Democratic & Performance Services,  
Trafford Council  
Trafford Town Hall  
Talbot Road  
Stretford  
M32 0TH

## **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.*