



**PARK ROAD ACADEMY PRIMARY SCHOOL**  
**Frieston Road, Timperley, Altrincham, Cheshire WA14 5AP**



**Headteachers: Miss K Hart & Mrs R McKinlay**

**ADMISSION ARRANGEMENTS**  
for admission from the 2018 - 2019 Academic Year

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

The school's Admissions Policy is available on the school website and is also published in Trafford Local Authority's "2018 Starting Primary School Information Booklet" which can be found via a link on the following webpage:

[www.trafford.gov.uk/residents/schools/admissions](http://www.trafford.gov.uk/residents/schools/admissions)

A copy is on display in the school entrance/main reception area.

### **Infant/Primary School Admissions**

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

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

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

### **Oversubscription Criteria**

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

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

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

Admissions will be made in the following priority order:-

- 1) 'Looked after' children including previously looked after children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989). A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement orders or special guardianship order.
- 2) Those children who live in the catchment area of Park Road Academy Primary School who will have a sibling attending Park Road Academy Primary School **at the time of the applicant's proposed admission** (including half/step/adopted/foster brothers or sisters, and any other children who are living at the same address as part of the same family unit).
- 3) Children who live outside the catchment area of Park Road Academy Primary School, with a sibling attending Park Road Academy Primary School **at the time of the applicant's proposed admission** (including half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
- 4) Those children who live in the catchment area of Park Road Academy Primary School.
- 5) Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the school, measured using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information. In the case of a child living in a block of flats, the distance will be measured in the same manner. The co-ordinates that will be used for Park Road Academy Primary School are X - 377390; Y - 389998.

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

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

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

We assume that you will always give us the correct factual information when you apply for a school place. We reserve the right to check the information you have

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

In any case of two siblings requiring places in the same academic year group and Park Road Academy Primary School only having one place available in that year group, the available place will be offered to the eldest child.

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

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