Reasons/Supporting Information
Parents are invited to submit reasons for their preferences below.

Additional Information
Parents are only required to provide information needed by an admission authority to apply their oversubscription criteria. You are under no obligation to provide additional information which is not required for this purpose.

Current School Details
School ........................................................................................................................................
Address ........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Permanent Exclusions
Where a child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place.

Has your child been permanently excluded? YES  NO

Completed application (and supplementary) forms should be returned to:
School Admissions
4th Floor, Waterside House,
Waterside,
Sale, M33 7ZF
The completed forms can also be faxed to the School Admissions Team on 912 5083.

In Year Common Application Form (CAF)
Please read these notes carefully, they will help you to complete the application form attached.

If you live in Trafford and you wish to transfer your child from one school to another you must complete this form, even if the school or schools of your choice are outside Trafford. If you do not live in Trafford you can still apply to transfer your child to a Trafford school but you must do this by completing a form from your own “home” authority. The “home” authority is the authority where you live.

This application form is for admission to all year groups from Reception to Year 11. Applications for nursery and sixth forms must be made to the schools direct.

Applications will normally be processed by Trafford within 10 school days of receipt. However, applications received for admission to the next academic year will be considered after 6th July in the current year. Applications received after 20th July will be considered after 1st September. The first allocation of In Year places will take place on 15th September, or the next school day, in each admission year.

Allocated places must be taken up by the date specified in the offer letter.

If you need help in completing this form please contact the School Admission Team on 0161 912 5007 or send an email to school.admissions@trafford.gov.uk

This guidance provides a summary of the application process. Full details of the policies and procedures agreed by schools in Trafford are contained in the current Information for Parents booklet which is available on the Trafford website at www.trafford.gov.uk or on request from the School Admissions Team

Application Process
Complete and return the attached form, and any supplementary forms, to Trafford. You can also apply online from home, 24 hours a day, seven days a week. Our quick and easy system is secure and there is no risk that your application will be lost in the post. On line applicants will receive an email to confirm receipt of their application. To apply online go to:

www.trafford.gov.uk/admissions

If you are applying for a place in a voluntary aided school (these are church schools) you may be required to complete a supplementary form and to provide information about your child’s baptism. These supplementary forms will be available from schools and can be downloaded from Trafford’s website at www.trafford.gov.uk

It is important to make sure that the information you provide is factually correct. Parents have been known to give a false address in an attempt to improve their chances of getting a place at a particular school. Please note that any offer made will be withdrawn if it is found that the parents or carers have given false information.
What Happens Next

Trafford is the admission authority for all community and voluntary controlled schools. Governing bodies are the admission authority for academies, foundation schools and voluntary aided schools.

The admission authority will be advised of your application, which will be considered in accordance with the relevant published admissions policy.

Where a place is available, Trafford will write, on behalf of the admission authority, to notify you of the date by which your child is to be admitted. Once you have received this letter you must contact the school to arrange admission.

Where no place is available, Trafford will write to advise you of the availability of places at other schools.

If you are applying for a place at one of Trafford’s grammar schools your child must be successful in the relevant entrance examination to become eligible for admission. Once an application is received the relevant grammar school will arrange for your child to be tested. If no place is available, successful applicants will be invited to join the school’s waiting list.

Parents have the right to appeal against all admission decisions. You can lodge your appeal with Trafford who will notify the relevant admission authority. Your appeal must then be heard within 30 schools days of the appeal being lodged.

Trafford will hold waiting lists for all schools. Waiting lists will be ranked in accordance with the published oversubscription criteria and will not give priority to children based on the date either their application was received or their name was added to the list.

DEFINITIONS

**Catchment Area School** - A local school where children, living in the catchment area, are given priority over children living outside the catchment area. A place at your catchment area school cannot be guaranteed.

**Sibling** - Trafford community schools use the following definition "older brothers or sisters 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). Other schools may use a different definition and you should check with that school.

**Academies** - Independently managed, all-ability schools set up by sponsors with the government covering the running costs. The Governing Body is the admissions authority.

**Community School/Voluntary Controlled School** - A school where Trafford is the admissions authority.

**Foundation and Trust schools** - Foundation schools are run by their own governing body, which employs the staff and sets the admissions criteria. The Governing Body is the admissions authority.

**Voluntary Aided School** - A church school where the Governing Body is the admissions authority.

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**Trafford In Year Common Application Form (CAF)**

<table>
<thead>
<tr>
<th>Child’s details to be completed by the Parent/Carer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Is the child in care?</strong> YES □ NO □</td>
</tr>
<tr>
<td><strong>Does the child have a statement of SEN?</strong> YES □ NO □</td>
</tr>
</tbody>
</table>

**1st Preference**

Do you have other children attending the School? YES □ NO □

Sibling name Date of Birth DD MM YYYY

**2nd Preference**

Do you have other children attending the School? YES □ NO □

Sibling name Date of Birth DD MM YYYY

**3rd Preference**

Do you have other children attending the School? YES □ NO □

Sibling name Date of Birth DD MM YYYY

You can give reasons or provide supporting information in the space provided overleaf.

If applying for a voluntary aided school have you completed and attached the relevant supplementary form? YES □ NO □

Have you included a copy of a baptismal certificate where required? YES □ NO □

**DECLARATION**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to provide false information may result in the withdrawal of a school place.

Signature of Parent/Carer □ Print Name □ Address (If other than above)