



## **School Admission Policy for the school year 2025-2026**

Park Road Sale Primary School is an Academy Primary School. The Governing Body is the Admissions Authority. The co-ordination of Reception admissions arrangements is undertaken by Trafford School Admissions.

The closing date for applications for admission in the academic year 2024 is **15 January 2025**.

Our Published Admissions Number for this cohort is 60 children

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 Park Road Sale Primary School 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 autumn term. We follow the Trafford's procedure for the delayed admission of summer born children details of which are included in Trafford's Policy; Admission of Summer Born Children.

Decisions regarding the allocation of places for September 2024 will be posted to parents on **16 April 2025**. Applications received after the closing deadline, **15 January 2025**, will only be considered after all other applications received on time have been processed.

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs<sup>i</sup>**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Quite often there are not enough places at the school to satisfy every parent who wants to send their child here. 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.

### **Where the number of applications exceeds the number of places available 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).
2. Children who currently reside in the catchment area of the requested 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 currently reside 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 Park Road Sale, calculated in a direct straight line from the child's permanent place of residence to the school measured using co-ordinates 378234; 392609. In the case of a child living in a block of flats, the distance will be measured in the same way<sup>ii</sup>

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.

### **Right of Appeal**

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form. Appeals must be lodged within 28 days of receiving a letter informing you that your child was not offered a school place.

### **Definitions**

The following terms are defined as follows:

#### **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**

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school, using co-ordinates 378234;392609. In the case of a child living in a block of flats the distance will be measured from the communal entrance of the building.

The distance from the home address will be calculated from the seed point of the property, which is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666), and are available on request from Trafford's School Admission Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. Royal Mail Postal Address Information may be used in some instances.

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 persons independent from the school.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applications remain equally ranked and any further place is offered as the result of a further random exercise.

#### **Home Address**

The criteria used in determining admission to Park Road Sale refer, in every instance, to the child's home address. This means the permanent address where the child lives **most of the time**, not the address of any child-carer, grandparent or other relative.

It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants.

In the case of parents who are separated the application will also be considered from the home address where the child lives, even though the child may regularly spend some time at another address. Where it is claimed that the child's residency is shared equally between two addresses parents may decide which address will be used for the purpose of the application.

However, applicants will be required to submit documentary evidence to support the claim. The documentation required is not prescribed and applicants can submit whatever evidence is available, that is sufficient to demonstrate the claim.

Applications for children who move into or within Trafford by the 15 January 2025, who have submitted an on time application, will be considered in light of the new address details. Applications for children who move after the 15 January 2025 will be considered from the new address in the review of allocation decisions in May 2025, following the same criteria as used for initial allocations.

The Admissions Team must be informed immediately of a change of address, or of an intention to change address, at any time during the transfer process, as this may change a 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. Park Road & Trafford take very seriously any attempt to gain an unfair advantage in the admissions process by giving false information and will make every effort to ensure that sufficient documentary evidence is provided to support a claim. They will investigate possible fraudulent applications. If a place is offered at school and then it is discovered that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the place offered will be withdrawn and the place may be offered to another child. A place may also be withdrawn even after your child has started school.

## **Parents/ Family Members**

A parent is any person who has parental responsibility for or is the legal guardian of the child.

## **Waiting Lists**

Park Road maintains a clear, fair and objective waiting list for the academic year of admission.

Waiting lists 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.

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<sup>ii</sup> A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

<sup>iii</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).

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is 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).

<sup>iv</sup> If you are allocated a place at a school other than your catchment area school, it should be clearly understood 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.



## Appeal Hearings Timetable 2025/26

If you wish to exercise your right to appeal for Park Road, Sale Primary School please access the Trafford Council Website [www.trafford.gov.uk](http://www.trafford.gov.uk) (School Admissions / Related Pages / School Admission Appeals) or contact the Democratic Services Section on Telephone No. 0161 912 4221 to request an Appeal Form

	DATE
Offer of Places	<b>Tuesday 16 April 2025</b>
Deadline for lodging Appeals	<b>Wednesday 15<sup>th</sup> May 2025 – to be confirmed</b> [Note: all appeals received by this date will be heard within 40 school days]
Deadline for Additional Evidence for on-time appeals	<b>Wednesday 22 May 2024 – to be confirmed</b>
Deadline for Admission Authorities to submit their evidence	<b>Seven School Days before date of the Hearing</b>
Deadline for Appeal Papers to be sent to all parties	<b>Six School Days before date of the Hearing</b>
<b>Appellants will receive:</b>  <b>At least 14 calendar days' notice of their appeal hearing</b>  <b>Decision letters within 7 school days of the hearing wherever possible OR where multiple days are required within 7 calendar days of the last hearing wherever possible.</b>	

Applications for in-year admissions are a separate process.

Appeals must be logged with the school within 30 school days of receipt of a letter informing you of the unavailability of places.

Appeals will then be heard within 30 school days of receipt