Altrincham C.E Primary School

Altrincham
CE Aided Primary School

‘Some fell on good earth, and produced a harvest beyond his wildest dreams.'

Matthew 13:8, The Message

'Grow Strong and Bear Fruit'

Draft Admissions Policy

2028-2029

Date of Policy	**October 2024** **October 2025** **September 2026**
Ratified by Governors	**Oct 25 – with adjudicator, so also covered 27/28 intake**
Signature of Chair of Governors	**J. Chillman**

Reviewed	**September 2026**
Date of next review	**October 2027 for 29/30**

ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL
2028 DETERMINED ADMISSION ARRANGEMENTS

DIOCESE OF CHESTER
TRAFFORD EDUCATION AUTHORITY
ADMISSION POLICY

Introduction

Our school is a church aided school. This means we are part of a church community that informs much of what we do. The teachings of the Church of England are an integral and valued, yet not exhaustive and exclusive, part of our worship, curriculum, and life together. Our local clergy visit often, taking weekly assemblies and helping classes with the Religious Education aspects of our curriculum. We are one big family for those with faith, and those without.

Making an Application for September 2028

Form 1 - is the **Trafford Primary Application Form** which is completed online (at https://parentportal.trafford.gov.uk/web/portal/pages/parents/admissions) from the beginning of the 2027 autumn term. The closing date for applications for reception intake 2028 is 15 January 2028. Decisions regarding the allocation of places for September 2028 will be emailed to parents on 16 April 2028. Applications received after the closing deadline or any changes to the application after the closing deadline will only be considered after all other applications received on time have been processed.
Form 2 – is the School's Supplementary Form. This form needs to be completed and returned to the School by the 15 January 2028 for criteria 2 and 3 of the oversubscription criteria.

Number to be admitted

The school's published admission number (PAN) is 30.

Oversubscription Criteria

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly.

Where the number of applications exceeds the number of places available, the following priority order will be applied.1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole main purpose is to benefit society.

2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents regularly **worship** (having attended at least 2 Public Worship Services a month for at least 6 months prior to the closing date for applications) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criterion must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children whose parents **regularly worship** (having attended at least 2 Public Worship Services a month for at least 6 months prior to the closing date for application) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criterion must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.

4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission. A sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Children who live within the parish boundaries of the Altrincham churches of St. George, or St. Margaret. A map showing the boundaries of the two parishes is available on the school website and is included within this policy.

6. Other children not coming under categories 1 – 5

Distance will be calculated in a direct straight line from the child's permanent place of residence to the school. 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 is available for each property on request from Trafford's School Admission Team. For applicants living outside Trafford, the seed point data will be provided by the Home Authority. Royal Mail Postal Address Information may be used in some instances. In the case of a child living in a block of flats, coordinates will be obtained in the same way.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

Waiting List

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The School's waiting list is maintained by Trafford School Admissions Department and if you wish for your child to be placed on the waiting list, please contact the Trafford School Admissions Department. The waiting list will run throughout the year for every year group.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required. Where parents share equal care the address where the child is registered with the General Practitioner (GP) will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed.

In-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions or in-year admissions. Information about In-year admissions can be found on the LA/School website with the relevant procedure and application forms.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal under the 1998 Education Act and an Independent Appeals Panel has been set up specifically for this purpose. To exercise the right of appeal go to https://www.trafford.gov.uk/residents/schools/school-admissions/Primary/primary-school-admissions-appeals.aspx and download an appeal form for Voluntary Aided Primary Schools. Complete and return this form either by email at school.appeals@trafford.gov.uk or by post to: School Appeals Section, Governance Services, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Closure of Places of Worship

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Fraudulent Applications

Where the Governing/Trust Board discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Board is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

When will I know if my child has been offered a place?

A list of all applications for reception intake in September 2028 received by Trafford will be sent to the school to rank in accordance with the published over-subscription criteria. This list will be returned to the School Admissions Team and all potential offers compared. The School Admissions Team will determine, in accordance with the order of preferences expressed by the parent, what offer will be made. Decisions regarding the allocation of reception places for September 2028will be made and emailed to parents by the Trafford School Admissions Team on 16th April 2028.

Deferred Admission

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday,

nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Children Educated Outside of Their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. or summer born children (those between 1st April and 31st August), must contact the school and Local Authority as soon as possible as this this would involve either an in-year application for year 1 or a new application for reception in the following year. Parents should submit the request for admittance outside of the chronological year group to the headteacher and Trafford as soon as possible in addition to submitting the normal application. The decision as to which year group the child will enter will be made taking into account information from the parents and headteacher and should be in the best interests of the child. Information that parents could include in their request may include details of medical conditions or reports from professionals to support their request. Parents of summer born children should be aware that agreement by the school to allow a child to enter reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Parents will be required to submit an on time application and to approach all the preferred schools in Trafford to discuss their child's circumstances, by 15 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. Please see Trafford's Application Process and the Admission of summer born children section for local process for parents to submit requests.
https://www.trafford.gov.uk/residents/schools/school-admissions/Primary/primary-application-guidance.aspx

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Special Educational Needs

Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).

ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL.
SUPPLEMENTARY MAIN SCHOOL APPLICATION FORM 2028

MISSION STATEMENT

"Grow Strong and Bear Fruit"

This church school is an integral part of the total worshipping life of the two parish churches. The whole ethos of the school is based on Christian teachings as understood by the Church of England.
Please read the Admissions Policy carefully before completing the form. The information which you supply on this form will be treated as confidential to the Governors and the school. It will not be shared with any other school or outside body without your permission, except that it will be supplied to the Independent Admissions Appeals Tribunal in the event of an appeal being lodged.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Name of child: **Date of Birth:**

Name of parent(s) or guardian:

Address:

Telephone number: **Email address:**

Name of sibling registered at school:

Address of parent(s) if different from above:

The address should be the place where the child is "normally and permanently resident".
Please indicate (by a cross) which of the following criteria, as stated on the School's Admission Policy, you wish to have considered by the School Governors.

Criteria	**X**
1. Looked after child / child in Public Care.	
2.Child who will have an older sibling in the school at the time of the child's admission, and whose parents **regularly worship** (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below. **Name of sibling:** The above named parent regularly worships (attends at least two morning services each month) at Church Supporting Clergy Signature.....Date.....	
3.Child whose parents **regularly worship** (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George or St. Margaret. This is to be confirmed with a clergy signature below. The above named parent regularly worships (attends at least two morning services each month) at Church Supporting Clergy Signature.....Date.....	
4. Child who will have an older sibling in the school at the time of the child's admission. **Name of sibling:**	
5. Child who lives within the parish boundaries of the Altrincham churches of St. George or St. Margaret. A map showing the boundaries of the two parishes is available from the school.	
6. Child not coming under categories 1 – 5	
Parent signature..... Date.....	