



**PARK ROAD ACADEMY  
PRIMARY SCHOOL**

**ADMISSIONS POLICY 2024 - 2025**

# **PARK ROAD ACADEMY PRIMARY SCHOOL ADMISSIONS POLICY 2024 - 2025**

**Headteacher: Miss K Hart**

**ADMISSION ARRANGEMENTS  
for the Academic Year Commencing September 2024**

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 "Starting Primary School Information Booklet". A copy can also be emailed upon request via:

[parkroadtimp.admin@trafford.gov.uk](mailto:parkroadtimp.admin@trafford.gov.uk)

## **Infant/Primary School Admissions**

Applications to Park Road Academy Primary School can be submitted via Trafford Admissions Department from the beginning of the 2023 autumn term.

The closing date for applications for 2024 is **15 January 2024**

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

## **Children with Special Educational Needs**

The Education Act 1996 prescribes statutory processes for assessing children who may have special educational needs which necessitate special educational provision being made. All children whose Education, Health and Care (EHC) Plan names the school must be admitted as required by paragraph 1.6 of the School Admissions Code.

## **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 2024, the Governing Body has set its planned admissions number (PAN) at 30 pupils per year group.

## **ADMISSIONS CRITERIA**

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 of staff members where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made and will be employed at the school at the time of the applicant's proposed admission.
- 6) 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 6.

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.

In the case of parents who are separated and where childcare arrangements are unequally 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.

## **Catchment Areas**

All Trafford Community/Voluntary Controlled Infant and Primary Schools have a catchment area. Property information on catchment areas is held in Trafford's Local Land and Property Gazetteer which complies with BS7666. A number of community schools share an area with an adjacent community school and children who live in such a "shared" area are considered, for admissions purposes, to live within the catchment area for both schools.

## **Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. Where parents wish, they can defer the date their child is admitted to the allocated school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Delayed Entry of Admission of Summer Born Children**

In a very few circumstances, a parent may feel that their summer born child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed, so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning Year 1.

The School participates in Trafford's Scheme regarding Summer Born Children. The details of the scheme are as follows:-

### Request Process

Parents will be required to approach all the preferred schools to discuss their child's circumstances by 15 January 2024. 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.

### Decision Making Process

A Decision Panel will be constituted. The Panel will include at least 3 Headteachers; this will be the Headteachers from all the preferred schools and any other nominated Headteachers and 2 officers from Trafford's primary Team. The Panel will consider the decision outcomes from the relevant schools and a final decision will be agreed. All schools participating in the Scheme will abide by the final decision of the Panel.

### Notification of Decision

Parents will be advised of the outcome of their request by 16th April 2024. Where the request is agreed, the application for the normal age group will be withdrawn and no place will be offered.

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16th April 2024. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

### Application/Allocation Process

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools, a place will be allocated at the nearest participating school with a vacancy. Again, the parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of schools participating in the Scheme they should complain through Trafford's complaints procedure. For all other schools or academies, parents should make a complaint under the school's complaints procedure. Although it is the case that one admission authority cannot be required to honour a decision made by another admission authority, all participating schools agree to abide by the decision of the Panel and will consider the delayed entry application, if required, in accordance with the published oversubscription criteria, for admission in the next admission round.

## **Children Outside of 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Headteacher.

When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision. 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.

## **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

Children in public care, who require admission to a school outside the normal admissions round, will normally be offered a place at the school serving the address at which the pupil is living, subject to the requirements of Infant Class Regulations.

## **Waiting Lists**

Children who are unsuccessful in the admissions process may have their name placed on a waiting list. Admission authorities must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. 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. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Children allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

## **Right to Appeal**

In accordance with the School Standards and Framework Act applicants have the right to appeal against any decision made by the Admission Authority. An Independent Appeals Panel has been set up specifically for this purpose. To exercise this right, an appeal form must be requested from the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221 - please see pg. 9, also.

## Repeat Applications

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).

## Admissions to Reception

*For the September before your child's 5th birthday.*

Our Published Admissions Number (PAN) into our Reception class is 30.

For details of how places are allocated, see our Admissions Criteria.

There is also an appeals timetable. Before considering an appeal, however, you are invited to talk to the Headteacher so that you can gain an understanding of how places have been allocated. Please phone the school to make an appointment if you wish to do this – 0161 972 4820.

To apply for a place at Park Road Academy Primary School, even though we are an academy, you need to fill in Trafford's Coordinated Admissions form as they process our Reception admissions. You should find this on their website

<http://www.trafford.gov.uk/residents/schools/school-admissions/admissions.aspx>

or contact you can contact them directly:

- Write: School Admissions, Waterside House, Sale, Cheshire M33 7ZF
- E-mail: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)
- Telephone: 0161 912 5007

You should complete your application with Trafford Local Authority either on-line or hard copy by the set date (please refer to Trafford LA's guidance - usually mid-January). The Local Authority will inform you of the decision in April when they allocate all school places.

You can find out more about Trafford's Coordinated Admissions Scheme at the following website:

<https://www.trafford.gov.uk/Home.aspx>

This document includes the timetable that Trafford Admissions work to; this is also shown overleaf.

Where any published date is not a working day, the next available working day will apply.

## TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS

Common application forms will be available to Trafford residents applying for places in maintained primary schools during the autumn term (offer year). CAFs will be available on line, from Trafford nurseries and primary schools and by telephoning the Trafford School Admissions Team.

Where any published date is not a working day, the next working day will apply.

Closing date for the submission of applications.  
15 JANUARY

LAs exchange lists of preferences expressed for schools in their areas.  
7 FEBRUARY

LA sends applications to academies/voluntary aided primary schools.  
21 FEBRUARY

Academies/voluntary aided primary schools to return ranked data.  
7 MARCH

LAs exchange data on potential offers  
21 MARCH

LAs confirm acceptance or refusal of potential offers  
by 31 MARCH

Lists to primary schools  
by 31 March

Offers made to all parents by home LA.  
16 APRIL

Closing date for acceptance of offers.  
30 APRIL



## **Right to Appeal**

If you wish to exercise your right to appeal for Park Road Academy Primary School please access the Trafford Council Website Admission Appeals page:

<http://www.trafford.gov.uk/residents/schools/school-admissions/school-admissions-appeals.aspx>

or contact the Democratic Services Section on 0161 912 2798 to request an Appeal Form.

It would also be appreciated if you could arrange to speak to the Headteacher to discuss your appeal before submission.

## **All Other Admissions**

For in-year admissions and admissions to year groups other than Nursery.

Write: School Admissions, Waterside House, Sale, Cheshire M33 7ZF

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

Telephone: 0161 912 5007

Agreed: 02 December 2022

Ratified: 08 February 2022