

**ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL**  
**2018 DETERMINED ADMISSION ARRANGEMENTS**

**DIOCESE OF CHESTER**  
**TRAFFORD EDUCATION AUTHORITY**  
**ADMISSION POLICY**

**General Information**

Our School is a Church Aided School - this means that the members of the Parish Churches of St. George, and St. Margaret have contributed towards the building of the school and continue to pay towards its upkeep. Religious Education, collective worship and the whole ethos of the school are based on the teachings of the Church of England. The Admissions Policy reflects our belief that a Church School should be seen to be an integral part of the total worshipping life of the Church in this area.

Decisions about admission to the School are made by the Governing Body, not the Head teacher or the Local Education Authority.

The Governing Body publishes a brochure to give important information about our school. Please look at this carefully before applying for your child's admission.

**Number to be admitted**

The school's admission number is 40

**Criteria**

Where there are more applications for admission than the 40 places the following priority order will be applied.

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
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 Sunday morning services a month for at least 6 months) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criteria 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.
3. Children whose parents **regularly worship** (having attended at least 2 Sunday morning services a month for at least 6 months) at one of the Altrincham parish churches of St. George, or St. Margaret. Parents fulfilling this criteria 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.
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 from the school.
6. Other children not coming under categories 1 – 5

**Where more than one application for admission fulfils the same criterion, the priority for admission will be determined by the shortest distance between the front door of the child's residence (including flats) to the main entrance of the nearest Altrincham parish church of St George, or St Margaret, measured as a direct straight line using distance provided by Trafford Council.**

## Notes

### **How do I apply for a reception place for admission in September 2018?**

Applications should be made online at [www.trafford.gov.uk](http://www.trafford.gov.uk) or by completing a Common Application Form. These should be available during the autumn term of 2017 from Trafford nurseries and primary schools and from the Trafford School Admissions Team.

In order for the school to apply the oversubscription criteria to the applications it will be necessary for parents to complete the school's supplementary form. However, in accordance with the co-ordinated scheme an application for a place at Altrincham C. E. Primary School must be made to Trafford School Admissions by the closing date (tbc). The school's supplementary form should also be returned to the school by the closing date. Applications received after the closing deadline will only be considered if there are places available, after all other applications received on time have been processed.

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

A list of all applications for reception intake in September 2018 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 2018 will be made and posted to parents by the Trafford School Admissions Team.

### **Appeals**

Unsuccessful applicants have a statutory right of appeal to an Independent Appeal Panel which is administered by the Local Education Authority.

In the event of an appeal against the Governor's decision, you will have 20 school days to appeal as from the date of the decision letter. This appeal must be sent in writing to the clerk of the Governors at the school.

Altrincham C. E. 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 DfES School Admission Appeals Code of Practice).

Although the Education act 1996 accords parents the right to withdraw their children from Religious Education and Collective Worship they cannot be withdrawn from the National Curriculum. The Christian ethos of the School permeates all aspects of the curriculum and all relationships in School.

### **Admission to Reception Class**

There is one intake a year into the Reception Class. Children that have their fifth birthday between 1<sup>st</sup> September and 31<sup>st</sup> August will start in September.

### **Deferred Admission**

The Schools' Admission Code states:

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age."

### **Summer Born Children**

The School will participate in Trafford's Scheme regarding Summer Born Children.

### **In-Year Applications**

Applications for a place at the school outside the normal admissions round will be co-ordinated by the school and will be considered in the light of availability of places. It will be necessary for parents to complete the school's supplementary application form. If there are more applicants than places available then the published over subscription criteria will apply.

### **Siblings**

The term sibling should be taken to include half/step/adopted/foster brothers and sisters. Siblings are those living as part of a family unit at the same address.

### **Parents**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to the 'parent's attendance at church' it is sufficient for just one parent to attend.

### **Waiting List**

The Governing Body maintains a waiting list of children's names who are refused a place. Children will be ranked in line with the criteria set out in the Admissions Arrangements. (Priority is not based upon the date of application). Where school places become vacant the Governing Bodies' Admissions Committee will fill these vacancies from the waiting list. Placing a child's name on the waiting list does not affect the parents' right of appeal against an unsuccessful application. It would be appreciated if parents would notify school when they want their child's name to be taken off the waiting list. The waiting list will be kept until the end of the autumn term.

### **Home Address**

The home address means the address where the child normally and permanently lives, not the address of any child-carer or grandparent. In the case of parents who are separated and where child-care arrangements are shared between two addresses, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

### **Factual Information**

It is assumed that you will always give us correct factual information when you apply for a school place for your child. You should be aware that giving false information in respect of an application for admission may result in the offer of a place being withdrawn and offered to another child. Where a place is withdrawn, the application will then be considered afresh, and you will have a right of appeal if the place is refused.

### **Families with multiple births seeking admission**

Where there are children of multiple births wishing to be admitted and the sibling is the 40<sup>th</sup> child, the Governors may admit over the infant class requirement if it is possible to do so.

## Admissions September 2016

For admission in September 2016 **40** children were admitted under the following criteria

1. Looked after children / Children in Public Care	<b>0</b>
2. Children who have an older sibling who will be attending the school at the time of the child's admission, whose parents <b>regularly worship</b> (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria 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	<b>16</b>
3. Children whose parents <b>regularly worship</b> (attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling this criteria 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.	<b>14</b>
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.	<b>6</b>
5. Children who live within the parish boundaries of the Altrincham churches of St. George, St. John the Evangelist or St. Margaret. A map showing the boundaries of the three parishes is available from the school.	<b>4</b>
6. Other children not coming under categories 1 – 5	<b>0</b>