

The following information is taken from the Trafford Admissions Document. The School is not responsible for any inaccuracies printed in this document. Trafford will circulate to all families in August Preference forms and supporting information.

### TRAFFORD SCHOOL ADMISSIONS

The transfer from primary to secondary school is a very important stage in the life of your child. For most children, the transfer to secondary school will be a straightforward process and information provided in this booklet will help you make your decision. Some parents, where personal circumstances are different, might need more complex and detailed advice. I hope that the information in this booklet will help in even the most difficult of circumstances. In any event, the staff in the School Admissions Team are always available to give help and advice.

Trafford Local Authority (LA) is responsible for processing admission applications, for all its residents, for any maintained secondary school.

Information about all Trafford secondary schools is included in the "List of Trafford Secondary Schools". This gives you information about the criteria for entry to each of the schools. The admissions policies for all Trafford secondary schools are included in this booklet. Information on schools outside Trafford should be obtained directly from that school.

Each school produces a prospectus which contains a great deal of information about that school. This is available free to parents on request from the school. It is also useful to visit the schools which interest you before applying and I hope you will take the opportunity to visit your local area school(s) along with any others you might like to consider. You will find information about open days and evenings of Trafford schools on individual websites etc.

Trafford try to make sure that pupils are offered a place at one of their preferred schools but in some instances this will not be possible. In all instances the relevant admissions criteria will be used to determine which children are offered places at a chosen school.

Please read the guidance notes on completing the Trafford Common Application Form (CAF) before you begin.

***'It is most important that you return the CAF, in the envelope provided, to the School Admission Team. The CAF must be received by the deadline date of 31 October 2018. The information in this booklet details the policies and procedures adopted by Trafford and will be referred to in every event, as such the information might seem formal and difficult to understand. However, the Admissions Team are available, at all stages, to give you personal advice and will do everything they can to provide you with the information and support you need.'***

***I hope your child will have a happy and successful secondary school career.'***

**Trafford School Admissions**

## Timetable for Secondary School Transfer Process – September 2018

### August 2018

Preference forms will be sent to Trafford residents at the end of August. Online Application System goes live August 2018.

Parents apply directly to individual schools Summer Term.

Important – Parents inform schools of special circumstances (if applicable make enquiries)

### Grammar School Entrance Examinations- September 2018

### Closing date for return of Common Application Form: 31 October 2018

**March 2019** 1<sup>st</sup> March- An allocation decision letter will be sent by first class post to your home address and in the late afternoon an allocation decision e-mail will be sent to online applicants.

**April 2019** Review of allocation of vacancies

**June 2019** Allocation appeals relating to on-time applications are heard.

### How to Apply for Secondary School Places

All applications for secondary school must be made to your home Local Authority (LA) that is the LA where you live, regardless of where the school of your choice is located. All Trafford residents must apply for transfer to **ANY** secondary school, wherever that school is, on the Trafford Common Application Form (CAF). Trafford residents will have received a CAF with this booklet. You should complete and return the CAF by **31st October 2018**.

Alternatively you can apply online. You will have already received information on how to complete your online application. If you live outside Trafford LA you will receive a CAF from your own LA. You must complete and return this CAF by the date advised by your LA.

Trafford LA will receive and collate the CAFs for all Trafford residents and will co-ordinate with other LAs as required. Places in the schools, listed below, will be allocated in accordance with the criteria outlined in this information pack.

SCHOOL	STATUS
Altrincham College of Arts	Academy
Altrincham Grammar School for Boys	Academy (selective)
Altrincham Grammar School for Girls	Academy (selective)
Ashton-on-Mersey School	Academy
Blessed Thomas Holford Catholic College	Voluntary Aided School
Broadoak School	Academy
Flixton Girls' High School	Academy
Loreto Grammar School	Academy (selective)
Lostock College	Community School
North Cestrian	Free School
Sale Grammar School	Academy (selective)
Sale High School	Foundation school
St Ambrose College	Academy (selective)
St Antony's Catholic College	Voluntary Aided School
Stretford Grammar School	Foundation School (selective)
Stretford High School	Foundation School
Urmston Grammar School	Academy (selective)
Wellacre Academy	Academy
Wellington School	Academy

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools and for selective schools. **If you only apply direct to a school your application will not be considered.** If you do not submit your CAF by the relevant closing date your application will only be considered after all on time applications have been processed.

## **The Common Application Form (CAF)**

### **Completing the CAF**

If you are resident in Trafford your CAF is enclosed with this information pack and has been printed specifically for your child. Guidance notes accompany the CAF and you should read them carefully before you proceed. A post-paid envelope is also provided for the return of the CAF to School Admissions to be received by **31 October 2018**. There can be only ONE valid application for each child. Any further application made (either on-line or paper) will make an earlier application invalid.

You must use the CAF for **all** your applications even if you are applying for a place in a school outside Trafford. If you do not live in Trafford you must contact your home authority for a CAF. Some schools might still ask you to complete their own application form and return it to them but you must remember to still include that school on this form so that your application can be processed.

Any application received, or alteration made, after 31 October is late and will only be considered after all the applications received on time have been processed. Late applications will be considered in line with the published admission arrangements and with regard to the number of available places.

Children can only receive an offer of a place at ONE school.

### **This is how the admissions scheme works:**

All Local Authorities use an equal preference or "blind preference" system. This means that schools will never know whether you have put them first, second, third or even last, and cannot say "put us first or we will not give you a place". So, you can tell us what you really want without worrying that it will affect your child's chance of achieving a place at any school.

If, for example, you have applied for places at Ashton-on-Mersey, Blessed Thomas Holford and Sale Grammar your child's name will be placed on each of the three schools' lists. The lists will be sorted into order according to each school's admissions criteria. If you are applying for a place at a school outside Trafford you should find out what their admissions criteria are before you apply.

Trafford will look at all the lists and see which of your chosen schools can offer you a place. If all three schools can offer a place, Trafford will allocate a place at the school you have ranked highest on your form. Similarly, if only two of your chosen schools can offer a place, the school you have listed highest of the two will be allocated.

If none of your chosen schools can offer a place, Trafford will allocate a place at one of the schools in Trafford.

All children are eligible to apply for a place in a high school without the need to sit any entrance exam. If you want to apply for a place at one of the grammar schools your child must have taken part in the appropriate entrance examination. It is important, that if you want your child to be considered for a place in a grammar school, to put this preference on the form by 31 October. **Do not wait** until you know the result of any tests or reviews as this could make your application late and could reduce your chance of getting a place.

## Preferences

Look at the schools listed and think which schools you wish to apply for. Put the school you really want first. Don't be put off just because you don't live in the catchment area. You can choose any schools you like and in any order regardless of where you live. However, you must remember that other applicants that live within a catchment area will be given a higher priority than you. You are advised to use one of your choices for your **catchment area school** even if that is only your 6th choice. This will not stop you being offered another school that you have listed higher but it will mean you have a good chance of being offered a place in a local school if you cannot be offered any of your other choices.

All your choices are considered equally and a place will be offered at your highest choice possible, where places allow. For example, imagine that you live in Sale, your first choice is Sale Grammar School, your second choice is Sale High School and your third choice is Ashton-on-Mersey School. If your child qualifies for grammar school entry to Sale Grammar School you could be allocated a place at Sale Grammar School. If your child does not qualify for entry Trafford will not be able to consider your first choice of Sale Grammar so will move to look at your next choice. If you live too far from Sale High School you may not be able to be offered a place at that school so Trafford will move on to look at your third choice. If you live near enough to Ashton-on-Mersey you could be offered a place at that school.

## Reasons

This section lets you say why you have chosen particular schools. The reasons you give relate to the schools you have chosen. Please mark your reasons for choosing a school in the same order as the schools you have chosen. So, if your first preference is Ashton-on-Mersey you should mark the reasons for choosing that school in the first preference column; if your second preference is Altrincham College of Arts you should mark the reasons in the second preference column. You need to complete all the sections of the CAF and then return it in the envelope provided. The envelope is already addressed and does not need a stamp.

## Closing Date

Forms received after 31 October are late and will only be considered once all the applications received on time have been processed. It is your responsibility to ensure that the CAF is received on time.

## Acknowledgement Postcard

To make sure that your CAF has been received on time you should use the postcard provided with these notes. Fill in your address details on the front of the post card. Don't forget to affix a postage stamp. When Trafford receives your CAF the received status box will be ticked and the postcard will be sent back to you at the address you have written on the postcard. If you do not receive the postcard, within two weeks, this probably means that Trafford have not received your application and you should contact Trafford for further assistance.

## Statement of Special Needs

If your child has an Educational Health Care Plan you should indicate this on the CAF. A copy of your application will be forwarded to Trafford's SEN Team.

## Change of Preference after sending in the CAF

Any change of preference should be notified in writing to the School Admissions Team as soon as possible and in any event no later than **31 October 2018**. Any change received after this date will only be considered after all on time applications/changes have been considered.

## Allocation of places

All available places are offered in the initial allocation process on 1 March 2019, and any vacancies which arise are filled in a review process. No places are held "in reserve" for later applicants. Quite often there are not enough places at a school or academy to satisfy every applicant. This is what is meant by the term "oversubscribed". This is why you are encouraged to apply for places at more than one

school or academy. Where a school or academy is “oversubscribed” the “admissions authority” has to apply criteria to decide which children are offered the available places.

#### **Entrance Examination dates (source: individual school websites)**

- Altrincham Boys Grammar School  
**Open evening Thursday 28<sup>th</sup> June 2018 – (5:00- 7:30), Entrance exam close date 19<sup>th</sup> July 2018,**  
**Entrance Exam Saturday 15<sup>th</sup> September 2018**
- Altrincham Girls Grammar School  
**Open evening Thursday 21<sup>th</sup> June 2018 – (4:00- 8:00), 2018,**  
**Entrance Exam Monday 17<sup>th</sup> September 2018**
- St Ambrose College  
**Open day Sat 30<sup>th</sup> June 2018 – (9:30- 12:00), Entrance exam close date 31<sup>st</sup> Aug 2018,**  
**Entrance Exam Saturday 29<sup>th</sup> September 2018**
- Urmston Grammar School  
**Open evening Thursday 21<sup>st</sup> June 2018 – (4:00- 8:00), Entrance exam close date 29<sup>th</sup> July 2018,**  
**Entrance Exam Monday 17<sup>th</sup> September 2018**
- Sale Grammar School  
**Open evening Thursday 27<sup>th</sup> June 2018 – (5:00- 8:30), Entrance exam close date 29<sup>th</sup> June 2018,**  
**Entrance Exam Monday 17<sup>th</sup> September 2018**
- Loreto Grammar School  
**Open day 30<sup>th</sup> June 2018 – (9:30- 1:00), Entrance exam close date 27<sup>th</sup> July 2018,**  
**Entrance Exam 22<sup>nd</sup> September 2018**
- Stretford Grammar School  
**Open evening 28<sup>th</sup> June 2018 – (5:00- 8:00), Entrance exam close date 29<sup>th</sup> June 2018,**  
**Entrance Exam Monday 17<sup>th</sup> September 2018**