

Starting School



Applying for a place at Secondary School to start in September 2022

Information for Parents

Please note that the information is what has been published
thus far (as of April 2021)

General Information about all secondary schools

- The first part of this presentation is about general admission arrangements and I will not talk about high schools or grammar schools during this section.
- The second part of this presentation will specifically cover grammar school application, which requires your child to sit an examination, and therefore may not be relevant to everyone.

Where can I find further information?

- 'Trafford MBC' website and follow the links to School Admission pages
- Individual secondary school websites – look for 'Year 7 Admissions 2022'
- Me!



Introduction

- The transfer from primary to secondary school is an important milestone in the life of your child.
- For most children, the transfer to secondary school will be a straightforward process. Some parents, where personal circumstances are different, might need more complex and detailed advice.
- The School Admissions Team in Trafford is always available to give help and realistic advice.
- Trafford Local Authority (LA) is responsible for processing applications for transfer to secondary school, for all its residents, for any state funded secondary school, including academy schools and free schools.
- If you do not live in Trafford, then you will apply to your 'home Authority'.

Finding out about a secondary school



- All state funded schools are required to provide information about themselves on their websites.
- Each school must publish certain things such as their most recent Ofsted Report and their examination performance.
- It is also a must to visit the schools which interest you before applying and I hope you will take the opportunity to visit your local area schools along with any others you might like to consider with your child.
- Friends and neighbours can also be a source of very useful up-to-date information.

How do I contact Trafford School Admissions?

- **WRITE**

- You can write to us at the following address:

School Admissions

Waterside House

Sale

M33 7ZF

- **TELEPHONE**

- You can telephone School Admissions on the following number:
- 0161 912 5007 or 0161 912 5080

- **E-MAIL**

- You can send an e-mail to: school.admissions@trafford.gov.uk



How do I contact Manchester School Admissions?

- You can contact the Integrated Admissions Team by:

- **Telephone:** 0161 245 7166

- **Email:** school.admissions@manchester.gov.uk

- **Web:** www.manchester.gov.uk/admissions



Application Procedure

- In the autumn term of the offer year all parents of Year 6 children will be invited to submit an application. Information on how to apply will be sent to all parents of pupils resident in Trafford, at their home address.
- An advertisement will be placed in the local press inviting parents who are resident in Trafford whose children may not currently be attending a Trafford primary school to submit an application.
- Information will be sent to all parents by **12th September** in the offer year and they will be asked to submit their Common Application Form by **31st October**, thereby ensuring that all parents have the statutory six week period in which to express their preferences.
- Parents can submit up to **five** preferences.
- Parents will be invited to name their preferred schools, ranked in order of preference. It will be made clear that parents should express a preference for all schools, wherever they are located, where they wish their child to be considered for a place.

Application Procedure continued

- Where your child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent.
- Where your child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent.
- Where the child is resident in a different local authority's area, Trafford will notify that authority "the home authority" of their determination. The home authority will then notify the parent.
- Please ensure you consider all types of secondary school (High and Grammar), before you make your selections. Be both aspirational and pragmatic.

Application Procedure continued

- Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will allocate a place at the nearest eligible school with a vacancy.
- At this stage in the allocations process, any applications submitted **after 31st October** will be processed and places will be allocated in line with the published criteria.
- On the national offer day for secondary school places – **1st March**, where 1st March is not a working day, the prescribed day is the next working day – Trafford local authority, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the local authority will state that the offer is being made on behalf of that school's governing body.

Review Process

- The offer letter will advise parents that they must inform Trafford local authority of their acceptance of the place by **15th March** (or next working day).
- Parents will be invited to apply for any vacancies that may arise, by **15th March** (or next working day).
- At this stage in the review process, any applications received **after** the closing date of **15th March** will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- By **8th April** – Trafford, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. This offer letter will advise parents that they must inform Trafford of their acceptance of the place by **22nd April**.

Review Process continued

- Applications for vacancies or applications received after **8th April** will be considered in relation to the number of available vacancies. Where more applications have been received for the places available, the relevant admission authority will apply the admission criteria and advise the local authority where places can be offered. Where a place can be offered at more than one preferred school the highest available preference will be offered.
- Further allocations will be made where possible on the following dates:
 - 31st May or next working day – Closing date for acceptance 14 days from date of offer
 - 21st June or next working day – Closing date for acceptance 14 days from date of offer
 - 9th July or next working day – Closing date for acceptance 14 days from date of offer
- Where places are offered to applicants resident in another local authority, Trafford will advise that local authority that an offer can be made.
- Applications received after 9th July will be passed to the relevant admission authority for consideration after 1st September.

Right of Appeal

- Where an offer of a place at a preferred school cannot be made, parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to applications made in the normal admissions round must be heard within 40 school days of the deadline for lodging appeals.



Waiting Lists

- Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Children allocated a place in accordance with a Fair Access Protocol take precedence over those on a waiting list.



Timetable for Secondary Co-ordinated Admissions

September 2021	October 2021	November 2021	December 2021
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2022	February 2022	March 2022	April 2022
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May 2022	June 2022	July 2022	August 2022
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

- Closing date for submission of applications – 31st October in the offer year
- Trafford sends applications to other local authorities -19th November or next working day
- Trafford sends applications, including those received from other authorities, to academies/foundation/voluntary aided schools – 29th November or next working day
- Academies/foundation/voluntary aided schools to return ranked data – 17th December or next working day
- Trafford send other local authorities and Academies/Foundation/VA Schools a first cycle list of the places they are proposing to offer – 24th January or next working day
- Trafford send other local authorities and Academies/Foundation/VA Schools a final list of the places they are proposing to offer – 18th February or next working day
- Offers made to all parents by home Local Authority – 1st March or next working day
- Appeals to be lodged with the appropriate admissions authority.

The Schools most of our children move to

- Sale High School <https://salehighschool.org.uk/>
- Sale Grammar School <https://www.salegrammar.co.uk/>
- Altrincham College <https://www.altrinchamcollege.com/>
- Stretford Grammar School <https://www.stretfordgrammar.com/>
- Altrincham Grammar School for Girls <http://www.aggs.trafford.sch.uk/>
- Altrincham Grammar School for Boys <https://www.agsb.co.uk/>

Sale High School Admissions

- All applications are made to the home Local Authority (LA) where the child lives.
- Parents of pupils outside Trafford LA can apply for a place at Sale High School using the application form provided by their 'home LA.'
- The priority catchment area for Sale High School is all postcode areas within M33, WA14, WA15 and M32. We also welcome children from postcode M23 and from other postcodes, when there are vacancies.

Sale High Admissions Criteria

- Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

1. 'Looked after Children' both currently and previously (as defined in the Education Act 2002 – Admissions).
2. Siblings: children who have brothers and sisters enrolled at this school at the time of admission (September 2022) and live within the priority catchment area.

Siblings are defined as 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. All other applicants living within the priority catchment area
4. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission (September 2021) who live outside the priority catchment area.
5. All other applicants outside the catchment area.

Altrincham College Admissions

- All applications are made to the home Local Authority (LA) where the child lives.
- Parents of pupils outside Trafford LA can apply for a place at Altrincham College using the application form provided by their 'home LA.'
- The priority catchment area for Altrincham College is all postcode areas within M33, WA14, WA15 and Trafford residents within M32.

Altrincham College Admissions Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set down, to determine how the places are awarded:

1. Looked after children and children who were previously looked after
2. Children of parents who have been directly employed by Altrincham College either for two or more years at the time at which the application for admission is made, or to fill a vacant post for which there is a demonstrable skill shortage.
3. Siblings: Children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area.
4. All other applicants living within the priority catchment area.
5. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
6. All other applicants outside the priority catchment area.

Any Questions?

Please use the
chat function.



Grammar School Application

- All grammar schools require your child to sit and 'pass' an examination before a place may be offered.
- In order for them to sit the exam, you need to apply to the grammar school of your choice for your child to sit the exam – they can't just turn up and take it.
- Fortunately all the local grammar schools use the same examination on the same day.
- You can apply for any number of these schools and your child will only sit the one examination in the secondary school of your choice (for our children that has always been Sale Grammar School).

Which Grammar Schools does this relate to?

- Altrincham Grammar School for Girls
- Altrincham Grammar School for Boys
- Sale Grammar School
- Stretford Grammar School
- Urmston Grammar School

Grammar School Admission Timetable

- **Wednesday 19th May 2021** - Application Form available to complete online. All correctly completed Application Forms will be acknowledged by e-mail within 48 hours by the processing centre NOT the school.
- **NOON Friday 25th June 2021 – Closing Date for ALL Applications.** Early application is recommended including submission of all documentation requesting access arrangements.
- **By Friday 25th June 2021 at the latest**, any information, SEND reports, or other documents that you wish to be considered prior to testing must be submitted.
- **Between 19th May and 25th June 2021** you will receive confirmation of your correctly completed application form within 48 hours of submission. Please ensure you receive this before the 25th June 2021.

Grammar School Admission Timetable continued – Virtual Open Evenings via their school website

- Thursday 24th June 2021 - Altrincham Grammar School for Girls
- Thursday 24th June 2021 – Urmston Grammar School
- Thursday 24th June 2021 - Altrincham Grammar School for Boys
- Thursday 1st July 2021 – Sale Grammar School
- To be confirmed – Stretford Grammar School

Grammar School Admission Timetable continued

- **By Friday 3rd September 2021** - Final details for the examination will be sent out – these will include information advising arrival time and venue. An attendance slip – this **MUST** be brought to the exam with a photograph attached and stamped by the applicant's primary school. You will also receive a Special Circumstances Form. If you feel that your child may not be able to do as well in the exam as you might normally expect due to a variety of reasons, then you are **strongly** advised to complete this form and return it to the test centre school.
- **Tuesday 7th September 2021** - Final details should have now been received by all candidates. If **NOT**, please contact the secondary school immediately to arrange collection. **Do not contact the school prior to this date.**

Grammar School Admission Timetable continued

Monday 13th September 2021 – ENTRANCE EXAM DAY.

- If your child is ill on the day please do not bring him/her to the test. In this case, please forward to the School where your child is sitting the test, a Special Circumstances Form together with a Doctor's note (if available) and any supporting documentation by **12 noon on Thursday 16th September.**
- An alternative assessment date will be arranged. Please also notify the School if there are special circumstances which could have affected your child's performance on the day of the test by this date.

Grammar School Admission Timetable continued

- **No later than 15th October 2021** - Test Results made available to parents. A successful result does NOT guarantee a place. Please refer to each of the Consortium School's Admissions Policy for further details.
- **31st October 2021** - The Common Application Form (CAF) must be returned to the home Local Authority by this date. If you wish your child to be considered for a school you MUST put the school in order of preference on your LA Common Application Form by the closing date stated by your Local Authority.
- **1st March 2022 (or next working day)** - National Allocation Day. All candidates will be informed by their Local Authority which secondary school they have been allocated.
- **15th March 2022** - Acceptance for initial school offers. If your child has been offered a school the acceptance of places must be received by your Local Authority by this date.

Familiarisation Material

- <https://www.salegrammar.co.uk/159/school-admissions>
- Comprehension Familiarisation
- Maths Familiarisation
- Non Verbal Reasoning Familiarisation
- Word Choice Familiarisation

Any Questions?

Please use the
chat function.

