

Oversubscription criteria - community and voluntary controlled primary schools

This admission policy applies to the following schools:

- Beech Street Primary School
- Boothstown Methodist Primary School
- Brentnall Primary School
- Bridgewater Primary School
- Cadishead Primary School
- Clarendon Road Primary School
- Clifton Primary School
- The Deans Primary School
- Ellenbrook Primary School
- Fiddlers Lane Primary School
- The Friars Primary School
- Grosvenor Road Primary School
- Hilton Lane Primary School
- Irlam Primary School
- Irlam Endowed Primary School
- James Brindley Primary School
- Lark Hill Primary School
- Lewis Street Primary School
- Light Oaks Infant Primary School
- Light Oaks Junior Primary School
- Lower Kersal Primary School
- Mesne Lea Primary School
- Monton Green Primary School
- Moorfield Primary School
- Moorside Primary School
- Mossfield Primary School
- North Walkden Primary School
- Peel Hall Primary School
- Primrose Hill Primary School
- River View Primary School
- St Andrews CE Primary School, Eccles
- St Andrews (Boothstown) CE Primary School
- St Andrews Methodist Primary School
- St Georges CE Primary School
- St Johns CE Primary School
- St Lukes CE Primary School
- St Marys CE Primary School
- St Pauls CE Primary School (Kersal)
- St Pauls CE Primary School (Heathside Grove)
- St Pauls Peel CE Primary School
- Summerville Primary School
- Wardley CE Primary School
- Westwood Park Primary School
- Wharton Primary School
- Willow Tree Primary School

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an education, health and care plan which names the school.

1. **Looked after children and previously looked after children.** This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order; or who were internationally adopted and appear to the local authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note c) (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order or proof of adoption with the application form).
2. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note d).
3. **Brother or sister** in attendance at the school (Reception – Year 5 only. Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
4. **Children living nearest to the school.**

The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places. (see note f).

Notes

a. **Entrance to reception**

No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.

b. **Light Oaks Infant School and Light Oaks Junior School**

Pupils who attend Light Oaks Infant School in Year 2 will automatically transfer to Light Oaks Junior School at Year 3.

c. **Children adopted from outside of England**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care direct to the local authority with the application form.

d. **Children in need**

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the '[Thresholds of needs and response in Salford](#)'. For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

e. **St John's CE Primary School**

As this school operates over a split site, for admissions to all year groups the distance measurement will be made to the centre of the school building on the Daisy Bank Avenue site.

f. **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be supervised by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat

and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

g. Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

h. The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sun-Thurs) during the week in term time. Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include, for example:

- proof of where you are registered for council tax
- your television licence
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

Where a family is returning or moving to the UK from overseas, the local authority will require evidence of where the family will be living. This could be whether parents, for example:

- own or rent a property in the area to which they intend to return

- are UK crown servants or are in the UK military and are returning to the area
- have provided other compelling evidence that they are returning to the area

The local authority may require evidence that a family are returning to the area. Such evidence may include:

- a mortgage or rental agreement for a property
- deeds for a property in the area
- a letter from an employer showing a transfer date to the area
- registration with a local GP

If a parent is unable to provide evidence of a return to the area, the local authority will use the parents' place of residence at the time of application (including an address in another country). This may give the child lower priority for admission to most schools.

i. Temporary addresses

The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

j. Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 March as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before 15 March, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preferences resulting from a change of address after 15 March will be considered as a late application.

k. **False information**

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority may take strong action and the place offered will be withdrawn, if any fraudulent or misleading information is given, including an address which is not the child's home address as defined above.

l. **Admission of children from overseas**

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK normally have unrestricted entry to the UK.

Parents living outside of the UK are advised to consult the guidance on the [GOV.UK](https://www.gov.uk) website to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

The local authority will provide school places to children from overseas as explained in the [guidance from the Department for Education](#).

m. **Waiting list policy**

Children who are not offered a nursery or reception place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting

list.

There are no waiting lists for in-year admissions.

n. Nursery classes only

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

The nursery admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

Should a school decide to allocate full and part-time places in the nursery class the decision on how those places are allocated is the responsibility of the Governing Body. A head teacher however, should be able to justify to a parent the reason for the decision i.e. Full time places are given to the older pupils first.

Parent/carers will be disallowed from taking two part time places for their child, thus limiting the number of places available.

o. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found on the [local authority's website](#).

p. Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the 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 it was made. Alternatively, where 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.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

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 should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appendix 2: Co-ordinated Admissions Scheme 2023-24

Co-ordinated Admissions Scheme for Salford Local Authority for the 2023-24 academic year.

Applications for primary * and secondary schools within Salford Local Authority (except independent and special schools) for the normal admissions round shall be determined in accordance with the provisions set out in Part 1 of this scheme and processed in accordance with the timetables set out in Part 3 and 4. In year admission requests will be processed in accordance with Part 2 of this scheme.

* Primary' refers to both nursery and reception intakes unless otherwise stated.

1 Part One: The normal admissions round

- 1.1 Under its scheme of co-ordinated admissions, Salford Local Authority will be responsible for managing the admission of all pupils who are resident in Salford. This responsibility will cover admissions to Salford schools that have community, voluntary controlled, voluntary aided, foundation or academy status; free schools; and co-ordinated admissions to schools maintained by other local education authorities. (Independent schools are not included in the co-ordinated scheme.)
- 1.2 Salford City Council will also co-ordinate applications for other authority applicants requesting places for reception class and secondary school intake in Salford schools.
- 1.3 Salford Local Authority, as the admissions authority for community and voluntary controlled schools in Salford, will be responsible for allocating places at these schools in accordance with the Local Authority's admissions oversubscription criteria.
- 1.4 Salford Local Authority will also co-ordinate admission to nursery classes within Salford schools. Applicants requiring a nursery class in another local authority should enquire directly with that local authority of school.
- 1.5 For voluntary aided schools and academies, the governing body of each school is the admissions authority. As such it is the governing body of each school that determines who will be allocated a place at that school in accordance with the criteria laid down in its schools admissions policy.
- 1.6 For schools maintained by neighbouring local authorities, the relevant admission authority will be responsible for determining who is allocated a place.

- 1.7 Nursery class children are able to start in the September after their third birthday. Reception class children are able to start in the September after their fourth birthday. Secondary school pupils start in the September after their eleventh birthday.
- 1.8 The local authority manages nursery admissions for the majority of schools under a service level agreement. Those schools that do not partake in the agreement and therefore manage their own nursery admissions will be listed on the Salford City Council website. Parents wishing to apply for a place at one of these schools will be advised that they will need to apply directly to the school concerned.
- 1.9 Schools that manage their own nursery admissions will operate in the same timescales as listed within this scheme so as to limit confusion for parents.
- 1.10 Parents wishing to apply for a school nursery in another local authority will need to contact that local authority direct. Admissions to nursery schools are not co-ordinated.

Application process

- 1.11 In order to determine the pupils resident in Salford, the Local Authority will ask all neighbouring authorities and independent schools in the area for details of eligible pupils who attend their schools and who reside in Salford. This will be carried out at the end of the Summer Term 2022.
- 1.12 Parents/carers will be asked to make their application online on Salford City Council's website.
- 1.13 Full information on admissions processes and admission policies for all Salford schools will be made available on Salford City Council's website.
- 1.14 The online application form will invite all parents/carers resident in the Local Authority to name a minimum of 3 preferred schools.
- 1.15 Parents/carers should name and prioritise all schools which they wish their child to be considered for, including voluntary aided schools, academies, independent schools and/or any outside the Salford area.

- 1.16 Parents/carers will be asked to submit the online application form by 15 January 2023 (primary) and 31 October 2022 (secondary).
- 1.17 Receipt of all online applications will be acknowledged by email.
- 1.18 Parents/carers will be advised that if they have difficulty applying online they can contact the school admissions team by email or telephone during office hours for further assistance.
- 1.19 All preferences are treated as equal initially and sent out as equal to other admission authorities (i.e. other local education authorities, aided schools, foundation schools or academies). If more than one school place can potentially be offered, the single offer is for the school listed highest.
- 1.20 Parents/carers who want to express a preference for a voluntary aided school, foundation school, an academy, a UTC or a school maintained by another authority will be advised in the online information to check the admission policy for the appropriate school or the relevant local authority.
- 1.21 Parents/carers who want to express a preference for an independent school will be advised in the information online to contact the school concerned directly.
- 1.22 Some voluntary aided schools in Salford, foundation schools or academies may require further information to that collected on the online application, for example they may require a copy of a baptism certificate. Parents/carers should check with the relevant schools for their requirements. Any information provided will only be used in the event of the school being oversubscribed.

Primary (nursery and reception class)

- 1.23 All parents/carers who have registered with the Local Authority will receive information on how to apply for a reception school place.
- 1.24 Parents/carers who have a nursery place at a Salford Local Authority school should be aware that they will not automatically get a place in the reception class at that school. All available places will be offered as per the published admission arrangements and oversubscription criteria.
- 1.25 The closing date for all primary applications is Sunday 15 January 2023.

- 1.26 Online forms may be submitted until 11:59pm on Sunday 15 January 2023.
- 1.27 Preferences can be changed up until the closing date via the online form. Preferences can only be changed after the closing date in exceptional circumstances, and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing (via email or via the 'Contact us online' form on the Salford City Council website) when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Salford other admission authority schools after 31 January 2023. This is the date when information is exchanged with other admission authorities. Parents should check the admission policy of the school concerned.

Secondary intakes

- 1.28 At the beginning of the Autumn Term 2022 information will be made available to all parents/carers of Year 6 pupils resident in Salford.
- 1.29 The closing date for all secondary applications is Monday 31 October 2022.
- 1.30 Online application forms may be submitted until 11:59pm on the closing date of Monday 31 October 2022.
- 1.31 Preferences can be changed up until the closing date via the online form. Preferences can only be changed after the closing date in exceptional circumstances and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing (via email or via the 'Contact us online' form on the Salford City Council website) when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Salford other admission authority schools after 15 November 2022. This is the date when information is exchanged with other admission authorities. Parents should check with the admission authority of the school concerned.

Shared parental responsibility

- 1.32 Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school nights (Sun-Thurs) during the week in term

time.

- 1.33 Where there is dispute or equal nights are slept, parent will be asked to provide proof of the address registered with the child's GP.

Processing Applications – Primary

- 1.34 By 30 January 2023 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a reception place in a maintained primary school in their area. This will include any supporting information submitted by the parents. Salford local authority will also receive such information from other local authorities.
- 1.35 By 30 January 2023 voluntary aided, foundation schools and academies will be sent details of parents/carers who have expressed a preference for a primary school place in their school. This will include any supporting information submitted by parents.
- 1.36 By 27 February 2023 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority given to each applicant in accordance with the oversubscription criteria. Where a school has a service level agreement (SLA) with the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.
- 1.37 By 15 March 2023 Salford Local Authority will inform other local authorities of reception offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents. This information will continue to be exchanged until 31 March 2023.

Processing Applications – Secondary

- 1.38 By 14 November 2022 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a maintained school in their area. Salford local authority will also receive such information from other local authorities.
- 1.39 By 16 November 2022 voluntary aided schools and academies will be sent details of parents/carers who have expressed a preference for their school. This will include any supporting information submitted by parents.

- 1.40 By 16 December 2022 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority order of applicants in accordance with their oversubscription criteria. Where a school has a SLA with the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.
- 1.41 By 13 January 2023 Salford Local Authority will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.
- 1.42 By 30 January 2023 Salford Local Authority will notify other local authorities, voluntary aided schools and academies of any further places they are able to offer. Salford will have been notified by other local authorities of any further places which they can offer in response to any preference expressed by one of our residents.

Determining offers – primary and secondary

- 1.43 When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than one potential place. If this is the case, the place that has highest priority on the application form will be offered.
- 1.44 School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the application form.
- 1.45 Offers will be coordinated with neighbouring local authorities in the same way.
- 1.46 For reception and secondary intakes if a child living in Salford cannot be offered a place at any of their parents' preferences of school, where possible they will be offered a place at the nearest Salford school within a reasonable distance of their home address with a vacancy. This will be the nearest community, voluntary controlled, voluntary aided, foundation school or academy.
- 1.47 For primary aged children, a reasonable distance is defined as within 2 miles walking distance. For secondary aged children, a reasonable distance is defined as within 3 miles walking distance.

- 1.48 Where a nursery aged child living in Salford cannot be offered a place at any of their parents' preferences of schools, and it is not possible to offer a place at a school within a reasonable distance of their home address, they will be referred directly to the Starting Life Well service for advice on alternative nursery providers within Salford where they may be able to take the free hours entitlement.
- 1.49 School place offers will be finalised 2 weeks before the allocation date (finalised 31 March for primary applications, 15 February for secondary applications). This is to confirm place offers with other admission authorities and to give sufficient time to produce offer information. At this stage the offers will be finalised and no further changes will be made to offers even if information is received by an admission authority to show that there has been a change in circumstances to the child's application. Any such changes received after that date will only be dealt with after the allocation date.

Notifying parents/carers of decisions

- 1.50 Salford Local Authority will inform every Salford applicant for reception and secondary places of their allocated place via the online application system. Parents/carers will need to log into the online system on the offer day to view their child's allocated school place. This will also include offers of places that can be made to schools maintained by neighbouring local authorities.
- 1.51 Salford Local Authority will inform every nursery applicant of their allocated place at a Salford school. Parents/carers will need to log into the online system on the offer day to view their child's allocated school place.
- 1.52 The offer information will include:
- the name of the school at which a place has been offered;
 - the reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);
 - information about their statutory right of appeal against the decision to refuse a place at any school given as a higher preference;
 - confirmation that in the re-allocation process, a child will be considered for any places that might become available in schools they ranked higher than the school they have been offered (i.e. the child's name will be placed on a waiting list and places will be reallocated to children on the waiting list according to the oversubscription criteria for the school concerned), and the date at which the waiting list will cease and what to do if they wish to be considered for any vacancies beyond that point.

Parents refused places at other admission authority or other LA schools will be advised to contact that admission authority for information on their waiting list process as not all authorities automatically place children on a waiting list.

- 1.53 Schools in Salford will have access to the lists of pupils who have been allocated places at least one day before allocation day. Schools will not communicate any offers of places to parents until the allocation day.
- 1.54 Parents will have two weeks to accept the place offered. Parents will be able to respond online to accept a school place.
- 1.55 All parents will be asked to provide proof of address and a copy of their child's short birth certificate (primary only) to their child's allocated school at the time of acceptance of a place. Parents will be informed of the types of proof of address that are required and will be acceptable. Where parents are unable to provide sufficient information, the local authority will make further investigations and, where necessary, may withdraw the offered school place if the offer was made on the basis of fraudulent or intentionally misleading information. Parents will be informed in writing of the local authority's decision where an investigation takes place.

Primary allocation date

- 1.56 The allocation date for primary allocations is Monday 17 April 2023.
- 1.57 For reception class, the allocation information will offer full-time places commencing September 2023. However, parents can opt for their child to attend on a part-time basis and/or defer their child's entry to school until they reach compulsory school age (term after the fifth birthday). Deferral or part-time attendance should be arranged directly with the headteacher of the allocated school in writing. Further information can be found on the [placement out of normal age group](#) page.
- 1.58 The majority of nursery places are offered on a full time basis. Those children being offered a part time place will be informed by the school in writing in a letter as to whether the place offered is a morning or afternoon session.

Secondary allocation date

- 1.59 The allocation date for secondary is Wednesday 1 March 2023.

Right of Appeal

- 1.60 Where parental preference cannot be met the parent/carer will be advised of their right of appeal and supplied with details of the appeals procedure. There is no right of appeal for nursery places.
- 1.61 If another admission authority maintains the preferred school and that authority is unable to offer a place at the parent/carers preferred school, Salford Local Authority, on behalf of the other admission authority, will inform the parent/carer in writing of this decision. The parent/carer will also be advised of their right of appeal and supplied with details of the appeals procedure.
- 1.62 All appeals for on-time applications must be heard within 40 school days of the appeal being lodged.
- 1.63 Appeals for late applications should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- 1.64 An appeals timetable is published on the Council's website by 28 February. This indicates when parents can expect their appeal to be heard.

Late applications

- 1.65 For applications received after the closing date and before the offer date of places:
- the application will be classed as late;
 - it will only be considered after applications received on time;
 - applications for other admission authority schools will be passed on noting they were received late. It is up to that admission authority to decide how they wish to proceed with the application;
 - the offer of a place will be decided as described in section 1.43 to 1.49;
 - where possible applicants will be notified on the usual offer date.
- 1.66 For applications received after the offer date but before the start of the school year:
- applications will be considered as they are received; and
 - the offer of a place will be decided as described in section 1.42 to 1.48

- applicants will be notified as soon as possible.

- 1.67 The LA will only process applications received after the closing date as on time applications if there is a good reason for late submission. Reasons for late submission should be submitted to the local authority in writing as part of the application. The local authority (or the relevant admission authority) will consider these reasons and where deemed acceptable will process the application as though it were received on time. If not deemed acceptable the local authority will continue to process the application as a late application. A valid late application will include situations where children move into Salford after the closing date but before offers of places are made. Parents should note that it may not be possible to accept late applications as on time after 15 November 2022 (for secondary applicants) and 31 January 2023 (for primary applicants). This is the date when application information is exchanged with other admissions authorities.
- 1.68 Where parents of Salford children fail to submit a form indicating any preference, a place will be allocated at the nearest school to the home address which has a place.

Waiting lists

- 1.69 Salford Local Authority will operate a waiting list for Salford community and voluntary controlled schools which are oversubscribed until 31 December 2023 for applicants whose initial request for nursery, reception and secondary places have been unsuccessful. Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.
- 1.70 Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.
- 1.71 Salford Local Authority will also liaise with the voluntary aided schools, foundation schools and academies which are oversubscribed who will operate their own waiting lists until 31 December 2023 for applicants whose initial request has been unsuccessful. Should any places become available the Local Authority will contact the school concerned and the place will be allocated in accordance with the published admission criteria for that school.
- 1.72 Length of time on the waiting list will not be seen as a relevant factor.

Applications outside the normal year of entry

- 1.73 Parents/carers may occasionally apply for their child to be admitted outside their normal age group (i.e. to the year above if the child is gifted or talented or to a lower year if the child has special educational needs or has experienced problems or is a summer born child starting school for the first time).
- 1.74 The Local Authority, as admission authority for community and voluntary controlled schools, or the governing body, as admissions authority for voluntary aided, foundation schools, academies and the UTC, will consider these applications individually.
- 1.75 The decision will be taken by the admission authority after discussion with the Head teacher and other relevant professionals, such as an Educational Psychologist. The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2021).
- 1.76 Full details of the process for such applications are available in the local authority's guidance on educating children outside of chronological age group available on the [placement out of normal age group](#) page,

Children from Overseas

- 1.77 Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school.
- 1.78 Asylum Seekers should make available evidence of their right of abode through production of their Application Registration Card (ARC).
- 1.79 Where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK, proof of the future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.
- 1.80 Parents living outside of the UK are advised to consult the guidance at www.gov.uk to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

- 1.81 The local authority will provide school places to children from overseas as explained in the guidance from the Department for Education as published at www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

Children from Service families

- 1.82 Applications for children of service personnel with a confirmed posting or crown servants returning from overseas will be considered in advance of the family moving into the area if necessary. Where possible, an application must be included in the normal admission round.
- 1.83 An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
- 1.84 Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

2 Part 2: In-year Admissions

- 2.1 Salford Local Authority will be responsible for managing the admission of all pupils requiring an in year admission to a school place in Salford, regardless of their residence. This includes community, voluntary controlled, voluntary aided, foundation or academy status; and free schools.
- 2.2 Salford Local Authority, as the admissions authority for community and voluntary controlled schools in Salford, will be responsible for allocating places at these schools in accordance with the Local Authority's admissions oversubscription criteria.
- 2.3 For voluntary aided schools and academies, the governing body of each school is the admissions authority. As such it is the governing body of each school that determines who will be allocated a place at that school in accordance with the criteria laid down in its school admissions policy.
- 2.4 Salford residents wishing to apply for an in-year move to a school in another local authority should contact that local authority.
- 2.5 Any resident wishing to apply for an in-year move to any Salford school should apply to Salford Local Authority directly using the online application form on the Salford City Council website, or by visiting a Gateway Centre or Broughton Hub.
- 2.6 The local authority will process all in-year applications within 10 school days wherever possible, and within a maximum of 15 school days. No waiting lists will be held for in-year admissions. Parents will need to re-apply for a place if it is their continued wish for their child to be educated at their preferred school.
- 2.7 In the case of a pupil with an EHCP, any parent making an application will be referred to the Special Educational Needs and Disability (SEND) team, who will support them with securing a place at a new school.
- 2.8 Applications for Looked After Children will be shared with the Virtual School Team. Where a place cannot be secured at the best school to meet the child's needs via the normal in year admission process, the Virtual Headteacher may wish to consult the preferred school to admit the child as set out in section 3.26 and 3.27 of the School Admissions Code (2021).

- 2.9 Where a pupil is determined to have ‘challenging behaviour’* as defined by the School Admissions Code, has been permanently excluded from their last school, or requires reintegration from alternative provision (including PRUs) the application will be considered at the In-Year Fair Access Panel.
- (*Although the DfE refer to ‘Challenging behaviour’ in the School Admissions Code (2021), this is referred to as ‘distressed behaviour’ in Salford.)
- 2.10 Each application received will be sent to the preferred school(s). The local authority aims to do this within one school day following receipt of the application.
- 2.11 Each admission authority is responsible for considering any application made and responding to the local authority with the outcome as soon as possible, but no later than 8 school days.
- 2.12 Where a school receives more applications than places available, the admission authority must notify the local authority of the priority order of applicants for admission within the 8 days.
- 2.13 The local authority will co-ordinate the responses and wherever possible, a place will be allocated at the highest preference school.
- 2.14 Where an admission authority is unable to admit the child, they will be expected to provide the local authority with the reason for the refusal. The ground for refusal will be sent to the parent when making them aware of the right to appeal.
- 2.15 Where a child cannot be offered a place in a preferred school and is unplaced the local authority will endeavour to offer a place at the next nearest school with a vacancy.
- 2.16 Where a child is unplaced and their application meets the criteria for in-year fair access, their application will be referred to the In-Year Fair Access process. Under this process, the local authority has up to 20 school days to allocate places for these pupils.
- 2.17 Where a child cannot be offered a place at a preferred school, they will be given the right of appeal. Only one appeal per academic year can be heard unless there has been a significant change in circumstances.
- 2.18 Where a school place is offered, the child must be placed on roll as soon as possible following the offer of a place, especially where the child is not currently in a school. Where a child is transferring from one school to another, there must be no period of time when a child is not on a school roll.

- 2.19 The offer of a place in-year will only be held for 4 weeks. If the child has not started, or is unable to start, at the school within this time then the place will be withdrawn and a new application will need to be made.

In Year Fair Access Protocol

- 2.20 The protocol will be initiated for children within categories listed in the policy where a school place cannot be found or where a school refers a case for consideration under the protocol. A full copy of the protocol can be found on the local authority's website.
- 2.21 The operation of the In-Year Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under the in-year admission arrangements.
- 2.22 Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.
- 2.23 In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the In-Year Fair Access Protocol.
- 2.24 This provision will not apply to a looked after child or a child with an Education Health and Care Plan naming the school in question, as these children must be admitted.
- 2.25 All admission authorities must participate in the In-Year Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- 2.26 In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Part Three: Timetable for co-ordinated admissions to Salford Local Authority maintained primary schools for admission in the academic year 2023-24

Detail	Date
Closing date for applications	15 January 2023
Salford Local Authority sends applications to other Local Authorities	30 January 2023
Salford Local Authority sends applications to voluntary aided schools, foundation schools and academies	30 January 2023
LA receives responses from aided schools	27 February 2023
Salford Local Authority will inform other Local Authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.	31 March 2023
Offer letter sent to parents / carers	17 April 2023
Parents/carers to notify schools of acceptance of offer	3 May 2023
Deadline for lodging an appeal	17 May 2023

Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.

Part Four: Timetable for co-ordinated admissions for Salford Local Authority maintained secondary schools and year 10 intakes for admission in the academic year 2023-24

Detail	Date
Distribution of information to parents / carers of year 6 pupils	Beginning of Autumn Term 2021
Closing date for preference forms for year 7 applications	31 October 2022
Local authority sends applications for schools in other Local Authorities to those Local Authorities	14 November 2022
Local authority sends applications to voluntary aided, foundation schools and academies	16 November 2022
Responses from voluntary aided schools and academies	16 December 2022

Local authority to notify other local authorities of 1st cycle places to be offered	13 January 2023
Home local authority sorts results of 1 st cycle and sends results to other local authorities	18 January 2023
Local authority sorts results and notifies other local authorities of 2 nd cycle offers	25 January 2023
Home local authority sorts results of 2 nd cycle	30 January 2023
Schools informed by own local authority of final results. Offers to parents/carers by local authority	1 March 2023
Parents/carers to notify local authority of acceptance of offer	15 March 2023
Deadline for lodging appeals	30 March 2023

Appeals

Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.