

KNOWSLEY SECONDARY EDUCATION ADMISSIONS



2017-18



Apply online www.knowsley.gov.uk/schooladmissions
or use the paper form at the back of the booklet

THE INFORMATION CONTAINED IN THIS BOOKLET IS IMPORTANT

IF YOU NEED ANY FURTHER HELP OR INFORMATION ON APPLYING FOR A SECONDARY SCHOOL PLACE PLEASE CONTACT:

Knowsley School Admissions
Education Improvement Team, Knowsley Council,
PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU
Telephone: (0151) 443 5142/3372
Email: schooladmissions@knowsley.gov.uk

The Headteacher of your child's Knowsley primary school can provide you with a Knowsley booklet and the Headteacher of each secondary school can assist with information about their school.

Where the term 'schools' has been used in this booklet, this also applies to Knowsley Secondary Centres for Learning and Academies.

Privacy notice

Knowsley Council is committed to dealing with your information safely and securely. We need to collect and keep information to deliver our service efficiently. We will always treat your information with confidentiality and will not pass it to third parties for commercial use. We take our responsibility to protect your information seriously and we will always ensure it is used fairly, correctly and safely in line with the legal requirements of the Data Protection Act 1998.

The information you provide to us on your admission application form and in any supporting documents, will be used to process your application. There may be a requirement to share this information with governing bodies of primary and secondary schools and neighbouring local authorities etc. This will only be when necessary and where the law allows it. This will be to:

- Ensure the efficient co-ordination and fair allocation of school places
- Make sure the information is accurate
- Prevent or detect crime
- Protect public funds
- Meet our key aims and legal duties

Information about your child may also be shared with Members of Parliament or Borough Councillors, but only if you have asked them to act on your behalf.

We may also use the information you have provided to develop statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. We ensure that the statistics are developed in such a way that individual children cannot be identified from them.

If you would like to know more about what we do with your information please ask a member of staff or go to **www.knowsley.gov.uk** and click on our privacy policy.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS APPLICABLE TO THE SCHOOL YEAR 2017-2018. EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION CONTAINED IS CORRECT AT THE TIME OF PUBLICATION. HOWEVER, PLEASE DO NOT ASSUME THERE WILL BE NO CHANGE TO THE INFORMATION GIVEN.



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or use the paper form at the back of this booklet

Welcome

Dear Parents and Carers

This is an important time for families who are taking decisions about secondary education. During the first half of the autumn term 2016, parents have to decide which preferences to name - up to three schools.

Before you decide, we would encourage you to go and see for yourself all the opportunities Knowsley schools can offer. Headteachers and staff will be delighted to meet you and show how pupils benefit from the exciting surroundings and the excellent teaching available. All staff want to work in partnership with you, as parents/carers, to provide your child with the best possible education. Our schools are committed to helping children reach their potential, whatever their race, sex, religion or disability. Our commitment is to make Knowsley the best place to be educated.

We want to assist you in making a very important decision for your child's future - deciding on your preferences for secondary education.

We can help in a number of ways:

- this booklet gives you information about all the Knowsley secondary schools and contacts for other areas;
- the application form for Knowsley residents is included in the booklet and you can also apply online;
- Knowsley school admissions can give you information and guidance by telephone or email (0151) 443 5142/5143/3372/3373

We would encourage you to read this booklet carefully before filling in the form. Whether you use an online or paper application, please ensure this is completed and returned by the closing date of **31 October 2016**.

Finally, may I take this opportunity to assure you of the full support of Councillor See, Cabinet Member with lead responsibility for Children's Services, and of myself and our staff. We all wish your child every success in their future secondary education.



A handwritten signature in black ink that reads "Paul Boyce".

Paul Boyce
Executive Director
(Children)



A handwritten signature in black ink that reads "Gary See".

Cllr Gary See
Cabinet Member for
Children's Services

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How to apply for a secondary school September 2017 intake

Important!

If you want to give your child the best chance of obtaining a place at the school you prefer, please read this booklet very carefully. Please take time to read the whole booklet.

General Advice - Parents/carers should note that there is no cost associated with applying for a school place.

Important!

Important!

Remember

There is no automatic transfer from primary to secondary education. You **MUST** fill in and return an application form. Parents/carers have a right to say which schools they would prefer but there is no guarantee that a place can be allocated at one of these. Children born between 1 September 2005 and 31 August 2006 are of age to transfer. Exceptions are made only in special circumstances.

You can apply for a place by completing the application at the back of this booklet or by completing the online application on a computer which is linked to the internet. (See pages 5/6 on completing the online application form).

Do you live in Knowsley?

Yes

Then you must apply on the Knowsley application form. No matter which primary school your child goes to and whatever secondary schools you are interested in, you need to complete the Knowsley application form.

If you live in Knowsley - that means you pay your council tax to Knowsley and you probably have a maroon coloured wheelie bin. You can complete the online application at www.knowsley.gov.uk/schooladmissions or alternatively, you can complete the paper application at the back of this booklet.

You can name up to three school preferences. Put your schools in a ranked order - your highest preference is number 1 - you can name schools in Knowsley and, if you wish, those in other areas. If naming schools outside Knowsley, we strongly recommend that you obtain the information booklet from the relevant authority (contact details on page 30). You need to find out about their coordinated scheme and the details about the particular schools(s) you are interested in.

No

Then you apply on the application form supplied by the Authority you live in - Halton, Lancashire, Liverpool, Sefton, St Helens or any other. You can obtain an application form from your home authority, contact details for neighbouring authorities are given on page 30. **You cannot apply online through the Knowsley website neither should you complete the application form in this booklet.** However, if you want to apply for a Knowsley secondary school, this booklet has useful information for you. You can list Knowsley schools on your own authority's form.

Important things to remember

**The closing date for returning your application form to your home authority is:
31 OCTOBER 2016**

- Applicants must only complete one local authority application form (the authority in which you and your child live).
- Applicants should receive only one school offer.
- If you complete an application form for more than one authority, the authority where you do not live will normally disregard your application.

Children arriving from overseas

Whilst children who are living in Britain with their parents/carers normally have a right to a school place, there are some children who are not entitled to a place in a maintained school. These are:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study; and
- children from non-EEA countries who have permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school.

Schools may request to see appropriate documentation to clarify the status of a particular child e.g. right of abode certificate, passport or entry visa. Applications are not normally accepted from children still living abroad, but cases will be considered individually.

Children of British nationals who are living overseas but planning to return to the UK may apply for a school place for their child if the application is accompanied by documentary evidence of British national status and a date of return to the UK. However, any application will be processed from the overseas address until such time as the child is resident in the UK.

Children of UK service personnel (UK Armed Forces)

This applies to families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area.

Where places are available, the Authority will normally allocate a place in advance of a family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Other applicants for these groups of children will be considered in line with the guidance in the school admissions code and Knowsley arrangements. Where deemed appropriate by the Authority, children may be considered under the medical, welfare criterion of the community school admission policy. Governing Bodies for voluntary aided schools will consider applications as appropriate and in line with the code and their own admission arrangements. The Governing Bodies for the secondary academies have opted to use the authority's admission policy.

The online application

Before making an online application, you are strongly advised to read the information contained in this booklet.

Knowsley Council offers an online service to parents/carers who are applying for a school in September 2017. Instead of completing a handwritten form and submitting it, you can complete the online application form at www.knowsley.gov.uk/schooladmissions. This means you will need access to a computer linked to the internet and a current email address. Internet access is available through any Knowsley Library where library staff can help you set up a free email account.

Some of the benefits of applying online are:

- It's quick and easy to use.
- This service is normally available 24 hours a day, seven days a week.
- There is no risk that the application will be lost in the post.
- The system guides you through the application and alerts you if any errors have been made.
- You will receive email confirmation once your application has been submitted.
- You can change your application up to the closing date - **31 October 2016**.
- On **Wednesday 1 March 2017**, online applicants should receive an email giving the outcome of the application - the same day the letters are posted (providing the email address has not changed from when the initial application was made).
- Online applicants will also receive an offer letter - posted on **1 March 2017**.

Please Note: If you submit an online application, please do not also complete a paper application.

Completing the online application form

If you do not live in Knowsley, you cannot complete the Knowsley online or paper application.

- Access the internet on your computer in the normal way or via a Knowsley library.
- Type in the Knowsley Council website address www.knowsley.gov.uk/schooladmissions.
- This will take you to the admissions page on the Knowsley website which enables you to complete a secondary application. If you are a Knowsley resident, you can proceed. **If you are not** a Knowsley resident, you cannot complete the Knowsley online application and should contact the council in the area you live. That authority will provide you with details of how to apply on their own website.
- You can create your account under the heading '**Apply online for September 2017**'. You will need to enter your details as a parent/carer, give your email address and create a password. A space has been provided on the next page for you to make a note of your email address and password. Keep these details in a safe place as you may need them if you wish to make a change to your application. Changes can be made to your application up to the closing date.
- Once you have completed and submitted your online application, you should receive an email confirming receipt.
- If you do not receive the email confirmation, firstly check your spam/junk folders. If the email is not in either of these folders, please contact (0151) 443 5142/5143 and a member of the team will be happy to assist.
- Please note that if you are submitting additional information, this has to be sent in by post and received by the closing date. Please see note 1 below. If you wish for confirmation that this information has been received, please contact Knowsley School Admissions.
- If you are applying after the closing date, the website link will be closed. Please complete the paper application form at the back of the booklet.

Note 1:

If you are submitting additional information please make sure your child's name and date of birth are clearly stated at the top of each page. The information should be returned to:

Knowsley School Admissions, Education Improvement Team, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU. If you would like advice or support completing your online application please contact (0151) 443 5142/5143 between 9am and 5pm, Monday to Friday, or email us at: schooladmissions@knowsley.gov.uk

PLEASE KEEP THIS SAFE

This space has been provided for you to keep a note of your email address and password. If you wish to log back into your application and make a change you will need these details.

Email address

Password

Making changes to your online application after you have submitted it

Changes to your online application can only be made up to the closing date - **31 October 2016**.

Before the closing date

If you decide that you would like to make a change to your online application after submitting it, you will need your email address and password details to log back in.

Type in the website address www.knowsley.gov.uk/schooladmissions under the 'Apply Online' heading click on 'Create Account' and this will take you back to the front page of the application. Click on 'login' on the top left corner. You will be asked for both your email address and password. Enter these details and then click 'sign in'. You can then make any changes. Follow the on screen instructions to make the change. When you are happy with your change/s, you must click 'Review and Submit'. Once you have submitted your application you should receive email confirmation.

Forgotten password

If you have not written your password in the space provided, and you can't remember it, click on 'forgotten password', type in your email address and enter your secret question and answer. You will receive an email prompting you to re-set your password. Please allow a few minutes to receive the email, as there may be a slight delay. Once you have re-set your password details you should be able to login and make your changes.

After the closing date

You will not be able to access your online application after the closing date. If you wish to make a change to your application, you will need to contact school admissions. Knowsley Council will normally only accept a change of preference during the allocation period where there are substantial reasons for this e.g. a house move. Proof of a new address may be required, e.g. exchange of contract or a tenancy agreement. If the request is received very close to the allocation date it may not be possible to make any changes.

The paper application

Detailed guidance notes on completing the paper application form can be found on pages 36-38.

- If you complete the paper application form, you can return it directly to Knowsley School Admissions at the address stated on the application or if your child attends a Knowsley primary school hand it into the administrator at the school. In either case you will be issued with a receipt - keep it safe as this is your proof you have submitted your application.
- If you have not had a receipt within two weeks of submitting your application, please contact Knowsley School Admissions on (0151) 443 5142/5143.
- The closing date for applications is **31 October 2016**. We strongly advise that you submit your application on time - please do not be late as this could result in you missing out on the place you want.

General application guidance

For advice or support regarding the completion of your application, please contact (0151) 443 5142/5143 between 9am and 5pm Monday to Friday or email us at schooladmissions@knowsley.gov.uk

Additional information and supplementary forms

- If you are submitting additional documentary evidence specific to your application to support your reasons for requesting a particular school, this should be submitted to Knowsley School Admissions by the closing date of **31 October 2016**. Please ensure additional papers are secured to the main application form and your child's name and date of birth clearly marked at the top of each page.
- It is the responsibility of the parent/carer to read the individual school policy and ensure that all relevant information is provided with the application. If parents/carers are unsure what is required, they should check with an admissions officer in the local authority of the school in question or contact the individual school.
- Some schools in other authority areas may require extra information which is not requested on the local authority application form - this is because the admission policies for these schools include criteria on religious commitment. Parents/carers who wish for their child to be considered for a place under such criteria may need to complete a supplementary form. It is the parents/carers responsibility to contact the individual school or the relevant local authority admissions team for further advice about obtaining a supplementary form.
- Supplementary forms should be completed **in addition** to the Knowsley application form and should be returned directly to the individual school by the closing date. Supplementary forms for Knowsley schools can be obtained from the individual schools, from Knowsley School Admissions or by visiting www.knowsley.gov.uk/schooladmissions.
- Parents/carers who do not complete a supplementary application form and name a faith school as a preference on the local authority application form, will still be considered for a place in the school but not under the particular faith criteria. However, if you complete an individual school supplementary form, but do not also name that school as a preference on the local authority application form, your child would not normally be considered for a place - only school preferences named on the local authority application form will be considered.

Home address

The address given must be where the pupil normally lives during the school week. If a child lives between two addresses, the household in receipt of the child benefit would normally be the address taken and the Council reserves the right to request other proof as fits the individual circumstances. It may be necessary for the Admission Officer to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address. Please do not give a childminder or other relative's address.

Any change of address during the allocation period (Sept-March), must be notified to your child's Primary School and to school admissions and supporting documentary evidence may be asked for. Similarly, if you are unsuccessful in your application for your preferred schools and move address after the closing date, you should notify school admissions as it may affect your child's position on the waiting list(s).

The Authority reserves the right to make enquiries as necessary with other agencies such as Council Tax or medical records, etc, to verify information provided.

Multiple applications

- Parents/carers should only submit one application per child.
- Please **do not** complete both an online application and a paper application.
- Please **do not** submit an application form to more than one authority - you must only apply to the authority in which you live.
- Where multiple applications are submitted, Knowsley authority will normally accept the preferences stated on the latest dated application form for the purpose of the allocation and disregard any earlier dated application.
- Where care is split, the Local authority can only accept one application. This can be completed by either parent, provided they have parental responsibility for the child, and the correct home address for the child is stated on the application form. In such cases, it is advisable for parents to agree which school/s will be named as a preference/s before submitting the application form.

The Knowsley coordinated admission scheme - Equal preference

What is an equal preference scheme?

The equal preference scheme is a framework for all admission procedures. All Authorities now use similar equal preference schemes. The advantage of the equal preference scheme is that all your school preferences are considered at the same time.

How does an equal preference system work?

When parents/carers apply for a place, they can list up to three secondary schools on the application form. The school that is named as the highest preference would normally be the one that parents/carers really want.

For example:

- 1. Brownfield School - this is the school you want most**
- 2. Greenfield School**
- 3. Bluefield School**

The admission policy for each school is applied to the child's application along with all the other applications for the same school. (At this point, it doesn't matter whether the school has been listed as preference 1, 2 or 3 - that is not considered). All applicants for a particular school are put into order according to the school's oversubscription criteria/admission policy. The school fills its places, taking children in order of criterion. Knowsley authority will receive the results.

If more than one school can offer a place, then **and only then** are the order of the preferences taken into account. Only one school offer will be given - the highest of those able to offer a place. If all three schools offer a place, you will be offered your highest available preference. Sometimes not all schools can offer a place:

For example:

- 1. Brownfield School No**
- 2. Greenfield School Yes**
- 3. Bluefield School No Longer Required**

In this case, the child's name will normally be placed on the waiting list for Brownfield School. An offer will be made of Greenfield School - the highest available. The place at Bluefield will be offered to someone else.

If your child cannot be offered a place in any of the schools you have named as a preference, the Local authority will normally offer Knowsley resident children an alternative place, usually in the nearest secondary school to the home address with an available place. If parents/carers are not satisfied with the offer they receive, it is possible for their child to be considered for other schools that do have places available by completing a new application form. In addition, parents/carers do have the right to appeal against the decision to refuse a place at any school (for further information on appeals see page 26). Sometimes there is movement; if parents/carers refuse a place at a school, places can then be re-allocated from the waiting list, so it may not always be necessary to go to appeal.

Naming school preferences

- You can name up to three schools of your preference and should do so in ranked order. Please do not repeat the same school - this will not increase your chances of a place - if anything it will mean you are wasting two preferences.
- You can name schools in other authorities on your Knowsley application, but you should read the relevant authority's information booklet first and look at the individual school's admission policy to gather more information about the school/s you are interested in.
- Please **do not** name independent (fee paying) schools on your application form as you should apply directly to the school/s concerned and complete their own application. The authority cannot process applications naming independent schools.
- Most of the Knowsley Secondary Schools will be able to offer places to everyone who applies. However, if you are applying to schools which normally receive more applications than they have places, it is wise to name more than one preference so that your child can be considered for a place in other schools. Naming more than one preference will not disadvantage you during the allocation process in any way.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which criterion your child would come under. Talk to the school or an Admissions Officer in the relevant local authority about how places were allocated in previous years. See page 25 for a breakdown of the allocation for 2016.
- No-one can guarantee in advance which schools will be over-subscribed.
- Stating only one preference **does not** increase your chance of gaining a place in that school - it means you have possibly wasted two preferences as, if you do not obtain a place at that school, you may lose priority for another school where you might otherwise have obtained a place.
- Naming more than one preference will not disadvantage you in any way during the allocation process. REMEMBER - you will always be made an offer of the highest preference school available.
- Consider all your preferences carefully - if you have named a school as a second or third preference it must be assumed that you will accept such an offer should it be made.
- If you wish your application to be considered under criterion 2 of the community policy (exceptional medical/welfare grounds) - please tick yes to the question on the application form and supply relevant professional evidence with your application. **The evidence must be directly relevant to admission to the school concerned and returned with your application. Please check that the policy for the school/s you are applying for include this criterion within their individual policy.** Please contact Knowsley School Admissions if you have a query regarding this. Online applicants wanting to be considered under this criterion should submit their professional evidence before the closing date of **31 October 2016**.

Naming preferences for schools in more than one authority

- Some parents/carers choose to list schools in more than one Authority, e.g. in the Knowsley authority area and in St Helens or Liverpool Authority area. Knowsley Council works in partnership with other authorities to co-ordinate secondary school offers.
- All authorities operate an inter authority equal preference co-ordinated scheme.
- Where Knowsley resident parents/carers name a school in another authority as a preference, the application will be passed to that authority to be considered. When they have taken a decision, they will inform Knowsley of the result.
In the same way, other authorities will send information to Knowsley authority about children who need to be considered for places in Knowsley schools.
- It may be that another authority can offer a place at one of their schools and a place can also be offered in a Knowsley school. In such cases, wherever practicable, only the school that you have ranked higher will be offered. The other school will not be offered. This means the order of your preferences listed is very important.
- If a parent/carer receives two or more offers of a place, they must contact both authorities immediately and state which offer is being accepted.

For example: If a parent/carer states preferences as follows:

- 1. A Knowsley School**
- 2. A Liverpool school**
- 3. A St Helens school**

If all three could offer a place, only the Knowsley school will normally be offered as it is the top preference. If the Knowsley school could not offer a place, but the Liverpool and St Helens schools could, the Liverpool school would be offered. Knowsley would place your child's name on the waiting list and offer the right of appeal for their school and St Helens would be advised the offer in their school is no longer required.

Late applications

Knowsley resident parents/carers will not be able to make a late application online as the facility is not available after the closing date. **A paper application form must be completed** and should be sent directly to Knowsley School Admissions, Education Improvement Team, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley L36 9YU.

Note: Each authority has its own rules about late applications - parents/carers naming preferences for schools in other authorities need to check with the relevant authority how that individual school preference may be considered if named on an application form submitted after the closing date.

Applications received after the closing date of 31 October 2016

Applications naming Knowsley schools as preferences that are received after the closing date but in time for the initial allocation will be included where possible. However, as the exact date of allocation cannot be given, parents/carers have **no guarantee** that any application submitted after the closing date will be included in the initial allocation and are therefore **strongly advised** to abide by the closing date.

Applications received after the closing date and after the initial allocation process has begun

Late applications received after the initial allocation process has begun will not normally be considered by Knowsley schools until the initial allocation process is complete.

Where places remain available in schools, they will be offered to late applicants. Where schools are already full, the child's name will be placed on the waiting list by applying the oversubscription criteria for the individual school – the right of appeal will be given and applicants will be informed what alternative offer can be made.

Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on 1 March 2017. Letters will be issued as soon as possible but this may be at a later date.

Only where the school's admission authority accepts there are exceptional circumstances - for example a family moving into the area - will late applications normally be considered in the initial round. However, this is subject to practicalities and applicants should note that if the application is received at a very late stage in the process, it may not be possible to include.

If parents/carers believe that there are exceptional circumstances for the application being submitted late, it is their responsibility to state these reasons in writing when submitting the application and provide supporting documentation wherever possible - for example proof of exchange of contracts to confirm a house move.

If a school in another authority has been named, the details will be forwarded to the appropriate admission authority for consideration and it will be for the relevant admission body to determine whether or not the application will be included in the initial allocation of places.

Applications received after the letters are posted on 1 March 2017 and before the start of the new school year

Knowsley applications should be forwarded to school admissions. If a school has been named in a neighbouring authority, the details will be forwarded to the appropriate admission authority for consideration. Where schools are already full and a place cannot be offered, applicants' names will be placed on the waiting list by applying the oversubscription criteria for that school and the right of appeal will be given.

Please note that after the offer letters have been posted, Knowsley School Admissions receive a large amount of change requests. These will be dealt with accordingly along with any telephone and online queries received. Due to the high volume of enquiries received at this time, it is not possible to state how long it will take to process these changes but every effort will be made to deal with your application as quickly as possible.

Making changes to your application (including a change of preference and personal details)

Change of circumstances

Once you have submitted your application, it is important to remember that you should notify school admissions of any change of circumstances that could affect your application, e.g. a change of address, a baptism or a sibling moving to a different school. If you do not notify school admissions directly of any change this may affect how your application is considered and you could miss out on a place at a school of preference or risk having a place withdrawn.

You can contact Knowsley School Admissions by telephone, email or in writing to confirm the change that you wish to make to your application (in some cases, you may be asked to provide evidence of the change). If you are unsure about what is a relevant change please contact us for advice.

Parents/carers should be aware that if a change in circumstances occurs very close to the allocation date, it may not be possible to make any changes to the original application until after the initial allocation is complete.

Parents/carers that have applied online can make any changes to their application up to the closing date by logging back into the application and updating the relevant section. Once the change has been made the application should be re-submitted and an email will be sent to confirm receipt of the re-submitted application.

During the allocation period

- The authority will normally only accept a change of preference during the allocation period if there are substantial reasons, e.g. a house move to another area. Applicants should write to Knowsley school admissions stating the reasons why a change is being requested and should provide satisfactory evidence of the change of circumstances resulting in a change of preference request, e.g. proof of exchange of contracts to confirm a house move.
- Where there are no relevant substantial reasons for the request to change preference, parents/carers can change their preferences by submitting a new application form and withdrawing the original application. This new application will be considered as a late application, therefore parents/carers must ensure they are aware of how late applications are treated (see page 12).
- In all circumstances, applicants should note that, if the request is received very close to the allocation date, it may not be possible to make any changes. In this circumstance, the original application will be processed. The later application will only be considered when the initial allocation is complete.

After allocation letters are posted on 1 March 2017 and before the start of the new school year

After the letters have been posted on 1 March, parents/carers who wish to change their preference can do so by making a new application. Where a place is available it will be offered. If no place is available, the pupil will be added to the waiting list in accordance to the oversubscription criteria (admission policy) and the right of appeal will be given.

Please note: As the new application will replace the original school preferences, any applicant refused a place and who wishes to remain on the school's waiting list, must name that school as a higher preference on the new application.

Any parents/carers making a new application for a school that was not originally named and claiming a sibling is at the school, then the sibling must be on the school's roll at the time of application and also still on the roll at the time of transfer.

Waiting lists

- If your child is refused a place in a school - because the school is oversubscribed and other children have a higher priority for a place - your child's name will normally be placed on the waiting list. If a place is refused in a Knowsley school, your child's name will automatically be placed on the school waiting list.
- Waiting lists are ordered according to the relevant oversubscription criteria (admission policy). If a place becomes available, it will be refilled from the waiting list strictly in priority order.
- Your child's place on a school waiting list can change, both up and down, according to the movement of other applicants. E.g. a family may move into the area and make a late application - if the child meets a higher priority, they will be added to the waiting list above other children on the list.
- As waiting lists are 'live' documents, parents/carers **must** inform Knowsley school admissions immediately of any change of circumstance that may affect their child's place on the waiting list, e.g. a change of address.
- If the appeals process leads to the admission of children over the admission number, places will not be re-offered from the waiting list until numbers once again fall below the published admission number.
- The formal waiting lists for Knowsley schools will remain open until the end of the autumn term of the year of entry (December 2017). After the closure of the formal waiting lists, parents/carers who still wish to be considered for a place will need to re-apply using in-year transfer application procedures (see page 28).
- Your child's name will only be removed from a waiting list if a place is offered in a higher preference school, when the formal waiting list closes or at your request. Therefore, provisionally accepting an offer of an alternative school place will not affect your child's place on the waiting list/s for a higher preference.

Letters offering secondary school places

- Knowsley authority will send the offer letters for all Knowsley resident pupils, even if the school to be offered is in another authority.
- If you live in another authority, but have applied for and been allocated a place in a Knowsley school, your home authority will notify you of the outcome.
- All initial offer letters will be posted out on the national offer day - **Wednesday 1 March 2017**, as far as is practicable.
- Applicants who have applied online should receive an email on **Wednesday 1 March 2017** showing the offer results followed by a letter posted the same day.
- Where applicants have been refused a place at a Knowsley school of a higher preference than the one offered, they will be told of their right to appeal. Appeals against a decision by parents/carers can be made to an independent appeal panel and will be heard during the summer term. It is expected that there will be some movement after the initial allocation date.

Please note: No information regarding the allocation of places will be given out to applicants prior to the letters being sent out. Offer letters are sent out first class; applicants should also note that the result of the application will not be given over the telephone unless it is clear that the applicant has not received their letter after allowing time for the letter to arrive. If this is the case, security questions will apply.

Withdrawal of an offer of a place

Knowsley Council will normally withdraw an offer of a place where false information has been used to secure a place at a school that is full to its admission number and has a waiting list. The authority reserves the right to make investigations and may require evidence to confirm any information.

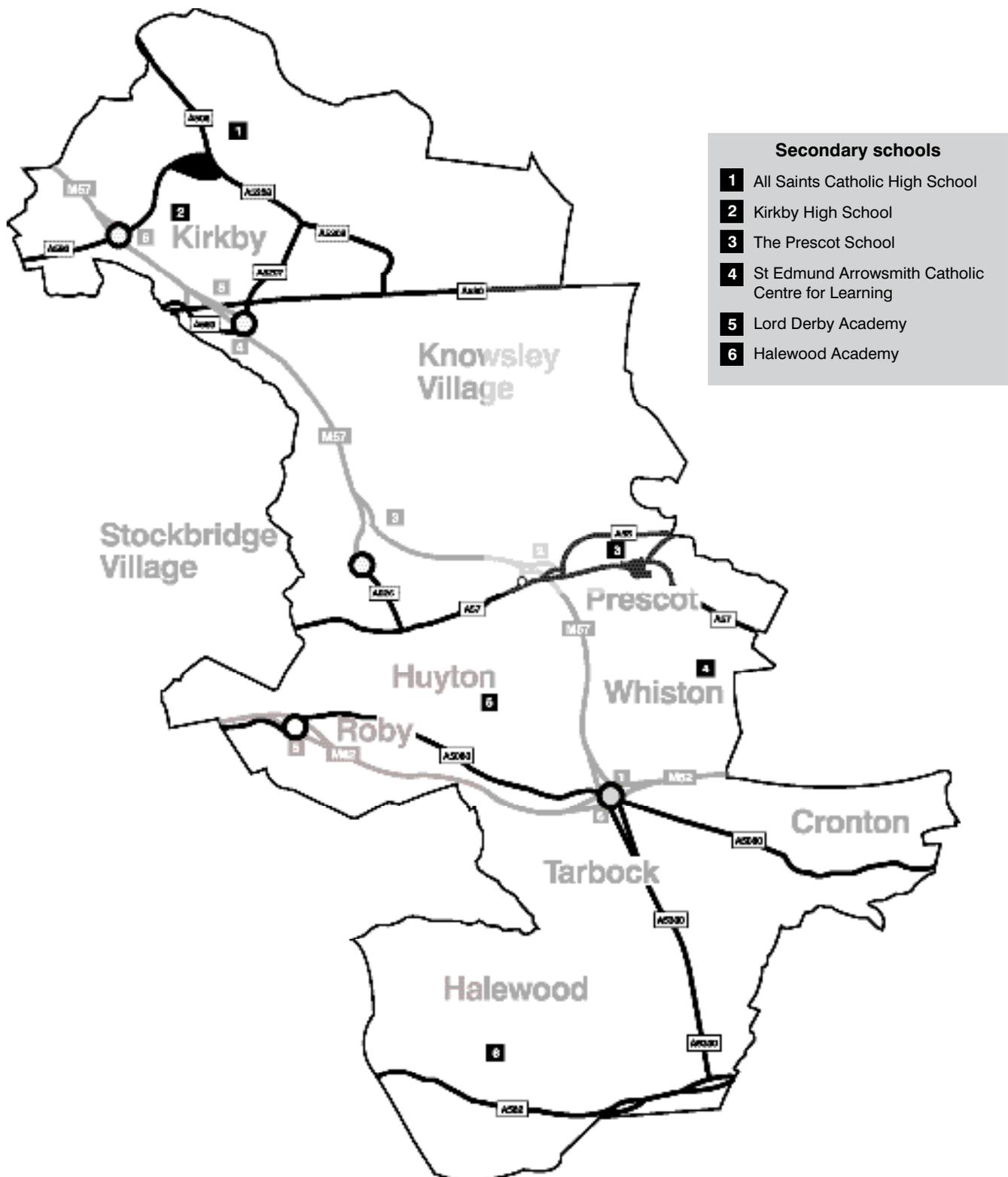
Knowsley secondary school open days/evenings

We recommend you visit the schools you are interested in to help you decide on your preferences. Each school will have a free prospectus containing information about them.

Remember: Attendance at these events has no effect on how places are offered but will provide an insight as to what the schools can offer.

	Date	Time
Academies		
Halewood Academy The Avenue, Wood Road, Halewood, L26 1UU	Thursday 22 September 2016	Session: 5 - 7pm
Kirkby High School Bracknell Avenue, Southdene, Kirkby, L32 9PP	Thursday 29 September 2016 Open Mornings 26/09/16 & 27/09/16	Session: 6 - 8.30pm 9 - 11am
Lord Derby Academy Seel Road, Huyton, Knowsley, L36 6DG	Thursday 15 September 2016 Saturday 8 October 2016	Session: 5 - 7.30pm 10am - 12pm
The Prescott School Knowsley Park Lane, Prescot, L34 3NB	Wednesday 21 September 2016	Session: 4 - 7pm
Voluntary Aided		
All Saints Catholic High School Roughwood Drive, Northwood, Kirkby, L33 8XF	Wednesday 28 September 2016	Session: 6 - 8pm
St Edmund Arrowsmith Catholic Centre for Learning Cumber Lane, Whiston, L35 2XG	Thursday 22 September 2016	Session: 6.30 - 7.30pm 7.30 - 8.30pm

Locations of Knowsley secondary schools



Please note: All Knowsley secondary schools accept both girls and boys of all abilities. All Saints Catholic High School has a sixth form, years 12 and 13 (11-18). All other secondary schools are for pupils aged 11-16.

Secondary schools details and admission policies

General information

For details of the 2016 allocation, see page 25.

Types of secondary schools in Knowsley

Voluntary aided schools

The Governing Body is the employer and the school's land and buildings are normally owned by the church or a charitable foundation and they contribute towards the capital costs of running the school. They are the admissions authority and, therefore, determine their own oversubscription criteria.

The admission policies for these schools include certain priorities for Catholics. However, applications are welcomed from all sections of the community and will be considered according to the admission policy.

Academies

Academies are independently governed, all-ability schools. Academies are either established by sponsors, who could be other outstanding schools/education providers, business, faith or other voluntary groups in partnership with the Department for Education (DfE) or existing well performing schools that elect to convert to independent Academy status with the agreement of the DfE. Together they fund the land and buildings, with the government covering the running costs.

Admission policy

An admission policy is used to decide which children will have priority for places - but only if the school receives more applications than the number of places available. If the school receives fewer or the same applications as its admission number, everyone gets a place.

Admission number

All schools have an admission number (i.e. the number of places available in each year group). The admission number for each Knowsley secondary school can be found with the school details on pages 21, 23 and 24. The authority will not normally offer more than this number of places.

Indicated admission limits

When setting the admission number for the secondary schools, the admission authority has taken into account the indicated admission limit for each school - a suggested admission number based on an assessment of the teaching space in the school.

Pupils with Statements of Special Educational Need

A statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHCP) are documents which state the provision to be made for individual pupils who have more needs than the average pupil. Where a pupil has a Final Statement of SEN or an EHCP and the Authority have named a particular school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual allocation procedures, they will normally be placed within the admission number, with priority over all others.

Knowsley Academies

This policy is used by all Schools listed on page 21.

How places are allocated

Oversubscription criteria

If there are more applicants than the number of places available in a particular Knowsley secondary school, this is known as being oversubscribed.

If oversubscription occurs, the following criteria will be applied in strict priority order to all applicants, for deciding how places will be allocated:

1. Children who are cared for by the Local authority or who were, in certain circumstances, previously looked after by the Local authority. (see footnote and Note 1 below)
2. Children for whom the Local authority accepts there are exceptionally strong medical or welfare reasons for admission. (see note 2)
3. Children with a brother or sister already attending the preferred school and who will still be attending at the time of admission. (see note 3)
4. Children attending named area partnership primary schools. (see table on page 20)
5. Distance from the child's home to school measured in a straight line. Those nearest the school have priority. (see note 4)

Notes

1. Parents/carers who wish to have their child considered under criterion 1 as a looked after child or a child who was looked after but was then immediately adopted or became subject to a residence or special guardianship order, need to provide evidence of this to the local authority **at the point of application**.
2. Strong supporting evidence from an appropriate professional, e.g.. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. **Evidence must be submitted at the point of application**. (Online form - by post immediately after submission). Parents/carers should note the exceptional nature of cases accepted.
3. The brother or sister must still be on roll at the secondary school at the expected time of transfer in years 8-11. "Brother or sister" includes half/step brothers and sisters as well as foster and adopted children, **provided** they live with the same family at the same address. Siblings in the sixth form (Y12 and 13) are not included.
4. Please note that proof of address may be required. A childminder's, other relative's address, etc, will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight line measurements ("as the crow flies") based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Tie-break: If there are more applicants than places within any one of criteria 1, 2, 3 and 4, criterion 5 will be used as a "tie-breaker". Where the geographical tie-break does not assist e.g. due to twins, triplets etc in the same house, an additional place will be offered. Where more than one applicant lives the same distance, e.g. in a block of flats, random selection will be used to determine the allocation of places.

Area partnership primary schools

Primary schools are linked to the secondary schools according to their area partnership. The current area partnership groups are as follows:

Central area partnership schools	Southern area partnership schools	Northern area partnership schools
Lord Derby Academy	The Prescott School (Academy)	Kirkby High School (Academy)
Blacklow Brow Hope Primary A Joint Catholic and CE School Huyton with Roby CE Knowsley Lane (Academy) Malvern Mosscroft Park View Roby Park St Gabriel's CE Stockbridge Village The Sylvester	Evelyn Halsnead Knowsley Village Prescot St Leo's & Southmead St Mary & St Paul CE Whiston Willis Halewood Academy Cronton CE Halewood CE Holy Family, Halewood Plantation Yew Tree	Eastcroft Park Kirkby CE Millbrook Northwood Park Brow Ravenscroft Westvale

NB:

1. If any of the above academies do not exist in their current form by September 2017, new schools formed by amalgamation or closure would normally remain in the same group.
2. Halewood Holy Family and St Leo's & Southmead are both "Catholic primary schools for the Community" which have specific places designated for pupils other than those who are baptised Catholic.
3. Any statements with regard to Academies are subject to any decision by that Academy once fully constituted.

Secondary academy details

Halewood Academy

The Avenue, Wood Road
Halewood, Knowsley, L26 1UU

www.halewoodacademy.co.uk

No. of places for Y7 Sept 2017 240
Headteacher Mr G Evans
Telephone (0151) 477 8830

Specialism **Performing Arts**

Expected no. on roll Sept 2016 910

Kirkby High School

Bracknell Avenue
Southdene, Kirkby, Knowsley, L32 9PP

www.kirkbyhighschool.net

No. of places for Y7 Sept 2017 200
Headteacher Mr W Leyland
Telephone (0151) 477 8710

Specialism **Sports**

Expected no. on roll Sept 2016 805

Lord Derby Academy

Seel Road
Huyton, Knowsley, L36 6DG

www.lororderbyacademy.co.uk

No. of places for Y7 Sept 2017 240
Headteacher Mr B Bridden
Telephone (0151) 477 8860

Specialism **Sports and Fine Art**

Expected no. on roll Sept 2016 842

The Prescott School

Knowsley Park Lane
Prescot, Knowsley, L34 3NB

www.prescotschool.org.uk

No. of places for Y7 Sept 2017 210
Headteacher Mrs J Walker
Telephone (0151) 477 8680

Specialism **Modern Foreign Languages**

Expected no. on roll Sept 2016 712

Knowsley voluntary aided schools (Catholic)

The Knowsley voluntary aided schools have admission policies which include religious criteria. Parents/carers who wish their child to be considered under these criteria should ensure the relevant information is included on their application. **Please check the policy requirements carefully.**

The Knowsley application form has a section where parents/carers can supply information on religious affiliation (Section 4), and additional details can be given in the reasons section. Only complete the questions relevant to your application.

Applicants living outside Knowsley need to check the relevant admission policy against their own authority's form, this is to ensure any necessary information regarding religious affiliation is covered.

Knowsley Catholic schools have a supplementary information form which is available from the Knowsley website. Parents/carers of children naming Knowsley Catholic schools should check their home authority's application, if the form does not ask for religious information you will need to complete the school's supplementary form. Any completed supplementary information forms should be returned directly to the Catholic secondary school.

Any additional information can be added in the 'reasons for preference' section of the authority's application form. **If unsure, please check with the individual school.**

NB:

1. The oversubscription criteria details on the following pages are taken from each school's admission arrangements document but parents/carers are advised to see the whole document, available from the school or from Knowsley school admissions.
2. If more applications are received than the number of places available, the Governing Body of the school will apply their oversubscription criteria.
3. If a place is allocated, confirmatory evidence will be sought e.g. baptismal certificate. The offer of a place may be withdrawn if false information is given.

Definition and interpretation of Baptised Catholic:

Normally any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

Kirkby

All Saints Catholic High School (VA)

Roughwood Drive
Kirkby, Knowsley, L33 8XF

No. of Y7 places for Sept 2017 210
Headteacher Mr T McGuinness
Telephone (0151) 477 8740
Age Range 11-18

Specialism **Business Enterprise**

Expected no. on roll Sept 2016 798
(not including 6th form)

Main Section of 2017 admission policy (oversubscription criteria)

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in school at the time of admission.
3. Baptised Catholic children resident in the Parish(es) of St Michael & All Angels, St Joseph & St Laurence, St Mary Mother of God and Saints Peter & Paul.
4. Other baptised Catholic children.
5. Other children who have a sibling in school at the time of admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters and children who are living at the same address and are part of the same family.
6. Children attending one of the following Catholic feeder primary schools associated with the parishes named in point 3 above. Those Catholic primary schools are; St Michael & All Angels, St Joseph the Worker, St Laurence's, St Marie's and Saints Peter & Paul.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required, should a place be offered. It must be clearly stated in section 4 of the application form the faith group to which the child belongs.
8. Children of other faiths. An appropriate Faith Leader will need to confirm in writing that the applicant is a member of their faith group, should a place be offered. It must be clearly stated in section 4 of the application form the faith group to which the child belongs.
9. Other children.

Note

- A. In the event of over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school. The distance is measured in a straight line from school to home ("as the crow flies"); based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number

NB:

For information re applications for admissions to years 12 and 13, see page 29 or contact the school directly.

*As re-defined in the revised School Admissions Code 2014 - looked after (under Children's Act 1989 Section 22(i)) at the time of application and expected time of admission or who were looked after and ceased to be so because they immediately became one of the following (a) adopted (b) subject to a residence order or (c) to a special guardianship order.

Whiston

**St Edmund Arrowsmith
Catholic Centre for Learning (VA)**
Cumber Lane, Whiston, Knowsley, L35 2XG
www.seaonline.org.uk

No. of Y7 places for Sept 2017	210
Interim Headteacher	Ms H Scott
Telephone	(0151) 477 8770
Specialism	Technology
Expected no. on roll Sept 2016	1026

Main Section of 2017 admission policy (oversubscription criteria)

1. Looked After Children and previously Looked After Children.*
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St. Leo's, Our Lady Immaculate and St Joseph, Our Lady Help of Christians, St. Luke's, St John Fisher, St. John Vianney, Holy Family Cronton, St Aidan's, St Aloysius, St Agnes and St Columba's.
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children attending one of the Catholic feeder primary schools in the parishes named in criterion 3 above:

Holy Family, Cronton	St Andrew The Apostle	St Joseph
Holy Family, Halewood	St Anne's	St Leo's
Our Lady's, Prescot	St Columba's	St Luke's
St Aidan's	St John Fisher	St Mark's
St Aloysius		
7. Children attending Prescot and Whiston Community and Church of England Primary Schools.
8. Children of parents of other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required, should a place be offered. Please state in Section 4 of the Knowsley application form which denomination you belong to.
9. Children of parents of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group. Please state in Section 4 of the Knowsley application form which faith group you belong to.
10. Other Children.

Note

- A. In the event of any over-subscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children living nearest to the Centre for Learning using an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates. This is measured in a straight-line "as the crow flies" between co-ordinate points and is carried out by the local authority.

Children with a Statement of Special Educational Needs or an Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

*As re-defined in the revised School Admissions Code 2014 – looked after (under Children's Act 1989 Section 22(i)) at the time of application and expected time of admission or who were looked after and ceased to be so because they immediately became one of the following (a) adopted (b) subject to a residence order or (c) to a special guardianship order.

Details for the September 2016 allocation

Please note that the following details are for information purposes only.

How places were allocated at Knowsley secondary schools for September 2016:

Applications for September 2016	Admission No. 16/17	No. of Initial applications	No. of Initial applications by Preference			Final No. of places allocated *
			1st	2nd	3rd	
Halewood Academy, Centre for Learning All preferences were met for those who required a place.	240	225	135	58	32	193
Kirkby High School (Academy) All preferences were met for those who required a place.	200	310	169	119	22	198
Lord Derby Academy All preferences were met for those who required a place.	240	315	179	73	63	236
The Prescot School (Academy) Previously Knowsley Park All preferences were met for those who required a place.	210	259	87	94	78	120
All Saints Catholic High School All preferences were met for those who required a place.	210	254	143	96	15	150
St Edmund Arrowsmith Catholic Centre for Learning Oversubscribed	210	399	182	122	95	210

How places were allocated

1. Looked after Children and previously Looked after Children (4)
2. Baptised Catholics who have a sibling (30)
3. Baptised Catholics living in the parish (92)
4. Other baptised Catholic children (2)
5. Other children who have a sibling in the school at the time of admission (19)
6. Children attending one of the Catholic feeder primaries (26)
7. Children attending Prescot and Whiston Community and Church of England Primary Schools (36)
8. Children of parents of other Christian denominations (0)
9. Children of parents of other faiths (0)
10. Other children (0)

1 pupil had this school named in their final statement of special educational needs/EHCP, bringing the total to 210.

The last child offered a place under the allocation fell into criterion 7 and lived 0.942 of a mile from the school

*The final number of places allocated is after any late applications, changes of preferences and appeals. These details are correct at the time of preparation.

Appeal procedures

During the allocation process

Those families who cannot be offered a place at a secondary school will be given a right of appeal and their child's name placed on the school's waiting list until the end of the autumn term 2017.

As part of the in-year process

Schools normally admit pupils until they reach their admission number. Those families who cannot be offered a place will be added to the waiting list/s for any refusals at a school and informed about their right of appeal.

At the appeal hearing, the panel members are independent and have had no involvement with the process of allocating places. The panel can either turn down an appeal or they can agree to make an exceptional place available over the admission number. To help them reach their decision, they will check how the admission authority has applied its policy. They will listen to the reasons why there is no more room in the school and your reasons for wanting your child to attend that particular school.

Academies

To appeal against a refusal decision for an Academy, you should contact the Academy directly.

Catholic (voluntary aided) schools

If you wish to appeal against a decision not to admit your child to a particular voluntary aided school, you should contact Liverpool Archdiocese to request an appeal form.

Secretary for Appeals

Director of Schools

LACE

Croxteth Drive

Sefton Park

Liverpool

L17 1AA

Telephone: (0151) 522 1071

Parents/carers may wish to visit the Archdiocese webpage where details can be given to request an appeal form: <http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place>.

In general the following arrangements will be made for all appeals:

- At least 14 days prior to the hearing, the Clerk will notify you of the date, place and time the appeal is to be heard. It is expected that appeals for the secondary schools will be heard in May. You will also receive appropriate guidance notes.
- Approximately seven days before the appeal, you will receive an agenda and supporting paperwork for the hearing.
- The appeal will be heard before an Independent Appeals Panel who will have a copy of the appeal submitted by you. You are encouraged to attend and may, if you wish, be represented at the hearing. If you do not wish to or cannot attend, the Appeals Panel may make a decision based on your written submission.
- You will be notified in writing of the Appeal Panel's decision and the grounds upon which it was made.
- The decision of the Appeal Panel is binding on all parties.

ACE provide free independent advice on the admissions process and a range of education issues including exclusions at www.ace-ed.org.uk

Free, independent advice is also available from Coram Children's Legal Centre (for those eligible for Legal Aid) - telephone 0345 345 4345 Mon - Fri between 9am - 6pm or visit their website www.childrenslegalcentre.com

Appeal Panels must act in accordance with the School Admissions Appeals Code. However, if parents/carers feel that maladministration has taken place on the part of an appeal panel they can complain to the Local Government Ombudsmen (LGO). A complaint to an Ombudsman is not a further appeal and it must relate to the administration of an appeal rather than the appeal decision.

To make a complaint in respect of a maintained school, please refer to the LGO website www.lgo.org.uk or visit www.gov.uk for more information.

Please note if your child has a statement of Special Educational Needs (SEN) or an EHCP, you should use SEN procedures rather than the appeal process to clarify whether a place can be offered. Parents/carers should speak to their SEN Officer if they require further information.

Admissions: Further applications to all Knowsley secondary schools

In some cases, parents/carers who have appealed against refusal without success may seek to apply again for a place at the same school in the same academic year. The policy of the Local authority is not to consider repeat applications unless the Executive Director (Children), on behalf of the Local authority, is of the opinion that there have been significant and material changes in the circumstances of the parent/carer or school, which would justify considering a further application.

Further advice and help is available by contacting Knowsley school admissions - telephone (0151) 443 5142/5143.

In year applications and transfers

School Year 2016/2017

Parents thinking of transferring their child to another school

Generally, a child admitted as a Year 7 pupil would remain in that school until he or she is 16. A change in circumstances could, however, lead to a request for a transfer to an alternative school.

Where pupils are already on roll at a school, but parents/carers are considering moving their child to another school, the following procedures apply:

- In the first instance, parents/carers are recommended to discuss the matter with the Headteacher of your child's school in order to try to resolve the issue. Changing schools is not always the best way forward; parents/carers need to think about the advantages and disadvantages of moving.
- Where parents/carers decide to go ahead with the move and would like to apply for a Knowsley secondary school, an In-year application form should be completed.
- An In year application is available on request from school admissions on (0151) 443 3372 or can be downloaded from the Knowsley website www.knowsley.gov.uk/schooladmissions.
- Where parents/carers wish to apply for a secondary school in another local authority, please contact that authority directly for their application form - for neighbouring local authority details, please see page 30.
- If a place can be offered at a Knowsley school, it will normally be made available from the beginning of the term following receipt of the application. This allows for an organised transfer. Only in exceptional circumstances and where both schools agree will an earlier move take place.
- In some cases, applications may be referred for consideration under the Fair Access process (See page 29).
- If a place is refused parent/carers will be advised of their right to appeal.

Parents/carers of pupils in Years 10 and 11 wishing to transfer should consider whether chosen GCSE subjects and options can be accommodated before they apply formally.

Parents/carers should also be aware that the authority will not normally pay additional costs of transport.

Families moving into the area

If you are moving house into the local area and you wish to apply for a place for your child/ren in a Knowsley primary school, the same procedures apply as detailed above. Wherever possible, you are advised to make your application in advance of your move taking place to allow time for your application to be processed, and particularly if the move means that your child/ren cannot continue to attend their current school due to distance. It is advisable to check the likely availability of school places with the school or Knowsley School Admissions.

Children with a Statement of Special Educational Needs - Where a child has a statement of Special Educational Needs (SEN) or an EHCP, parents/carers are advised to contact (0151) 443 5145 to discuss school places. Where a place requested is not offered, parents/carers have a right of appeal through the Special Education Needs Tribunal.

Fair Access Protocol

Each Authority must have a protocol which aims to ensure vulnerable and hard to place pupils are able to access school places. The Department for Education has strongly advised that all schools should play their part in the admission of such pupils. This includes year groups that are full to their published admission number.

Schools are required to access the Fair Access Panel when they feel unable to meet the needs of a pupil requesting in year admission. The Knowsley protocol seeks to ensure that all schools admit a fair share of pupils requiring a high level of support or offering particular challenges. To achieve this, the protocol allows the authority to make admissions in excess of the admission number or to refuse where places are available.

The 2016/17 Fair Access Protocol document is available from Knowsley School Admissions and on our website.

Public examinations

Public examinations are usually taken by pupils at the end of Year 11.

An extensive programme of courses from a range of examination boards are available in each of the secondary schools. Each school takes responsibility for their own examination entries and in most circumstances, for the appropriate fees to the examination boards. Further details can be obtained from the schools directly.

Level 3 subjects are studied at Knowsley Community College and in the sixth form of All Saints Catholic High School. Details of courses and entry requirements can be obtained directly from these establishments.

Admissions of Year 12 to schools with sixth forms

There is one voluntary aided secondary school with Years 12 and 13 pupils - All Saints Catholic High School. There are no general minimum entry qualifications for admissions (full details are available from the school).

All Saints Catholic High School has an admission number for external applicants of 20. The school process their own applications for all applicants to Year 12. If any applicant is refused a place in Year 12, they will be offered a right of appeal. Where there are more applicants than places available, the school will apply their own admissions criteria. Details of courses, how to apply etc can be obtained from the school directly.

Contact details for education authorities in other boroughs

If you are seeking a place outside the borough or if you live outside Knowsley, you need to contact the relevant Local Authority to obtain their admissions booklet.

The addresses of the neighbouring authorities are listed below:

Liverpool City Council

Children and Young People's Service
Municipal Building
Dale Street
Liverpool
L2 2DH
Telephone: (0151) 233 3006
www.liverpool.gov.uk
Email: Admissions@liverpool.gov.uk

Halton Borough Council

Child Place Planning
Children and Enterprise
Rutland House
Halton Lea, Runcorn
WA7 2GW
Telephone: (0151) 511 7271/7338
www.halton.gov.uk/schooladmissions
Email: schooladmissions@halton.gov.uk

Sefton Council

Admissions Section
Schools and Families
Schools Regulatory Services
Bootle Town Hall
Oriol Road
Bootle
L20 7AE
Telephone: (0151) 934 3590
www.sefton.gov.uk
Email: admissions@sefton.gov.uk

St Helens Council

Children and Young People's Services
School Admissions Section
Atlas House
Corporation Street
St Helens
WA9 1LD
Telephone: 01744 671 030
www.sthelens.gov.uk
Email: schooladmissions@sthelens.gov.uk

Lancashire County Council

Pupil Access Team
Area Education Office (South)
East Cliff
Preston
Lancashire
PR1 3JT
Telephone: 01772 532 190
www.lancashire.gov.uk

Other information

Children with special educational needs (SEN)

Some children have special educational needs. This usually means they have learning difficulties that require special educational provision to be made for them. For the majority of children their school will meet their needs at the 'School Support' stage.

However, for children with significant/complex learning difficulties, the Local authority (LA) may be required to assess their educational needs and, if appropriate, make an Education, Health and Care Plan (EHCP), previously known as a Statement of Special Educational Needs. They describe a child's needs and the special educational provision made to meet their needs. Before this EHCP is issued, there will be a careful assessment of the child's educational needs. Parents/carers are involved in every stage of this procedure and have a right to appeal to an Independent Tribunal if they are dissatisfied with the proposals made by the LA.

If your child already has a final Statement of Special Educational Needs or an EHCP, please tick the box on your form. You should note that the LA has a duty to determine and review the provision for a child with a Statement/EHCP. Your choice of Secondary School should have been discussed with you at your child's year 5 review. This will enable the LA to discuss with you your child's transfer from Primary School and decide his/her future placement. **The preferences you express will be considered by the Authority in accordance with the legislative requirements laid down in the Special Educational Needs and Disability Act and the guidance issued in the Special Educational Needs Code of Practice.**

You will be informed of the school to be named in your child's statement of special educational needs/EHCP. If, however, you disagree with the school named in your child's statement of special educational needs/EHCP, you will be informed of your right of appeal to an independent tribunal. For further assistance on special educational needs matters, telephone (0151) 443 5145.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)

Where a pupil has a Statement of Special Educational Needs/EHCP and the Authority have named this school as provision, the child must be admitted. Where such pupils are known about at the time of the annual allocation procedures for community and voluntary aided schools, they will be placed within the admission number, with priority over all others.

Special Schools and Designated Specialist Provision

Knowsley authority has a number of special schools and designated specialist provision. **Children are placed there by the Authority.** In most cases the school's admission policy allows for the admission only of children with a Statement of Special Educational Need/EHCP, or those undergoing a statutory assessment.

The schools are listed on pages 32/33.

Pupils at these schools have complex and/or significant special educational needs, and a Statement of Special Educational Needs/EHCP.

Transfer to special schools is the result of a statement/EHCP being issued, or a statement/EHCP being amended following discussions at an Annual Review meeting at school.

For further information on admission to Special Schools, please telephone (0151) 443 5145.

Special Schools

Kirkby

Bluebell Park School

(all age with Post 16 provision)
Capacity: 190

Cawthorne Close, Kirkby, Knowsley, L32 3XQ

Headteacher: Mrs M Slater
Acting Headteacher: Mr J Campbell
Telephone: (0151) 477 8350

Type of needs met:

- Profound and Multiple Learning Difficulties
- Severe Learning Difficulties
- Hearing / Visual Impairment
- Autistic Spectrum Conditions

Northwood Community Primary School

Northwood Designated Special Provision (DSP)

Primary - Years 1-6
Capacity: 48

Roughwood Drive, Kirkby, L33 8XS

Headteacher: Mr J Hollywood
Telephone: (0151) 477 8630

Type of needs met:

- All Special Educational Needs

Huyton

Alt Bridge Secondary Support Centre

Secondary - Years 7-11
Capacity: 101

Wellcroft Road, Huyton, L36 7SY

Headteacher: Mr B Kerwin
Telephone: (0151) 477 8310

Type of needs met:

- Moderate / Severe Learning Difficulties
- Autistic Spectrum Conditions
- Speech, Language and Communication Difficulties

Knowsley Central School

Primary - Years 1-6
Secondary - Years 7, 8 and 9
(for pupils with Autistic Spectrum Conditions or ASC)
Capacity: 92

Mossbrow Road, Huyton, L36 7SY

Headteacher: Ms D Buxton
Telephone: (0151) 477 8450

Type of needs met:

- All Special Educational Needs
- Specialist base for pupils with Autistic Spectrum Conditions for Years 7, 8 and 9

Halewood

Finch Woods Academy

Secondary - Years 7-11
Capacity: 36

Baileys Lane, Halewood, L26 0TY

Headteacher: Mrs P Kilham
Telephone: (0151) 288 8930

Type of needs met:

- Behavioural, Emotional and Social Difficulties

Yew Tree Designated Specialist Provision (DSP)

Primary - Years 1-6
Capacity: 28

Yew Tree Community Primary School
The Avenue, Wood Road, Halewood, L26 1UU
Headteacher: Mrs J Wright
Telephone: (0151) 477 8950

Type of needs met:

- All Special Educational Needs

Stockbridge Village

Meadow Park School

Primary - Years 3, 4, 5 and 6
Secondary - Years 7-11
Capacity: 113

Haswell Drive, Stockbridge Village, L28 1RX
Headteacher: Mr M Marshall
Telephone: (0151) 477 8100

Type of needs met:

- Pupils vulnerable to exclusion
- Emotional, Social and Behavioural Difficulties

Special Educational Needs

(0151) 443 5145

Knowsley Area Support Teams

The Area Support Teams are made up of a range of professionals including Educational Psychologists, Specialist teachers for learning (via school service level agreements) and a specialist Advisory Teacher for Autistic Spectrum Conditions. They work closely with the Local authority to offer support and advice to parents and carers in developing the emotional, social and educational development of their child. Requests for involvement from the Area Support Teams are usually made through the child's school, ask the school SEN coordinator for more information.

The Area Support Teams can be contacted on the telephone numbers below, but we recommend you discuss any potential referral with your child's school.

(0151) 477 8635 **(Northern Area Support Team)**

(0151) 443 5771 **(Central Area Support Team)**

(0151) 443 2057 **(Southern Area Support Team)**

Education support services

There are a number of people who can help:

Knowsley School Attendance Service

The School Attendance Service in Knowsley works in partnership with schools to support parents/carers of children who may be experiencing difficulties in maintaining regular attendance.

If your child is experiencing any difficulties with regard to school attendance, in the first instance it is always advisable to contact your child's school to discuss the issue.

Every school within Knowsley has access to a School Attendance Improvement Officer and they can be contacted by telephoning School Attendance on (0151) 443 5147.

Financial support for secondary age

Home to school transport

If you are choosing a secondary school for your child you need to consider how your child will travel to that school and the costs involved. You can choose to send your child to any school, subject to availability of places, but there are certain conditions that have to be satisfied to qualify for free transport. The Transport Policy provides full details of how to qualify for support. The information stated below is a summary of the main policy.

A secondary age pupil will be entitled to free travel if any one of the following conditions applies:

- Children whose nearest qualifying secondary school in Knowsley is beyond the statutory walking distance of 3 miles.
- Children who live within the statutory walking distance of the nearest qualifying secondary school but whose journey could be classed as unsafe, even if accompanied by an adult.

If you choose a secondary school that is more than 3 miles from home but there is a nearer secondary school with places available, your child will not be entitled to receive free transport. If you choose a school outside the Knowsley boundary your child will not be entitled to free transport unless there are exceptional circumstances or the application is based on low income grounds.

Free transport support generally means a Merseytravel zone ticket (bus pass).

Low income families

Low income families are those pupils who are entitled to free school meals or where the parent/carer receives their maximum level of Working Tax Credit. Pupils from low income families can be considered for free transport if either of the following applies:

- Secondary children (11-16) from low income families will be entitled to free travel to one of their nearest three qualifying schools where they live more than 2 miles, but less than 6 miles from that school. The three nearest schools are those closest to the pupil's home.
- Children from low income families who attend the nearest suitable school on grounds of religion or belief will be entitled to free transport where they live more than 2 miles, but not more than 15 miles from that school.

Contact details for information and advice about home to school transport:

Telephone: (0151) 443 2500
Email: haveyoursay@knowsley.gov.uk
Website: www.knowsley.gov.uk (search for school bus pass)

Free school meals

School Meals are free to pupils whose parent/carer receives one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- An Income-Related Employment and Support Allowance
- Child Tax Credit and income of less than £16,190*
(but not parents who receive Working Tax Credit - see below)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999
- Universal Credit*

***Correct at the time of publication.** The law governing free School Meals states that pupils from families who receive Working Tax Credit are not entitled to free School Meals even if income is less than £16,190.

If you currently receive Universal Credit then you will qualify for Free School Meals, but this may change in the future if the Government change policy.

Contact details for free school meals

Telephone: (0151) 443 4042
Website: www.knowsley.gov.uk (search for school meals service)

Financial support for further education and sixth form students

Transport support for students age 16 - 19

Full time further education students may be entitled to financial support towards transport costs from their college. There is no financial support offered to students by Knowsley.

Getting to a school in Knowsley

Find ways to get to school by visiting Knowsley's 'Getting to School' website

<http://riamapping.knowsley.gov.uk/ria/Knowsley/GetToSchool/Travel.jsp>. Whether you wish to walk, cycle, take the train or bus, we hope this site helps you to get to school quickly, safely and on time.

The aim of Knowsley's getting to school website is to provide sustainable travel information for parents and young people when travelling to, from and between education sites in Knowsley. To download the sustainable modes of travel strategy document visit the above webpage.

To contact the School Transport Team, please call (0151) 443 2500.

Charging for school activities

Schools can make charges for activities only in clearly defined circumstances. Governing bodies of individual schools can provide details of their policies about charging for activities.

School achievement and attainment tables

If you are interested in obtaining information about a school's examination results or would like details of the latest OFSTED inspection report for a school, the Headteachers at our Secondary Schools will be able to assist. Details are also available on the national website www.direct.gov.uk

Advice on completing the Knowsley secondary application form

Important

Please read all this booklet and the guidance notes below before completing the application form.

If you **do NOT** live in Knowsley, **do not** use this form. Contact the Local Authority where you reside.

IF YOU DO LIVE IN KNOWSLEY, READ ON!

Please write clearly in black ink.

If you have twins/triplets etc and are applying to the same schools, check how the admission policy deals with this situation.

SECTION 1 Child's details

- If your child uses more than one surname, please state both surnames.
- Check the date of birth you give is correct.
- The address given must be where the pupil normally lives during the school week. If a child lives between two addresses, the household in receipt of child benefit would normally be the address taken but the Council reserves the right to request other proofs as fit the individual circumstances. It may be necessary for school admissions to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address. Please do not give a childminder's or relative's address.
- If your child attends a school in another borough, please give some address details for the primary school, e.g. name of town.
- If your child has a Statement of Special Educational Needs/EHCP, you will have been involved in assessment and reviews. If in doubt, ask your child's primary school.
- Children in Care may live with a foster family, in a children's home or in their own home. Children's Services will be involved. Check with your Social Worker if you are not sure. A Looked After Child is a child who is (a) in the care of a Local authority, or (b) being provided with accommodation by a Local authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Evidence that a child is a Looked After Child or is an adopted child who has previously been a Looked After Child will need to be provided with the application form. If this evidence cannot be provided, the offer of a place may be withdrawn.

- If you wish to be considered under exceptional medical/welfare grounds please submit relevant professional evidence with your application. The evidence must be relevant to admission to the school concerned and explain why the pupil should be admitted.
- For children whose parents are UK service personnel or Crown Servants returning from overseas, please provide a copy of an official letter showing the relocation date and unit postal address or quartering address.
- For children arriving from overseas - please see page 4 for more information.

SECTION 2 Parent/carer details

- Please complete your details including your full post code. Remember to sign and date your form before returning it and note the details in the declaration you are signing.

SECTION 3 Listing your preferences

- You can list schools in Knowsley and, if you wish, schools in other areas also. If the schools you are interested in are situated in another authority, we **strongly** advise you to read their admission booklets before you make a decision.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which criteria your child would come under. Talk to the school or school admissions about how places were allocated in previous years. Alternatively information is given on page 25 regarding the September 2016 intake.
- Please **do not name independent schools** on this application. You will need to apply directly to the independent school concerned and complete their application.

Please note: If you do name an independent school the local authority will not be able to process that preference.

- **DO NOT** name the same school more than once - this will not increase your chances of obtaining a place.

SECTION 4 Faith Information for Voluntary Aided Schools

- If you want to be considered under religious criteria, you should complete the relevant questions in this section. Proof of affiliation may be required to confirm your statement. If the school you have been offered is full to its admission number and has a waiting list and faith proof cannot be provided, your place could be withdrawn.
- If applying for voluntary aided schools outside of Knowsley, please check whether the school requires you to complete a supplementary information form. It is the parents/carers' responsibility to complete and return any supplementary information forms directly to the school concerned.

SECTION 5 Brothers and sisters (siblings)

If you have an older child in any of the schools you have named as a preference, please give their details.

- Siblings - The brother or sister must still be on the school's roll at the expected time of transfer (September 2017). Unless otherwise stated, "brother" or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. Some schools may consider siblings differently - please check their policy. For Knowsley schools, siblings in Years 11, 12 & 13 are not applicable.

SECTION 6 Reasons for preference

- You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to. If you provide additional information, ensure your child's name and date of birth is given on any attachment. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and **submitted with the application form** (online form - by post immediately after submission, this must be received by the closing date). Parents/carers should note the exceptional nature of cases accepted.

SECTION 7 Returning the admission form

- The form is perforated so it can easily be removed from this booklet. If your child attends a Knowsley Primary School you may wish to return the form to that school; alternatively you can return your form to Knowsley school admissions at the address below. Remember the closing date: **31 October 2016**.
- If your child attends a school outside Knowsley, return the form to Knowsley school admissions at the address below, by **31 October 2016**.
- You will be issued with a receipt. Please keep this receipt as it is your proof of application. If your child takes the form to the school, remember to ask for the receipt when s/he returns home.

Do you have a query? Can we help you?

School admissions are happy to assist you with any questions you may have and can be contacted on (0151) 443 5142/5143/3372 at Knowsley School Admissions, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, L36 9YU or email schooladmissions@knowsley.gov.uk

Admission to secondary schools 2017/2018

FOR KNOWSLEY RESIDENTS ONLY

Only one application per child can be made. Please read the accompanying booklet carefully **before** completing this form, particularly the notes on the adjacent page. Please write clearly in black ink.

Section 1 - Child's details

First name(s) _____ Middle name(s) _____ Surname _____

Legal Surname (if different from above) _____ Date of birth ____/____/____ Male Female (please tick)

Child's home address _____

_____ Post code _____

Current Primary School _____

Does the child have a final statement of Special Educational Needs/EHCP? Yes No (please tick)

Is the child currently 'looked after' by a local authority (in care)? Yes No (please tick)

OR Was the child previously 'looked after' and is now subject to an adoption, residence or special guardianship order? Yes No (please tick)

If YES to 'looked after' or previously 'looked after', please state which authority the child is/was in the care of _____

Do you want this application to be considered under exceptional medical/welfare grounds? (If the admission policy of the school allows for this) Yes No (please tick)

If yes - Please supply relevant professional evidence with your application. The evidence must be directly relevant for admission to the school concerned (see notes on page 9).

Is the parent/carer a member of UK service personnel or a crown servant returning/moving to the above address to take up a posting? Yes No (please tick)

If yes - Please provide a copy of an official letter showing relocation date and unit postal address or quartering area address (see notes on page 4).

Section 2 - Parent/carer details

Mr/Mrs/Miss/Ms _____ First name(s) _____ Surname _____

Parent/carer's address (if different from overleaf) _____

_____ Post code _____

Daytime contact telephone no _____ Relationship to child _____

I have parental responsibility for the child named. I have read the information in the Knowsley Secondary Admissions Booklet (including the privacy statement). I confirm that all the information I have given is accurate and I will inform Knowsley School Admissions of any change of circumstances affecting my application (e.g. change of address) without delay. I am aware that any school place offered on the basis of false information may be withdrawn.

Signed _____ Dated _____

Section 3 - School preference/s

Please name up to three secondary schools in order of preference (NB: This does not guarantee you a place at one of these three)
This list can include schools both in Knowsley and in other boroughs (see notes)

	School Name	In which Authority is the school?
Preference 1:	_____	_____
Preference 2:	_____	_____
Preference 3:	_____	_____

Section 4 - Faith information (see notes and school policy)

If you have named a Catholic school, please answer the relevant questions:

1. Is your child a baptised Catholic? Yes No (please tick)
2. In which Catholic parish do you live? _____
3. Is your child baptised into the Church of England? Yes No (please tick)
4. If your child belongs to another faith or Christian denomination, please state which: _____

NB: Some, mainly faith schools have a supplementary form. If you wish to supply the requested additional information, it is your responsibility to ensure you complete and return the form (see notes).

Section 5 - Siblings

Please give details of any brothers and sisters who are currently on roll at the schools you have named as preferences who will still be on roll in September 2017 and live at the same home address.

Name	Date of birth	Gender	School name
_____	____/____/____	M / F	_____
_____	____/____/____	M / F	_____

Section 6 - Reasons for preferences

If you want to give a reason why you prefer the schools you have listed, please do so.
(See notes on page 36). You can attach additional sheets if required.

Preference 1: _____

Preference 2: _____

Preference 3: _____

Section 7

Please return this form to either your child's Knowsley primary school or Knowsley School Admissions at the address below no later than

31 October 2016

Applicants not attending a Knowsley primary school should send the form by the same date to:

**Knowsley School Admissions,
PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU.**

DON'T BE LATE

You may miss out on a place in the school you want. If you need help completing this form, ring
(0151) 443 5142/5143/3372

Office / School use only

Date received:
(office / school stamp)

Address as on school roll? Yes No

Receipt issued Receipt No. _____

Summary timetable for admission to secondary schools in Knowsley for the school year 2017/18

The arrangements will, as far as possible, follow the timetable below. The dates relate to the process for Knowsley residents:

12 September 2016	<p>Booklets are distributed by Knowsley primary schools to all year 6 pupils, which includes the application form.</p> <p>Where a pupil attends a primary school in another authority but lives in Knowsley, the maintaining authority normally provide school admissions with details of the home address, at which time a booklet will be posted out.</p> <p>The booklet and application form are available online on the Knowsley website www.knowsley.gov.uk/schooladmissions</p>
AN IMPORTANT DATE No later than 31 October 2016	<p>Completed application forms returned either to a Knowsley primary school or Knowsley School Admissions.</p> <p>The online application form cannot be used after 31 October 2016.</p>
1 March 2017	<p>Offer letters are posted out to the home address.</p> <p>If an online application has been submitted and you have given consent for an email decision, you will receive an email result showing your school offer.</p> <p>If your email address changes after the closing date you must inform a member of School Admissions. Failure to do so will result in no email offer.</p>
May 2017 onwards	<p>Appeals process.</p>
September 2017	<p>Admission to secondary school.</p>
December 2017 (end of autumn term)	<p>Knowsley waiting lists close. If you still want your child to be considered for a place in 2017/18 (re-added to a waiting list), you will need to re-apply on an In Year application form.</p>

Useful contacts

Special Educational Needs/EHCP	(0151) 443 5145
Admission to reception class in primary school	(0151) 443 5143
Admission to secondary school (year 7)	(0151) 443 5142
In Year Admissions / Transfers	(0151) 443 3372 (0151) 443 3373
Special Educational Needs	(0151) 443 5145
School Attendance Service	(0151) 443 5147
English as an additional language	(0151) 443 5136
Admission appeals	
Catholic Schools	(0151) 522 1071
Community Schools	(0151) 443 3521
Free school meal enquiries	(0151) 443 4042
Assistance with travel (student support)	(0151) 443 2500
Travel Line (Merseytravel)	0871 200 2233
Parent Partnership	(0151) 443 3283
Central Area Support Team	(0151) 443 5771
Northern Area Support Team	(0151) 477 8635
Southern Area Support Team	(0151) 443 2057
Connexions Service (GMCP)	
Connexions (freephone)	0800 0126 606
ACE	www.ace-ed.org.uk
Corum - Children's Legal Centre	0345 345 4345

You can also get this information in other formats.
Please phone Customer Services on 0151 443 4031,
or email customerservices@knowsley.gov.uk



Knowsley Council