

**METROPOLITAN BOROUGH OF KNOWSLEY
EDUCATION IMPROVEMENT TEAM**

**Determined Primary Inter-Authority Co-ordinated
Admission Scheme 2019/20**

The scheme set out below seeks to comply with the requirements of the 1998 Act, as subsequently amended, and the School Admissions Code 2014 and any further updates. The scheme will come into force for admissions in September 2019 and will apply to the admission of pupils who are of age to be admitted to reception classes in September 2019 or at later points in the school year 2019/20.

All Knowsley maintained infant and primary schools (community, voluntary aided and academy) are included under the scheme.

CO-ORDINATED SCHEME FOR PRIMARY ADMISSIONS IN KNOWSLEY 2019/20

Knowsley Authority is the admission authority for community primary schools. In the voluntary aided Sector, the Governing Body of each school is the admission authority. Each Academy has a Trust who has responsibility for admissions.

The following named schools participate in the scheme:

Community Primary Schools

Eastcroft Park Community Primary	Mosscroft Community Primary	Stockbridge Village Community Primary
Evelyn Community Primary	Northwood Community Primary	Ravenscroft Community Primary
Knowsley Village Community Primary	Park Brow Community Primary	Roby Park Community Primary
Malvern Community Primary	Plantation Community Primary	Prescot Community Primary
Millbrook Community Primary	Yew Tree Community Primary	Westvale Community Primary

Primary Academies

Knowsley Lane Primary School	Blacklow Brow Community Primary	The Sylvester Community Primary
Park View Primary School	Halsnead Community Primary	Whiston Willis Community Primary ¹

Church of England Voluntary Aided Primary Schools

Huyton-with-Roby CE Primary ¹	St Gabriel's CE Primary
Kirkby CE Primary	St Mary & St Paul's CE Primary

¹ At time of consultation these schools are in the process of transferring to academy status and are expected to have fully transferred in 2018.

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Church of England Academy Primary Schools

Cronton CE Primary
Halewood CE Primary

Catholic Primary Schools (Voluntary Aided)

Holy Family Catholic Primary [Cronton]	St Anne's Catholic Primary	St Luke's Catholic Primary
Holy Family Catholic Primary [Halewood]	St Brigid's Catholic Primary	St Margaret Mary's Catholic Infants
Our Lady's Catholic Primary	St Columba's Catholic Primary	St Margaret Mary's Catholic Junior
Saints Peter & Paul Catholic Primary	St John Fisher Catholic Primary	St Marie's Catholic Primary
St Aidan's Catholic Primary	St Joseph the Worker Primary	St Mark's Catholic Primary
St Albert's Catholic Primary	St Joseph's Primary Huyton	St Michael and All Angels Catholic Primary
St Aloysius Catholic Primary	St Laurence's Catholic Primary	
St Andrew The Apostle Primary	St Leo's & Southmead Catholic Primary	

Joint Faith Primary Schools (Voluntary Aided)

Hope Joint Catholic and Church of England Primary

APPLYING FOR A PLACE IN THE RECEPTION CLASS OF A PRIMARY OR INFANT SCHOOL FOR 2019/20 ADMISSION

No later than 12 September 2018, Knowsley Local Authority will publish a composite admission prospectus "Knowsley Primary Education Admissions 2019/20– Information for Parents." The prospectus will include a common application form for use by Knowsley residents.

Parents/carers can apply on-line via the Knowsley Council Website, where an e-version of this booklet and application form are available. Prospectuses will be made available for those who cannot access the online application.

Non-Knowsley residents can download a copy from the Knowsley Council website or obtain a hard copy of the composite prospectus from the Education Improvement Team (Admissions). *However, they should apply for a place on the application form provided by the local authority in which they live and follow their own authority's procedures.* This is the case even where they wish to apply for one or more Knowsley primary schools.

Where Knowsley resident applicants intend to name a school in another authority area as a preference, they are advised to obtain details of any relevant procedures and admission policy from the relevant local authority or the individual school/s. Knowsley resident families, however, must complete the Knowsley common application form in order to make their formal application.

STAGE 1 – SUBMITTING THE COMMON APPLICATION FORM

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Knowsley Authority's common application form allows parents/carers to state up to three preferences in ranked order. Knowsley schools/academies and those in other authority areas can be named as preferences. The online application should be submitted via the Knowsley website. Alternatively, a paper application form can be returned to any Knowsley primary school or direct to the authority's Education Improvement Team (Admissions) at the address shown on the form. In all cases, a receipt should be provided to confirm submission - this should be kept safely by the applicant in case of query.

Some schools request applicants to complete a supplementary information form to be returned directly to the school. It should be noted that any such form is *not* a valid application on its own; the school must also have been named as a preference on the local authority common application form and the school will validate this before considering the application. The supplementary form should normally be returned directly to the school concerned by the closing date or any other date specified by the school. Applicants who name a school with a supplementary form as a second or third preference should be aware this also applies to their application. Where a supplementary form is not completed, the application will be considered on the basis of information provided on the local authority common application form.

For families living in other authority areas naming Knowsley Catholic schools as a preference, and where the home authority form does not allow religious affiliation information to be stated, a standard Catholic Knowsley supplementary information form is available from individual Knowsley Catholic Schools, The Education Improvement Team (Admissions) or via the Knowsley website. One form should be completed for each relevant school and returned directly to the school by the closing date.

Where parents/carers wish to submit additional documentation which they feel may be relevant to their application, this documentation should be firmly attached to the common application form and the child's name and date of birth stated on each page. On-line applicants are requested to submit additional documentation by post as soon as possible after completing their online application stating the child's name and date of birth and that it relates to an online submission.

Documents relating to exceptional circumstances will be required *at the time of application*, as these are required to undertake the allocation. This includes those relating to children in care, and those who were previously in care but subsequently became adopted, or subject to residence or special guardianship orders, as defined in the School Admissions Code 2014. In case of doubt, applicants are strongly advised to check with schools about their requirements before the closing date for applications.

Places will be allocated according to the information provided on the application form. Allocations are subject to proof of information stated on the form. For Knowsley schools, applicants may be requested to provide relevant confirmatory documents to the allocated school immediately after receiving the offer letter.

Parents/carers should note that if false information has been supplied which has influenced the allocation, any place offered on the basis of this information may be withdrawn and, at that point, places in some other schools may no longer be available.

Applications should be submitted no later than the national closing date of **15 January 2019**.

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STAGE 2 – CONSIDERATION BY ADMISSION AUTHORITIES

As required by regulation, this is an equal preference inter-authority co-ordinated scheme. This means that each preference – up to three – expressed by any applicant will be considered by the relevant admission authority against their oversubscription criteria without consideration of the ranking.

Following the closing date of **Tuesday 15 January 2019**, all paper application forms submitted to the Authority will be manually entered onto a database and online applications will be downloaded into the same database.

As this is an inter-authority scheme, Knowsley authority will pass to other co-ordinating authorities, relevant application information for Knowsley resident pupils wishing to be considered for their schools. Similarly, application details for Knowsley schools from children resident elsewhere will be passed by their home authority to Knowsley for consideration. This initial exchange of application information between local authorities should be undertaken, where possible, by **Monday 4 February 2019** and no later than **Friday 8 February 2019**.

Each admission authority will ensure the applications are considered according to their published admission policy and in line with the equal preference scheme. The Local Authority will undertake allocations on behalf of community primary schools and participating academies. The Governors of Knowsley Voluntary Aided Schools will undertake the allocation for their own schools within the agreed timescale.

By **Friday 15 February 2019**, Knowsley schools which are their own admissions authorities will be sent information by the local authority of all applicants of any preference ranking. Governing bodies should therefore arrange meetings of their admission committees to consider applications during the week **Monday 18 February to Friday 22 February 2019**. In order to achieve the agreed co-ordinated timetable and the offer date, it is essential that this is planned for and achieved on time.

No later than **Monday 25 February 2019**, each voluntary aided school will have applied their oversubscription criteria and put all applicants in a ranked order, and returned this allocation to the Education Improvement Team (Admissions) of the Local Authority.

The Authority will conduct the same process for community schools and participating academies by applying the oversubscription criteria from the community admission policy to all preferences expressed.

The local authority then uses the status for each preference expressed for each pupil to 'resolve' offers. The computerised system allocates a place at the highest preference school available and withdraws lower offers. Available places created are then re-offered to any applicants on the waiting lists without a higher preference offer. This process is re-run until each pupil holds an offer, the highest preference available under the system, and includes inter-authority exchanges.

Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the home authority who will treat the result in accordance with their scheme. Other authorities will provide the outcome of their allocations for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any final exchanges of information between local authorities should be completed, where possible, by **Friday 29 March 2019**.

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Where no stated preference can be offered, the Authority will seek to offer a place for Knowsley residents at the nearest appropriate Knowsley community school or participating academy with an available place, but places may also be offered in voluntary aided schools if required.

STAGE 3 - ALLOCATION OF PLACES

Allocation letters will be posted to all Knowsley resident applicants on behalf of the relevant admission authority by the Local Authority, on **Tuesday 16 April 2019**. Where a place is to be offered to a resident of another authority in a Knowsley school, the letter will be sent by that authority.

Applicants who have applied on-line, and have requested an email result, should also receive their allocation result by email on **Tuesday 16 April 2019** (but a confirmatory letter with any further information, where required, will also follow by post).

Allocation letters will state that all offers are subject to confirmation of home address, date of birth² and any church requirements - such as a baptism certificate - being provided. Applicants should normally respond within two weeks of the request or a place may be withdrawn.

Where an applicant has been refused a place at a school of a higher preference than the one offered, they will be told of their right of appeal. Appeals will be made to the Admission Authority for the relevant school and will be held during the summer term.

Applicants who are not satisfied with the the school offer they have been made are strongly advised not to refuse a place offered until they have obtained an alternative school place, which has been confirmed in writing.

² The short birth certificate is the appropriate document.

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ADDITIONAL INFORMATION

(1) Waiting Lists

Any applicant not offered a place at a Knowsley school/s of a higher preference than that offered, will be placed on the waiting list for the school/s. Waiting lists will be compiled according to the school's over-subscription criteria. Parents/carers should be aware that the waiting list is a 'live' document and their child's place on the waiting list can change, up or down, according to the movement of other applicants.

Where a vacancy occurs below the admission number, the admission authority will fill the place from the waiting list, in priority order. The Authority will send the offer letter to Knowsley residents on behalf of all schools.

The waiting lists held by the Admission Authority will close at the end of the Autumn term in December 2019. Individual primary schools may opt to keep waiting lists after that point – parents/carers should check with the school. Any parent/carer who wishes their child to continue to be considered for a place will normally need to re-apply directly to the individual school/s.

(2) Late applications received after the closing date of 15 January 2019

Applicants have no guarantee that late applications will be included in the initial allocation and are strongly advised to abide by the closing date.

Application forms should be submitted direct to the home local authority. On-line applications via the website will not be available after the national closing date. Paper forms, however, can still be submitted.

Late applications for Knowsley schools received following the closure date, but in time to be included in the initial allocation will be considered. However, as the exact date of allocation cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

If a school in another authority has been named, the details will be forwarded to the appropriate authority for consideration under their scheme 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.

Once the allocation is underway, only where the admission body 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 it despite the circumstance.

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.

Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on **Tuesday 16 April 2019**. Letters will be issued as soon as possible but this may be at a later date.

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(3) Applications received after the initial allocation letters have been sent and before the start of the new school year

Applications from Knowsley residents should be submitted to the Education Improvement Team (Admissions) at the local authority who will ensure they are considered by the appropriate admission authority. If places remain available at the school of preference, it will be offered and applicants will be notified of the offer at the earliest opportunity. Where schools are already full and a place cannot be offered, applicants names will normally be placed on the waiting list according to the priority under the oversubscription criteria.

Parent/carers should note that, immediately following the initial allocation, there may be a short delay in processing change of preference applications due to the volume of telephone enquiries received by the Education Improvement Team (Admissions) following the publication of offers.

(4) Change of Preference requests received after the closing date of 15 January 2019

The authority will normally only accept a change of preference during the allocation period if there are substantial reasons, for example, a house move to another area. Applicants should write to the Education Improvement Team (Admissions) stating the reasons why a change is being requested and should provide satisfactory evidence of the change of circumstance resulting in a change of preference request, for example, 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 may be considered as a late application, therefore parents/carers must ensure they are aware of how late applications are treated (see item 2).

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 until after the initial allocation is complete. In this circumstance, the original application will be processed and the new application will then be considered as a change request after the initial allocation is complete.

(5) Change of preference requests received after the initial allocation letters have been sent and before the start of the new school year

After initial allocation letters have been received, parents/carers who wish to change their preference can do so by making a new application. The new application will replace the original application made, therefore, any applicant who wishes for their child's name to remain on the waiting list for a school/s where a place has been refused must name that school again as the higher preference on the new application form.

Where a place is available in any of the new preferences named, it will be offered and the original offer will be withdrawn. Where schools are already full and a place cannot be offered, the child's name will be placed on the waiting list/s by applying the relevant oversubscription criteria for that school and the right of appeal will be given. Any previous offer made will remain available.

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Parent/carers should note that, immediately following the initial allocation, there may be a short delay in processing change of preference applications due to the volume of telephone enquiries received by the Education Improvement Team (Admissions) following the publication of offers.

(6) Pupils with a Statement of Special Educational Needs/EHC Plan

Where a pupil has a final statement of SEN or an Education Health Care Plan and the Authority has 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 be placed within the admission number, with priority over others.

(7) Delaying entry

Where an application is made for a reception place for a child who does not reach compulsory school age by September 2019, it is possible to delay entry until later in the school year, where this is in the best interests of the child. The parent/carer cannot delay entry beyond the beginning of the term after the child's fifth birthday. However, this provision is possible only within the academic year – the pupil must take up a place within the reception year.

(8) Deferring entry (Summer born only, April-August births)

For a summer born child parents/carers may wish to request deferment for a full year i.e. the child would start reception class one year later with a cohort of children who may be a year younger. Parents/Carers of summer born children who wish to request this deferment are still required to submit an application during the normal round. At the same time parents/carers should also make their request for deferment with supporting documentation.

If the request is declined, parents/carers of summer born children have the option to either delay entry or go forward with their original application for processing during the Normal admissions round. Deferred entry can also be requested on transfer to junior school.

TRANSFER TO JUNIOR SCHOOL

For the September 2019 intake, St Margaret Mary's in Huyton comprises the only Infant and Junior school in Knowsley. These are two separate Catholic voluntary aided schools where the Governors are responsible for admissions.

There is an expectation of transfer from Infant to Junior schools, but there is no automatic transfer. Parents/carers who are seeking admission to the Junior school are advised to consult the latest policy agreed by the Governing Body for Junior School admission. (Policy details are provided in the authority's admission booklet and available from the school directly.)

Children attending year 2 of St Margaret Mary's Infant School in September 2018 will be sent an application form by the Local Authority to be returned no later than the closing date of 15 January 2019. Parents/carers of children who do not currently attend the Infant School may also apply and request a Junior transfer application form from the Education Improvement Team (Admissions). An online application facility is also available on the Knowsley website for all applicants.

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Timescales for allocation are the same as for the annual reception round and allocation letters will be posted on **Tuesday 16 April 2019**.

IN-YEAR ADMISSIONS AND TRANSFER APPLICATIONS

The In-Year admissions and transfers scheme will be published in a separate document.

FAIR ACCESS PROTOCOL

This protocol aims to ensure that vulnerable and hard to place pupils are able to access school places. The Knowsley Fair Access Protocol (FAP) seeks to ensure that each school admits a fair share of pupils requiring a high level of support or offering particular challenges. To achieve this, the FAP can allow admissions in excess of the admission number or refuse where places are available.

The Knowsley FAP document is published in a separate document which was updated in the Autumn term 2017.

**DETERMINED TIMETABLE FOR PRIMARY ADMISSIONS FOR
SEPTEMBER APPLICATIONS FOR SCHOOL YEAR 2019/20**

