

DIRECTORATE OF CHILDREN & FAMILY SERVICES

Moving School? Seeking a new school place?

In-year admissions – A leaflet for parents and carers

PLEASE READ THESE NOTES CAREFULLY AND SEE CHECKLIST ON THE BACK PAGE BEFORE RETURNING YOUR APPLICATION

The information provided in this leaflet aims to help parents/carers follow the in-year application process for school places. This is when you are requesting a school transfer mid-way through the school year.

IMPORTANT INFORMATION - *If your child is applying to start reception class in school for the first time or is transferring from primary to secondary education, **DO NOT** use these procedures. There are separate forms, application dates etc. Check with your local school or with the Inclusion Team (Admissions) – 0151 443 5143*

If your child has a Statement of Special Educational Needs (SEN), talk to the school SENCO or your SEN Officer before taking any steps.

1. Transfer request if moving house

If you have recently moved house, or are about to move and your child is no longer able to access the current centre¹/school, due to distance, please contact the Inclusion Team (Admissions), 0151 443 5143. You will be asked to complete an in-year application form. Proof of the new address may be required.

2. Local Transfer request – without a house move

Things to consider before applying for a transfer

Sometimes a change in circumstances may lead to a request for a transfer to an alternative centre/school, even though you are not moving house.

Before filling in any forms, we would strongly advise you to do the following:

- Discuss your reasons for considering a move with the Principal/Headteacher, as moving centres/schools may not always be in the child's best interest.
- Look carefully at the pros and cons of moving. Your child/ren will have to make new friends, get used to new school staff and procedures etc. Can they continue with the same subject options? This is very important in years (9,10 and 11. What will the

¹ Where you see the word centre this refers to a Knowsley secondary Centre for Learning

transport arrangements be? What will be the costs for new uniform/transport? Are the issues you have with the current school likely to re-occur at the new school?

- We would strongly advise you to talk to both the current and the possible new centre/school and think carefully **before** applying for a transfer. A move might be right for your child/ren, but you need to remember, children who move school can find it stressful, so don't rush into anything.

Please note, a local move would normally take place at the beginning of the following term.

3. How do I apply - which form do I use?

Do you live in Knowsley?

YES

- Then complete the Knowsley in-year application form. You can name centres/schools in Knowsley, and if you wish, in other areas.
- The in-year form is available on line at www.knowsley.gov.uk/schooladmissions or from the Inclusion Team (Admissions) or any Knowsley Centre for Learning or primary school.
- Once your application is complete, please return to the address given on the form.

NO

- You must complete the application form for the Authority where you live, eg Halton, Liverpool, Sefton, St Helens. You can obtain an application from their admission team (see contacts on page 4). We welcome you naming a Knowsley centre/school as a preference on your home authority's application.

We would advise you to check beforehand to see whether it is likely that there will be places available – although this can change from day to day.

4. Allocating a place

Allocation

- Generally if a place is available within the admission number, it will be offered.
- If there is no place available, you will be offered the right of appeal. *(Certain schools do have the possibility in very limited circumstances of refusing a place where one is available, but this will be explained if this is the case. Some exceptional applications may be considered under the Fair Access Protocol).*
- If more applications are received than there are places available, the admissions body will apply the oversubscription criteria, which forms part of the centres/school's admission policy, to decide who will be offered a place. Copies of the relevant admission policies are available from the Knowsley primary or secondary admission booklets. Each centre/school can also provide you with a copy of their own admission policy if requested.

The allocation is carried out by the Local Authority for community and controlled schools and in partnership with the Governors for voluntary aided schools (Catholic and Church of England).

Your preferences

- You can name up to 3 preferences on your application form.

- If there are places at more than one of the centres/schools you name, your order of preferences will be considered and you will be offered a place at the highest available preference.

Applications for two or more children from one family for the same school

- It may not always be possible to offer two or more places at the same school. If it is essential to you that your children attend the same school, tick the box in section 5 of the application form. Then the authority will offer you the highest preference school where all can be admitted. If none of your preferences can offer all the children a place, the authority will try to offer another school with places for all. If you don't tick the box, we'll offer places according to your preferences, which could mean your children are offered places at separate centres/schools.

Offer/Refusal Letter

- Your offer/refusal letter will come from your home authority. You should receive one centre/school offer.
- If you are refused a Knowsley centre/school of a higher preference than the one you are offered, your child's name will be kept on a waiting list until the end of the school term in July. Details of your right of appeal to an independent appeal panel will also be enclosed with your letter.
- The Knowsley waiting lists will close at the end of the school term in July. If by this time you have not been offered a place you will need to re-apply for the next school year.
- If you can't be offered any of your preferences and your child is not already on roll at a centre/school, the home local authority will normally make an alternative offer.

If you have applied for a school in another area, check what they do about waiting lists.

Timescales

If you are a Knowsley resident applying for a Knowsley secondary centre for learning or a Knowsley primary school, you can normally expect a response within approximately 3 weeks of the date the authority received your application. If you have stated schools in other authorities, it may take longer, as there has to be inter-authority coordination.

5. Accepting the place

- When you are offered a place, you will usually be asked to sign and return an acceptance slip. If you do not return the slip within the timescale indicated to confirm you will be taking up the place, you are likely to lose it. Please ensure you make arrangements to do this. Contact the school to make arrangements about admission.
- You may also be requested by the centre/school to produce evidence of the details you provided when you made your application – eg proof of address, proof of Catholic baptism – if these have played a part in the decision to offer a place. If you cannot provide proof of the information given, or if the information is found to be false, your offer may be withdrawn.

6. The Fair Access Protocol

Some pupils are placed in centres/schools under this protocol. The aim of this protocol is to ensure children with particular circumstances can obtain a place. Children without school places admitted under the Fair Access Protocol generally have priority over others on the

waiting list. Pupils considered under this protocol are often considered by a panel and a decision made on which centres/school place to offer – it can be in a centres/school that is full, it is also possible to refuse a place at a centre/school with available places. More details will be provided if your child is to be considered under this protocol.

7. Local Authority Contact Details

If you would like to discuss admission procedures with an officer these are your contacts. If applying for a school outside Knowsley, we would advise you ensure that you are familiar with the details of their processes.

Knowsley	(0151) 443 5143	Liverpool	(0151) 233 3006
Halton	(01928) 704 377	St Helens	(01744) 671030
Sefton	(0151) 934 3490	Lancashire	0845 053 0000

PARENTS'/CARERS' CHECKLIST

Below is a summary of the application process – you may wish to use the tick boxes provided to guide you, and remind you which step of the process you are up to with your application.

1. Have you talked to your child's current school/centre about a possible move?
2. Have you discussed a possible move with any of the schools/centres you are interested in, eg checked out subject options, transport, class organisation etc?
3. If you are a Knowsley resident, have you completed the Knowsley in-year application form and read the accompanying notes?
4. When you have completed your application, please sign and return the form to the address given. (If you need help completing the application, a member of the Inclusion Team - Admissions - will be happy to assist you –0151 443 5143.
5. You will normally receive a letter with the results of your application within the timescales given in section 4 of this leaflet. Have you received yours? If no, see Note at the bottom of this page.
6. Enclosed with the letter you will find an acceptance/refusal slip which must be completed and returned immediately. Have you done this?
7. You may wish to contact the school/centre offered to discuss admission. (See school details sheet that was enclosed with your offer/refusal letter).

NOTE: IT IS THE PARENTS'/CARERS' RESPONSIBILITY TO ENSURE THE APPLICATION FORM IS RETURNED TO THE "INCLUSION TEAM – ADMISSIONS" AT THE ADDRESS ON THE FORM.

PLEASE NOTE : IF YOU RETURN YOUR FORM TO A SCHOOL/CENTRE FOR LEARNING THERE MAY BE A DELAY IN PROCESSING YOUR APPLICATION.

If you do not receive an offer/refusal letter within the timescales given in section 4, please contact your home authority – see local authority contacts above.