

**METROPOLITAN BOROUGH OF KNOWSLEY  
EDUCATION IMPROVEMENT TEAM**

**PROPOSED SECONDARY INTER-AUTHORITY CO-ORDINATED  
ADMISSION SCHEME 2020/21**

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 transfer to year 7 classes in September 2020.

All Knowsley academies and voluntary aided schools participate in the scheme.

**CO-ORDINATED SCHEME FOR SECONDARY ADMISSIONS IN KNOWSLEY 2020/21**

In the voluntary aided sector, the Governing Body of each school is the admission authority. Academy Trusts act as their own admission authority.

The following named schools and academies participate in the scheme:

Academy	Halewood Academy
Academy	Kirkby High School
Academy	Lord Derby Academy
Academy	The Prescott School
Voluntary Aided	All Saints Catholic High School
Voluntary Aided	St Edmund Arrowsmith Catholic High School

**APPLYING FOR A PLACE IN THE YEAR 7 CLASS OF SECONDARY SCHOOL/  
ACADEMY FOR 2020/21 ADMISSION**

No later than 12 September 2019, Knowsley Local Authority will publish a composite admission prospectus "Knowsley Secondary Education Admissions 2020/21 – Information for Parents." The prospectus will include a Common Application Form (CAF) for use by Knowsley residents.

An electronic version of the composite prospectus is available on the School Admissions area of the Knowsley Council website.

Knowsley resident parents/carers are requested to make an online application via the parent portal accessed via the Knowsley Council website.

Prospectuses will be made available for those who cannot access the online application.

Where Knowsley Education Improvement Team (Admissions) is informed of Knowsley resident children who attend a primary school in another borough, the Authority will write out to the home address with details on how to apply.

Non-Knowsley residents can download a copy of the composite prospectus from the Knowsley Council website or request a hard copy from the Education Improvement Team (Admissions). However, they should apply by completing the CAF provided by the local authority in which they are resident. This is the case even where their child attends a

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Knowsley primary school and they wish to apply for one or more Knowsley secondary 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 applicants must complete the Knowsley CAF in order to make their formal application.

### **STAGE 1 – SUBMITTING THE COMMON APPLICATION FORM (CAF)**

Knowsley Authority's CAF 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 parent portal accessed via the school admissions pages of the Knowsley Council website. Alternatively, a paper application form can be returned to any Knowsley primary school or directly to the Authority's Education Improvement Team (Admissions) at the address stated 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 (SIF) to gather information specific to their school oversubscription criteria. In Knowsley, this currently relates only to schools with a religious character (Catholic and Church of England). 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 CAF and the school will validate this before considering the application. The SIF 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 that operates a SIF as a second or third preference should be aware this also applies to their application. Where a SIF is not completed, the application will be considered on the basis of information provided on the local authority CAF.

There is a standard Knowsley Catholic Secondary SIF used by both Catholic schools in the borough and this is available from individual Knowsley Catholic Secondary Schools, the Education Improvement Team (Admissions) or via the Knowsley website. One form should be completed for each Knowsley Catholic secondary school named on the CAF and returned directly to such school/s.

If naming school in other authority areas as preferences, parents/carers need to check the requirements of that individual school in relation to supplementary information forms.

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. Online 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 Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order including

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children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted as defined in admission legislation.

In case of doubt, applicants are strongly advised to check with the Local Authority and/or individual schools about their requirements before the closing date for applications.

Places will be allocated according to the information provided on the CAF and, where relevant, the SIF. Allocations are subject to proof of information stated on the form/s. For Knowsley schools, applicants may be requested to provide relevant confirmatory documents to the allocated school immediately after receiving the offer letter in order to secure the offer made.

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 **31 October 2019**.

### **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 a maximum of 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 **31 October 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 **Thursday 14 November 2019** and no later than **Thursday 21 November 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 participating academies. The Governors of Knowsley Voluntary Aided Schools will undertake the allocation for their own schools within the agreed timescale.

By **Friday 29 November 2019**, Knowsley schools which are their own admissions authorities will be sent information by the local authority of all applicants of any preference ranking. These admission authorities should therefore arrange meetings of their admission committees to consider applications during the week **Monday 2 December to Friday 6 December 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.

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No later than **Monday 9 December 2019**, each admission authority should have applied their oversubscription criteria, placed applications in ranked order, and returned this allocation to the Education Improvement Team (Admissions) of the Local Authority.

The Local Authority will conduct the same process for participating academies by applying the oversubscription criteria from the authority 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 removes lower offers that are no longer required. Available places created are then re-offered to any applicants on the waiting lists without a higher preference offer. The 'resolve' process is run, including inter-authority exchanges, until no further movement is possible and no pupil should hold more than one school offer at this point.

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 co-ordinating 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 7 February 2020**.

Where no stated preference can be offered, the Authority will seek to offer a place for Knowsley residents at the nearest appropriate Knowsley school with an available place.

### 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 **2 March 2020**. Where a place is to be offered to a resident of another authority in a Knowsley school, the result will be issued by that authority.

Applicants who have applied on-line, and have requested an email result, should receive their allocation result by email on **2 March 2020** (but a confirmatory letter with any further information, where required, will also normally follow by post).

Allocation letters will state that offers may be subject to confirmation of home address, date of birth<sup>1</sup> and any church requirements - such as a baptism certificate - being provided. If the individual school or the Local Authority directly requests documentary evidence, 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 should 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.

Knowsley Authority has a responsibility to make a provision for Knowsley residents who require a place for their child. Where no places are available in the appropriate year group

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<sup>1</sup> The short birth certificate is the appropriate document.

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within a distance considered reasonable by the Authority, additional places may be used to ensure a child or young person can receive education.

### 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, offering the available place first to the child who is top of the waiting list at the time the vacancy is confirmed. The Authority will normally undertake any communication with applicants in relation to waiting list offers.

The annual allocation waiting lists for year 7 held by the Admission Authority will normally close at the end of the Autumn term in December 2020. Any parent/carer who wishes their child to continue to be considered for a place in an oversubscribed school will normally need to re-apply under in-year admission/transfer procedures.

#### (2) Late applications received after the closing date of 31 October 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 completed after the closing date should be submitted direct to the home local authority. This will typically be a paper application as the online application facility will not be available after the national closing date.

Late applications for Knowsley schools received following the national closing date, but in time to be included in the initial allocation will be considered. However, 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.

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Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on **2 March 2020**. Letters will be issued as soon as possible but this may be at a later date.

### **(3) Applications received after the initial allocation letters have been sent and before the start of the new school year (2 March to 31 August)**

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 new applications due to the volume of enquiries received by the Education Improvement Team (Admissions) following the publication of offers.

### **(4) Change of Preference requests received after the closing date of 31 October 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 contact 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 and before the start of the new school year (2 March to 31 August)**

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

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criteria for that school and the right of appeal against the refusal of a place will be given. Any previous offer made will remain available.

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 enquiries received by the Education Improvement Team (Admissions) following the publication of offers.

### **(6) Pupils with an Education Health and Care Plan**

Where a pupil has an Education Health and Care Plan and the Authority has named a particular school as provision, the child will 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.

### **ADMISSIONS TO YEAR 12 OF SECONDARY ESTABLISHMENTS WITH SIXTH FORMS**

All Saints Catholic High School will process applications for admission to Year 12. If any applicant is refused a place, they will be advised of their right of appeal.

Details of All Saints Year 12 admission procedures can be obtained directly from the school.

### **IN-YEAR ADMISSIONS AND TRANSFER APPLICATIONS**

#### **Secondary School In-Year Admissions**

The Local Authority produce a common application form that should be used by any parent/carer, irrespective of home residency, wishing to apply for admission to a Knowsley Secondary School outside of typical points of admission. The Secondary In-Year application form is available on the Knowsley website.

Parents/carers should complete the In-Year Application form and return it to the Education Improvement Team (Admissions) at the address stated on the application. The Education Improvement Team (Admissions) will coordinate and monitor the progress of the application by liaising with the school/s of preference. The agreement between the Local Authority and Knowsley Secondary Schools is that in-year admission/transfer requests will be processed within 20 school days.

Applications will be processed in accordance with Knowsley In-Year admissions procedures and applications can be referred to the Fair Access Panel for consideration if appropriate within the of the parameters of the Knowsley Fair Access Protocol.

Where places are offered, schools will agree appropriate admission dates with the applicant to allow for a planned admission.

Where places are refused due to the year group being full, schools will inform parents/carers of this in writing, including their right to an independent appeal against the refusal and should advise applicants whether or not a waiting list is maintained.

Where families are moving into the area, the same process applies. Wherever possible, parents/carers are advised to make the application 4-6 weeks in advance of the move

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taking place to allow time for your application to be processed and ensure children are not unnecessarily out of school.

If the child has an Education and Health Care Plan they should contact the Special Education Needs Team within the Local Authority as admission/transfer is dealt with under SEN procedures.

### **FAIR ACCESS PROTOCOL (FAP)**

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 2018.

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**PROPOSED TIMETABLE FOR ANNUAL SECONDARY ADMISSION  
APPLICATIONS FOR SCHOOL YEAR 2020/21**

