Knowsley Council

KNOWSLEY **SECONDARY** ADMISSION COMPOSITE PROSPECTUS

ACADEMIC YEAR 2027-2028

Apply online: **www.knowsley.gov.uk**

THE INFORMATION CONTAINED IN THIS BOOKLET IS IMPORTANT

IF YOU NEED ANY FURTHER INFORMATION ABOUT THE ADMISSIONS PROCESS AND HOW TO APPLY FOR A SECONDARY SCHOOL PLACE PLEASE CONTACT:

Knowsley School Admissions
Education Improvement Team, Knowsley Council,
Nutgrove Villa, Westmorland Road, Huyton, Knowsley, L36 6GA
Telephone: (0151) 443 5142 / 3372
Email: schooladmissions@knowsley.gov.uk

Each secondary school can provide you with more information about their school. Contact details for Knowsley Secondary Schools can be found in this booklet along with details on open events when you can visit the schools you are interested in.

Please note: Where the term 'schools' has been used in this booklet, this also applies to Academies.

Privacy Notice

Knowsley Council will use the information provided on your school admission application, and any other supporting information you provide, for the following purposes.

- To ensure the efficient co-ordination and fair allocation of school places.
- To ensure your child has access to school associated entitlements
- To ensure information is accurate.
- To prevent or detect crime.
- To protect public funds.
- To meet our key aims and legal duties.

We use the information to complete our duties under the Department for Education's 'School Admissions Code' (2021) and 'School Admissions Appeal Code' (2022).

There may be a requirement to share information with schools, other council service areas, local health trusts, other local authorities and central government. This will only be when necessary and where the law allows it to support the applications process.

For more information about how we use and store your personal data, please visit www.knowsley.gov.uk where you can access the full privacy notice for the School Admission Service. Alternatively, contact schooladmissions@knowsley.gov.uk to request a copy of the document.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS APPLICABLE TO THE SCHOOL YEAR 2027-2028. EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION IS CORRECT AT THE TIME OF PUBLICATION BUT THERE CANNOT BE A GUARANTEE THAT THERE WILL BE NO CHANGE TO THIS INFORMATION. PARENTS/CARERS ARE ALWAYS WELCOME TO CONTACT SCHOOL ADMISSIONS IF REQUIRING CLARIFICATION ON ANY MATTER IN THIS BOOKLET.

Welcome

Dear Parents and Carers

This is an important time for families as, during the early autumn term 2026, you are making decisions about secondary education for your child. Knowsley parents and carers can name up to three schools of preference for their child and need to complete their application by the end of October.

Before doing this, you are invited to attend open events, as detailed on page 17 of this booklet, to see for yourself all the opportunities Knowsley schools can offer. Our head teachers and staff will be delighted to meet you in a safe and structured environment to show how pupils are benefiting from the exciting surroundings and the excellent teaching available.

All staff wish to work in partnership with you and provide your child with the best possible education. Our schools are committed to helping children reach their potential and are fully inclusive regarding race, disability, sex, religion or belief, sexual orientation and gender reassignment.

We want to assist you in making this very important decision for your child's future and can help in a number of ways:

- This booklet gives you information about all the Knowsley secondary schools and how the application and allocation process works, please read it carefully before making your application.
- We encourage all families to apply online at **www.knowsley.gov.uk** by the national closing date of **31 October 2026**.
- Knowsley school admissions service can provide further information and guidance by telephone (0151) 443 5142 / 5143 / 3372 or email schooladmissions@knowsley.gov.uk .

Finally, we want to assure parents/carers of the commitment of the Council to make Knowsley the best place to be educated and build a high quality, sustainable and successful learning community, and to wish every child a successful secondary education journey.

Mark Mirfin
Executive Director
(Children & Young People)
Knowsley Council

Cllr Sean Donnelly
Member for Children's Services,
Knowsley Council

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How to apply for a secondary school place (year 7) September 2027 Intake

Please take time to read the information in this booklet very carefully to ensure that you are aware of the correct application and allocation procedures before making your application for a secondary school for your child.

- If your child is currently in year 6 of primary school or their date of birth falls on or between 1 September 2015 and 31 August 2016, they are typically eligible to start year 7 of secondary school in September 2027.
  (If your child is currently being taught outside of their typical national curriculum year, you will need to consider whether it is appropriate to apply for a secondary school place – see page 9 for more information)

- There is no automatic transfer from primary school to secondary school. Every parent/carer must apply during the relevant application period of 12 September 2026 to 31 October 2026 you **must** complete the common application form (CAF) of the Local Authority in which you live, and any other individual school supplementary forms that are required *(this will depend on the schools you are applying for and will be referenced in the admission policy for the school)*.

- Parents/carers have a right to apply for which secondary schools they would prefer their child to attend, but should be aware that there is no guarantee that a place will be allocated at one of these schools. Where schools are oversubscribed (this means they receive more applications than places available), the admission policy of the individual school is used to decide who can have a place.

- Knowsley resident parent/carers must complete the Knowsley common application form. Even if your child currently attends a primary school outside of Knowsley and/or if your secondary school preferences are for schools in other authority areas, you must still make your application to the authority where you live.

- Knowsley resident parents should make their application using the online application portal via the Knowsley website www.knowsley.gov.uk

- If you do not live in Knowsley but wish to apply for Knowsley secondary schools, you can still do this by naming these schools as preferences on your home authority application form. Please contact your home authority or visit their website for more information and to access the correct application.

- It is the responsibility of the parent/carer to complete the correct application form and any individual school supplementary information forms required during the application period and by the national closing date of 31 October 2026. If you complete a Knowsley common application form but you are not a Knowsley resident, your application will normally be disregarded.

- Only one common application form must be completed and each child should only receive one school offer – see page 8 for more information.

The online application portal

Knowsley Authority requests that parents/carers make their application by using the online application portal which can be accessed from the Education and Schools pages of the Knowsley Council website www.knowsley.gov.uk

Your child's primary school may be able to assist you in making an online application if you do not have access to the internet.

- From the home page, click on 'education and schools' and follow the links to access the online application portal and apply for a secondary school place.
- The online portal guides you through the application, but please familiarise yourself with individual school admission policies and requirements before you make your application.
- Before you can make an application, you will need to create an account on the portal by entering a valid email address and creating a secure password. If you already have an existing account, you can enter your email address and password to access your previous applications or submit a new application.
- When you have created your account, you will receive a verification code by email which you will need to use to progress with your application (this is to ensure your email address is accurate for future communication about your application).
- If you have received an expected transfer letter from the Local Authority, because we believe your child is living in Knowsley and is of age to apply for secondary school transfer, this letter should include an identification reference that you can use on the portal when prompted to automatically find your child's basic details.
- You can still make an application without the identification reference by entering your child's details manually.
- Once you have completed and submitted your online application, you should receive an email confirming receipt.
- If you do not receive the email confirmation, please check your spam/junk folders before contacting the school admissions team for assistance.
- You can login to the portal and make any changes to your application up to the closing date of 31 October 2026.
- After the closing date, if you wish to make changes to your preferences, you will be required to withdraw your original application and submit a new application which may be treated as a late application.
  For more information about change of preference and late applications please see pages 12-15.

Paper application forms

Parents/carers are encouraged to apply online but, for those who feel they cannot make an online application, paper application forms are available by request – please contact Knowsley school admissions service by telephoning (0151) 443 5142 / 5143 / 3372 or email us at schooladmissions@knowsley.gov.uk

- An application form will be sent either by post to your home address or by email. The completed application can be returned by post to the address on the application form, or you can email a copy to schooladmissions@knowsley.gov.uk.
- If you provide an email address on your application form, an email to confirm receipt will be issued. If you have not received an email within 10 days of submitting an application, please contact the School Admissions Service.
- If you apply by paper and wish to make any changes to your application following submission, you will need to contact the School Admissions Team to request the change.
- You will not be able to access your allocation result online or by email – a letter will be issued by post on national offer day so you should be aware that you are not likely to receive your allocation result until after 1 March 2027.

General application guidance

Additional information and supplementary information forms

- The application form allows for parents/carers to state their reasons for naming a school as preference, but if applicants wish to submit additional information this can be uploaded within the online application on the portal or submitted by email or post to the school admissions team. Applicants should be aware that admission authorities can only consider this information in the allocation of places if their admission policy allows for it, as places must be allocated in accordance with the determined policy.
- It is the responsibility of the applicant to read the individual school admission 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 may require extra information which is not requested on the Local Authority common application form. This is because the admission policies for these schools include criteria specific to that school which is not requested on the Local Authority common application form, for example religious commitment. Applicants who wish for their child to be considered for a place under any specific criteria will need to complete a supplementary information 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 information form.**
- Supplementary information forms should be completed **in addition** to the Local Authority common application form and should be returned directly to the individual school by the closing date. Supplementary information forms for Knowsley schools can be obtained from the individual schools or by visiting the school admissions area of the website www.knowsley.gov.uk where they can be downloaded. For schools in other authority areas applicants should contact the individual school or the relevant Local Authority admissions team for further advice about obtaining a supplementary information form.
- Parents/carers who do not complete a supplementary information form but name the school as a preference on the Local Authority common application form, will still be considered for a place in the school, but not under the specific criteria for which the supplementary form gathers information. However, if you complete an individual school supplementary information form, but do not also name that school as a preference on the Local Authority common application form, your child would not normally be considered for a place – only school preferences named on the local authority common application form will be considered.

Home Address

- The address given must be where the child lives on a permanent basis, therefore, the address of a childminder or other relative should not be given.
- Proof of home address may be requested and the Local Authority reserves the right to request other proof as fits the individual circumstances. It may be necessary for the Admission Officer to carry out checks with your child's primary school to confirm that addresses given are genuine and you may be asked to produce further documentary evidence of your child's address.
- Any change of address during the allocation period (November-March), must be notified to your child's Primary School **and** to the school admissions team and documentary evidence may be requested. If you do not notify the Local Authority of an address change during the allocation period any school place you have been offered on the basis of an old address could be at risk.
- If you are unsuccessful in your application for your preferred schools and move address after national offer day, you should notify the school admissions team as it may affect your child's position on the waiting list(s).
- The Local Authority reserves the right to make enquiries as necessary with other agencies such as Council Tax, medical records or electoral roll, etc, to verify information provided.

Multiple applications

- Parents/carers should only submit one application per child which must be made to the authority in which you live.
- If applications are made to more than one Local Authority, the authority in which the child is not resident will typically disregard the application.
- The most recently dated application to the home authority will be the application which is processed and any previous applications will be disregarded.
- Only one application per child will be accepted. If a child lives between two addresses (e.g., due to a shared care arrangement), the application can be completed by either parent, provided they have parental responsibility for the child, and the correct main home address for the child is stated on the application form. In such cases, it is expected everyone who has parental responsibility for a child will have agreed school preferences before the application is submitted.
- If the Local Authority is made aware of a disagreement between those with parental responsibility, it will usually proceed with the application made by the parent/carer with whom the child mainly resides during the school week, unless the terms of a court order instructs otherwise.
- If a court order or mediation arrangement is required to determine which parent has the right to make the application and name school preferences, this does not give the child any increased priority for a place in the school/s of preference, normal allocation procedures still apply and the application will be considered along with all others against the admission policy of the school/s.
- Any delay in making an application beyond the closing date due to a dispute could result in the application being classed as late and the application then being at a disadvantage.
- Applications are made on behalf of the child, therefore the detail of the application can typically be shared with all those holding parental responsibility unless information has been disclosed to the Council that the sharing of this data could affect the safety/wellbeing of the child, applicant or third party.

Children arriving from overseas

- In most cases, foreign national children in the UK who have arrived with their parent or as a dependent, have the right to attend schools in England and school admission authorities would not refuse to admit a child on the basis of their nationality or immigration status.
- The admission authority may request to see appropriate documentation to clarify the status of a particular child e.g. right of abode certificate, passport or entry visa. Foreign nationals, who wish to apply for a state-funded school place, are advised to check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school and can do so by visiting **https://www.gov.uk/right-of-abode** Applications are not normally accepted for children of foreign nationals who are still living abroad and should only be made once the child is in England and in a position to take up a school place.
- In some cases, the entry visa does not allow for a child to access a state funded school place in England:
  - short-term visitors – children who live abroad but have been admitted to the UK for a short visit, for example as tourists – or short-term study (English language).
  - unaccompanied foreign national children and young people entering on a Child Student visa or student visa must access education at an independent school, sixth form college or further education college which is a licensed student sponsor.
- British nationals and their dependents who are living overseas but planning to return to the UK may apply for a school place. Applicants are requested to provide documentary evidence of British National status and a date of return to the UK. Any application will be processed in accordance with normal admission process timeframes, but this will typically be from the overseas address until such time as the child is resident in the UK or a local address has been evidenced.

Children of UK service personnel (UK Armed Forces)

- For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area; Knowsley Local Authority would normally accept and process an application from a local address 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.

Applications outside the normal age group

- Children normally transfer from year 6 of primary education into year 7 of secondary education in the September following their eleventh birthday. This means children who have their 11th birthday on or between 1 September 2026 and 31 August 2027 will move to secondary school at the beginning of the Autumn term in September 2027.
- Parents/carers may seek a place for their child outside of the normal age group. Requests for out of age group admission to year 7 should be received by the closing date for applications for what would be the typical year of entry according to the child's date of birth. The parent carer should complete the CAF to indicate preference and send an email to the school admissions service in the LA at schooladmissions@knowsley.gov.uk confirming they are making a request for admission out of age range. Parents/carers are requested to submit a statement and/or information/evidence in support of their request to be considered by the admission authority.
- Knowsley LA will co-ordinate any requests for out of age group admission to year 7 that are received during the annual allocation by notifying the relevant Knowsley school admission authority, or co-ordinating LA, of the request that has been made. The admission authority will be required to respond with a decision. Any request must be considered by the admission authority in accordance with their admission arrangements and requirements of the School Admission Code; this means the views of the parent, the views of the headteacher of the school requested and any other known information about the child's education history, academic, social and emotional development and, where relevant, their medical history, will be taken into account to take a decision, in the best interests of the child, about whether to accept an application for admission out of age.
- Where parents/carers have made their request by the national application closing date, they will be notified of the outcome as soon as possible and before national offer day (1 March). Any requests received after the closing date will be considered and responded to a soon as possible. Until a decision is taken, any application for 2027/28 admission will continue to be processed as described in the scheme.
- Knowsley School Admissions Service will issue a co-ordinated response confirming the decision of the admission authority of each school of preference. The applicant will then need to decide whether they wish to pursue an application out of age group (by withdrawing their 2027/28 application and re-applying the following year), or continue with their application for admission to year 7 in the 2027/28 school year which will then be processed during the current admissions round.
- Where admission out of age group is agreed by any admission authority and the parent/carer chooses to apply for admission in the following co-ordinated annual admission round, the expectation is that they will name as preference/s those schools that have agreed to this consideration.
  The application remains subject to consideration under admission arrangements for the relevant year; there is no guarantee of a place in the school of preference, or any additional priority for a place in the event of oversubscription on this basis. If a place is not subsequently allocated at a school of preference following the application of the oversubscription policy, the parent/carer retains a right of appeal against non-admission to an independent panel.
- If admission out of normal age group is refused by an admission authority, a reason/s for the decision will be provided. There is no statutory right of appeal against the decision to refuse a request for admission out of age group, but applicants can follow a complaints procedure with the relevant admission authority if they feel necessary. The parent/carer can still apply for admission to that school, but this will mean applying for their child to be admitted to the typical age group according to their date of birth, and any offer will be dependent on whether places are available within that year group.

- Parent/carers should note that requests for admission out of age group should be made where this is felt to be in the best educational welfare interests of the child. It would not be expected this is requested on the basis that a place has not be secured at the preferred school in the typical year.

The inter-authority coordinated equal preference admission scheme

National admissions legislation requires all Local Authorities in England to work together, where required, to co-ordinate applications for secondary school bulk transfer into the relevant year (year 7).

- Each Local Authority must agree a scheme which is the framework for admission procedures in the local area. Some elements of the scheme are determined by national admission legislation.
- There is a national closing date for applications and a national offer date to ensure that all preferences are processed at the same time and applicants should, therefore, only receive a single school offer.
- Every authority must use an equal preference system when considering applications – this means that all your school preferences are considered at the same time and your child will be allocated a place at the highest preference offer available to you.
- All secondary schools in Knowsley adopt the Local Authority inter-authority co-ordinated equal preference scheme – a full copy of the scheme is published on the website www.knowsley.gov.uk

How does an equal preference system work?

- Knowsley resident parents/carers can name up to three secondary schools on the common application form.
- The school that is named as the highest preference would normally be the one that parents/carers want the most, with other preferences being those they have considered as alternative options if a place at the preferred school was not available.
- However, no priority is given on the basis of the level of preference when the child is considered for a place.
- If a child has lower priority for a place in the first preference school but has a high priority for a school named as second or third preference, they will not be disadvantaged because of the order of preference as they retain their priority for lower named preferences.

For example:

1. *Brownfield School – this is the school you want most*
2. *Greenfield School – this is the school you would want if Brownfield could not be offered*
3. *Bluefield School – this is the school you would want if neither Brownfield or Greenfield could be offered*

- The admission policy (oversubscription criteria) 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 at this stage.
- All applicants for a particular school are put into order according to the school's oversubscription criteria. The school fills its places, up to the admission number, taking children in order of priority against the school admission criteria.
- Knowsley authority will receive the allocation outcome for each school of preference for every Knowsley resident applicant from the relevant admission authority, including results from schools of preference in other authority areas.
- If more than one school of preference can offer a place, only then is the order of the preferences taken into account. Only one school offer will be given – this will always be the highest of those able to offer a place.
- If all three schools can offer a place, the applicant will be allocated a place at their first preference school and the other places can then be offered to another child who may have otherwise been refused.

For example:

1. *Brownfield School – Yes, a place can be offered*
2. *Greenfield School – A place may or may not have been available, but is no longer required because a higher preference is being offered*
3. *Bluefield School – A place may or may not have been available, but is no longer required because a higher preference is being offered*

Sometimes not all schools can offer a place and, where higher named preference are refused, children will be added to waiting lists in case of further movement:

For example:

1. *Brownfield School – No, a place cannot be offered as other applicants meet a higher priority*
2. *Greenfield School – Yes, a place can be offered*
3. *Bluefield School – A place may or may not have been available but is no longer required because a higher preference is being offered*

In this example, the child's name will be placed on the waiting list for Brownfield School.
An offer will be made of Greenfield School – the highest available. The place at Bluefield can 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 in a Knowsley secondary school that has 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 Knowsley schools that do have places available or by making a new application for different school preferences, including schools in other authorities.
- Non-Knowsley residents who cannot be offered a Knowsley school of their preference will normally be made an alternative offer by their home authority.
- In all cases, the child's name will be placed on a waiting list/s for the Knowsley school/s where a place has been refused and informed of their right of appeal against the decision to refuse a place at **any** school/s (for further information on appeals see pages 35-36).
- Sometimes there is movement after the initial allocation; if parents/carers refuse a place at a school where their child has been offered a place, this place can then be re-allocated from the waiting list.

Naming school preferences

- Knowsley residents can name up to three schools of preference and should do so in ranked order. Please do not repeat the same school – this will not increase your chances of a place.
- You can name schools in other authorities on your Knowsley application.
- Naming only one preference **does not** increase your chance of gaining a place in that school. 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 – 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 an offer should it be made.
- 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 Local Authority cannot process applications naming independent schools.

- 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. Some Knowsley secondary schools will be able to offer places to everyone who applies. However, as allocations can vary from year to year, no one can guarantee in advance which schools will be oversubscribed, it is wise to name more than one preference so as not to restrict your options.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which oversubscription criterion your child would be considered under. Talk to the school or an Admissions Officer in the relevant Local Authority about how places were allocated in previous years. See page 34 for a detail of the allocation of places in Knowsley schools for 2026 admission.

Naming preferences for schools in more than one authority

- Some parents/carers name preferences for schools in more than one Local 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 applicants name a school in another authority as a preference, the application details will be shared with the 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 is very important.

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

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

If all three schools could offer a place, only the Knowsley school will be offered to the applicant as it is the highest preference offer. 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 and can then be made available to another child.

- If a parent/carer receives two or more offers of a place, they must contact both authorities immediately to confirm which offer is being accepted.

Late applications

Note: Each authority has its own rules about late applications as part of their co-ordinated scheme – parents/carers naming preferences for schools in other authorities should 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 2026

- Applications can continue to be submitted via the application portal after the national closing date, but there is no guarantee that late applications will be included in the initial allocation. Applicants are strongly advised to abide by the national closing date.

- Applications naming Knowsley schools as preferences that are received after the closing date but before the initial allocation will be included where practicable – for Knowsley schools this will typically mean preferences received up to 2 December 2026. However, this will be dependent on the volume of late applications received therefore parents/carers have no guarantee that any application submitted after the closing date will be included in the initial allocation.
- If a school in another authority has been named as a preference, the details will be forwarded to the appropriate authority as soon as possible 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 in accordance with the agreed scheme of that authority area.

Applications received after the allocation process has begun

- Late applications received after the 2 December 2026 will not normally be considered by Knowsley schools until the initial allocation process is complete and the LA Admissions Team will not typically share preferences received on or after this date with schools in the LA area.
- Only where the admission authority accepts there are exceptional circumstances for an application being received after this date will applications be considered in the initial round. 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 – they can do this by completing an application via the portal and sending supporting information by email to schooladmissions@knowsley.gov.uk or completing a paper application form and including supporting documentation.
- The decision as to whether the preference is included will be taken by the admission authority of the individual school of preference and the absolute deadline, even for exceptional circumstances, will be 18 January 2027. Applications made with no additional information will be treated as late and will not be considered until after the initial allocation of places is completed and NOD has passed.
- Where a school in another LA has been named as a preference on a late application, the details will be forwarded to that LA as soon as is reasonably practicable, and it will be for the relevant admission authority to determine how the application will be considered in accordance with their admission arrangements and local scheme.

Applications received after allocation results are issued and before the start of the new school year (1 March to 31 August 2027)

- The inter-authority coordinated process continues and applications from Knowsley residents should be submitted to the school admissions team in the LA who will ensure they are considered by the appropriate admission authority.
- Knowsley LA will not process any applications classified as late and received up to midnight 15 March 2027 until after 16 March 2027. All late preferences for Knowsley schools received up to 15 March will be considered together at this time. Where places remain available in schools following the initial allocation, they will be offered to late applicants.
- Where the school requested is already full, or if there are not enough vacancies remaining for the number of late applications received, the oversubscription criteria from the relevant school admission policy will be applied to all applications being considered at that time. For any application that is unsuccessful in obtaining a place, the child's name will be added to the waiting list by applying the oversubscription criteria for the individual school.
- The result of late applications for Knowsley schools processed from 16 March 2027 will be shared with co-ordinating LAs and applicants will be notified of the outcome of their application as soon as possible after this date.
- Further late applications received after 16 March 2027 up to 31 August 2027 will be considered as soon as possible following receipt. Outcomes in respect of preferences for Knowsley schools will normally be issued within 10 school days of receipt of the application.

Making changes to an existing application

Change of circumstance

- Once an application has been submitted, it is the responsibility of the applicant to notify Knowsley School Admissions Service and/or the individual school of any change of circumstance that could affect that application, for example a change of address or a sibling changing school. If applicants do not notify Knowsley School Admissions Service directly of any change, this may affect how the application is considered and could result in a place at a school of preference not being offered or risk having a place withdrawn if incorrect information has been used in the allocation process.
- If the change is in relation to information provided on a SIF, the applicant should contact the individual school directly to discuss making a change to the SIF. If applicants are unsure what constitutes 'a relevant change' they should contact Knowsley School Admissions Service for advice/verification.
- During the usual application period (12 September 2026 to 31 October 2026) online applicants can make changes to information supplied on their common application form (CAF) by revisiting the portal and making the change directly (resubmission of the amended application will be required).
- For applications submitted by post using the paper application and for all applications following the national closing date of 31 October, applicants should contact Knowsley School Admissions Service by email to schooladmissions@knowsley.gov.uk to confirm the change that they wish to make to the application (in some cases, you may be asked to provide evidence of the change).
- Parents/carers should be aware that if a change of circumstance 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 and the absolute deadline for changes to be made to the application, even in exceptional circumstances will be 18 January 2027.
- In the event of a change of address, the applicant must notify Knowsley School Admissions Service of the change as soon as it occurs, or in advance if the date of change is known. Applicants who are changing address prior to NOD and wish for their new address to be considered in the allocation of places must provide satisfactory documentary evidence confirming the address change by 18 January 2027 – for example, proof of exchange of contracts or tenancy agreement confirming the date of occupancy.

Change of school preference/s

- During the usual application period (12 September 2026 to 31 October 2026) online applicants can make a change of preference by revisiting the portal and making the change directly (resubmission of the amended application will be required). For applications submitted by post using the paper application, and for all applications following the national closing date of 31 October 2026, applicants should contact Knowsley School Admissions Service by email to confirm the change that they wish to make to the application (in some cases, you may be asked to provide evidence of the change).

Change of preference during the allocation period

- The LA will normally only accept a change of preference during the allocation period if there are substantial/exceptional reasons, e.g. a house move to another area. Applicants should email Knowsley School Admissions Service 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, e.g. proof of exchange of contracts to confirm a house move. Even in the event of exceptional circumstances, the absolute deadline for a change of preference that requests a Knowsley school/s to be considered in the initial allocation of places will be 18 January 2027.
- If the change of preference involves a school in another local authority area, parents/carers need to consider any rules that local authority have, for how such requests will be treated.

- Where there are no relevant substantial reasons for the request to change preference, parents/carers can change their preferences by withdrawing the original application and subsequently submitting a new application form. The new application will be considered as a late application, therefore parents/carers should be aware of how late applications are treated (see page 13).
- In all circumstances, if the request is received very close to the allocation date, it may not be possible to make changes until after the initial allocation is complete. In this circumstance, the revised application will only be considered when the initial allocation is complete.

Change of preference requests received after National Offer Day and before the start of the new school year (1 March - 31 August 2027)

- After initial offers have been made, parents/carers who wish to change their preference can do so by making a revised application. The online application portal will be available after NOD for parents to submit a new (second) application or make a direct change of preference request. The second application/change request will replace any previous application made and will be processed as a late application. Any new application should be made by the same named applicant. If, for any reason, the new application is made by a different applicant, all those with parental responsibility must agree to the new application before it is submitted.
- Knowsley resident parents will still be able to name up to three schools of preference on their revised application.
- New preferences will replace those on the original application. 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 within the new preference list.
- Where a place is available at a revised preference, it will be offered, and the original offer will be withdrawn.
- Where 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.

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 – their name will normally be placed on a waiting list. If a place is refused in a Knowsley school, their name will automatically be placed on the school waiting list.
- Waiting lists are ordered according to the relevant admission policy (oversubscription criteria). If a place becomes available, it will be refilled from the waiting list in priority order.
- A child's place on a waiting list can change, both up and down, due to the movement of other applicants, for example, a late applicant will be added to a waiting list according to the criterion of the policy they meet, which may be above other children already on the list.
- Waiting lists are 'live' documents and applicants must inform the school admissions team of any change of circumstance that may affect their child's place on a waiting list, e.g. a change of address.
- The LA will normally undertake any communication with applicants in relation to waiting list offers until September 2027, at which point the waiting lists will become integrated with the secondary in-year transfer process.
- A 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 the applicant's request. Provisionally accepting an offer of an alternative school place will not affect a child's place on the waiting list/s for a higher preference.
- The waiting lists in respect of the annual allocation of year 7 places will close at the end of December 2027. After this, any parent/carer who wishes for their child to continue to be considered for a place, must make a new application under in-year admission procedures.
- If the appeals process leads to the admission of a child/ren over the admission number, places will not be re-offered from the waiting list until numbers fall back below the published admission number.

Receiving your allocation result – national offer day

- Knowsley Council will send the school allocation results for on time Knowsley resident pupils. This is the case 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.
- Knowsley residents who apply online will be sent an email or can log in to their account via the portal on 1 March 2027 to receive their allocation result.
- Parents/carers who submit a paper application will normally receive their allocation result in a letter, sent by first class post on national offer day. If an email address is provided on the paper application, it may be possible to send the allocation result by email.
- No information regarding allocation results will be given to applicants prior to secondary school national offer day.
- School offers may be subject to confirmation of home address and any individual school requirements – such as a baptism certificate – being provided. If the individual school or the LA requests documentary evidence, applicants should normally respond within two weeks of the request. If the required evidence is not provided by the applicant within the requested timeframes, the offer is at risk of being withdrawn.
- Where applicants have been refused a place at a school of a higher preference than the one offered, they will be informed of their right to appeal and how an appeal can be made. Appeals should be made to the relevant admission authority for the individual school/s and will be held during the summer term.
- Applicants who are not satisfied with the school offer they receive can consider other schools and make a revised application if they wish, but the original/current offer will not normally be removed until an alternative placement has been secured. This is to avoid a child being without a school offer and at risk of being missing from education. Applicants are strongly advised not to refuse a place offered without confirmation of an alternative school place.

Withdrawal of an offer of a place

- Admission Authorities 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, if it is found after investigation that had the correct information been supplied, the place would not have been secured. The Local Authority reserves the right to make investigations and may require evidence to confirm any information.

- A place may also be withdrawn if it has been offered in error and to the disadvantage of other applicants, or if applicants fail to respond within a reasonable timeframe to communication attempts made by the school or local authority.

Knowsley secondary school open event schedule

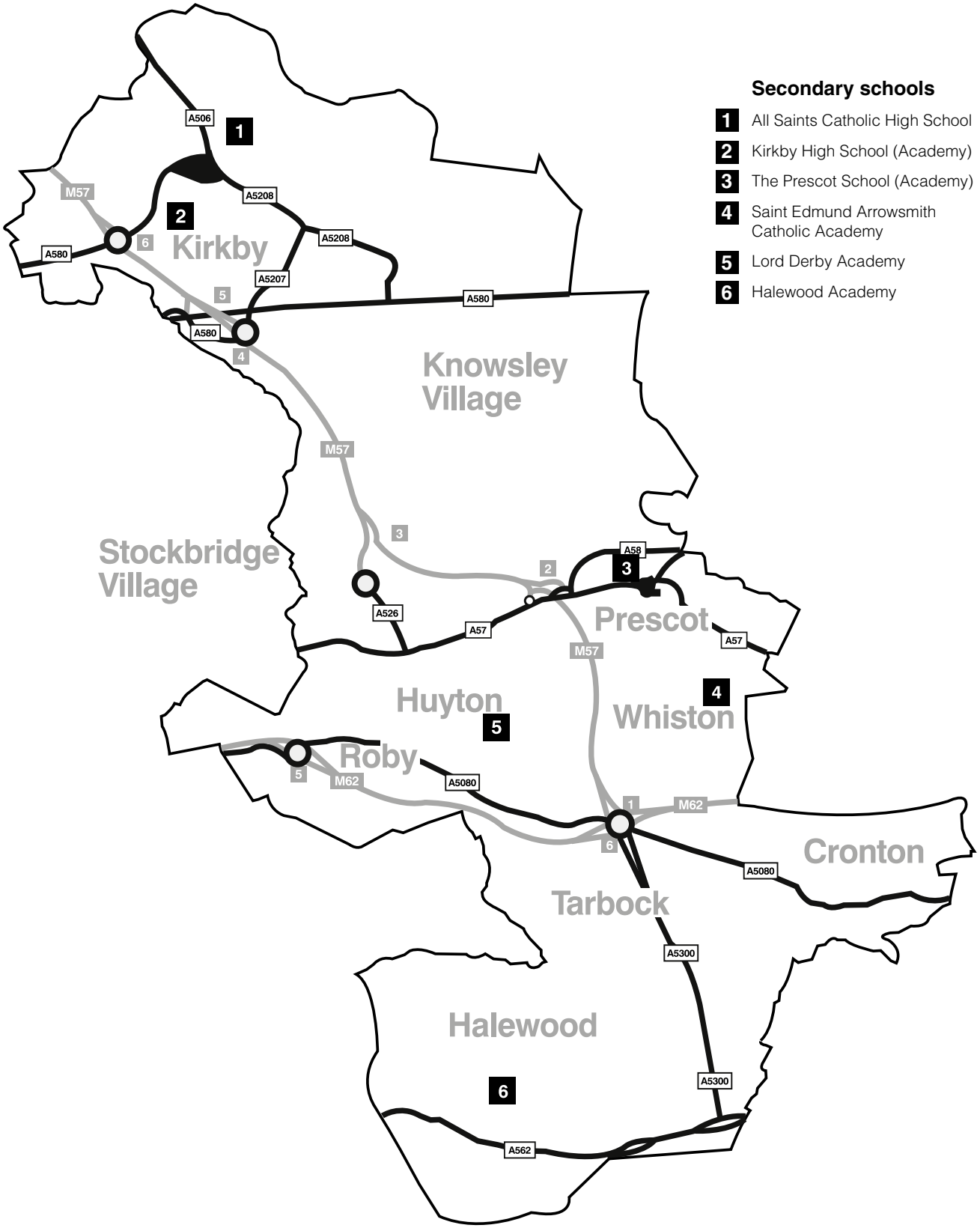
It is recommended that parents/carers and children visit the schools they are interested in to help make informed decisions when naming preferences on the application.

Each school will also typically produce a prospectus with detailed information about the setting and parents/carers can also access school websites for more information.

School	Date	Time
All Saints Catholic High School Roughwood Drive, Northwood, Kirkby, L33 8XF	Thursday 17 September 2026	6pm – 8pm
Halewood Academy The Avenue, Wood Road, Halewood, L26 1UU	Thursday 17 September 2026	4.30pm – 7pm
Kirkby High School (Academy) Bracknell Avenue, Southdene, Kirkby, L32 9PP	Thursday 24 September 2026 Open Mornings Tuesday 22 September 2026 & & Wednesday 23 September 2026	6pm – 8.30pm 9am – 11am
Lord Derby Academy Seel Road, Huyton, L36 6DG	Thursday 24 September 2026 Open Morning Saturday 26 September 2026	5pm – 7.30pm 10am – 12noon
The Prescot School (Academy) Knowsley Park Lane, Prescot, L34 3NB	Wednesday 23 September 2026	6pm – 8pm
Saint Edmund Arrowsmith Catholic Academy Cumber Lane, Whiston, Merseyside, L35 2XG	Thursday 8 October 2026	4.30pm – 7pm

Attendance at open events does not give any additional priority for a place in the school

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 (aged 11-18). All other secondary schools are for pupils aged 11-16.

Knowsley secondary school details and admission policies

General information

All Knowsley secondary schools accept girls and boys of all ability in years 7-11 (pupils aged 11-16) All Saints Catholic High School also has a sixth form, years 12 and 13 (aged 16-18).

The number on roll is the expected number of children who will be attending the school across all years in September 2026. This information is taken from the most recent school census and the September 2026 allocation. This information is correct at the time of print.

Where a school has been oversubscribed at the point of the initial bulk allocation to year 7 within the last five years (2022-2026 intake) this is indicated.

For details of how places were allocated in each school for the year 7 intake in 2026, see page 34.

Types of secondary school in Knowsley

Voluntary Aided Schools

Voluntary Aided Schools are maintained by the Local Authority, but a religious organisation or the Governing Body is the employer and a charitable foundation can contribute towards the costs of running the school and its operations. The Governing Body are the admission authority and determine their own admission policy which include certain priorities for children of the associated faith/s. However, applications are welcomed from all sections of the community and will be considered according to the admission policy.

Academies

Academies are state-funded 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. The Academy Trust are the admission authority and they decide what admission policy will be used to allocate places in the Academy.

Published Admission Number (PAN)

Each school has an admission number that has been agreed by the admission authority of the school and is published so that applicants know in advance of applying how many children the school will admit in the relevant year group (the number of places available). The admission authority of the school will not normally offer more than this number of places.

When setting the admission number for the school, the admission authority will take account of a suggested/indicated admission number based on a measurement and assessment of the teaching space in the school.

Admission Policy

- The admission policy of each school describes how applications will be considered and includes the oversubscription criteria which is used to decide which children have priority for places if the school receives more applications than their published admission number.

- Some schools will use a shared admission policy with the same oversubscription criteria but others have their own criteria used only by that school.

- All Admission Authorities have to agree admission policies and oversubscription criteria that is acceptable within national admission legislation regulations and as described in the School Admissions Code (2021).

- Where home to school distance is used as an element of the oversubscription criteria, all Knowsley secondary schools have opted to use the measurement system employed by the Local Authority. This means a straight line radial measurement (as the crow flies) using Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Pupils with an Education, Health and Care Plan (EHCP)

- Where a child has an Education, Health and Care Plan (EHCP) which names a particular mainstream school as provision, they will normally be admitted. Where such children are known about at the time of the annual allocation procedures, they will be placed within the admission number, with priority over others thus reducing the number of places available to other applicants. If an EHCP is issued after the allocation of places has been undertaken and names a school that is already fully subscribed to PAN, that child can be admitted beyond PAN as an exception.

- Where a child is under formal assessment by the LA but an EHCP has not been issued at the point the initial allocation of places is concluded, the child will be considered for the mainstream school of preference along with all other applicants in accordance with the usual admission arrangements of the school and oversubscription criteria.

- Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools will make reasonable adjustments to ensure that pupils with disabilities are not at a substantial disadvantage.

Knowsley Catholic schools – supplementary information form (SIF)

- Catholic schools in Knowsley require extra information which is not requested on the local authority common application form – this is because the admission policies for these schools include criteria on the basis of religious commitment. Applicants who wish for their child to be considered for a place under such criteria must complete a supplementary information form. **It is the parents/carers responsibility to obtain a copy of the supplementary information form of the school and return it as required according to the school policy.**

- A SIF should be completed in **addition** to the Local Authority common application form and should be returned directly to the individual Knowsley Catholic school by the closing date of 31 October 2026.

- The SIF for Knowsley schools can be obtained from the individual schools or by visiting the school admissions area of the Knowsley Council webpage www.knowsley.gov.uk where they can be downloaded and printed.

- A SIF should be returned to each individual Knowsley Catholic Secondary School that you are naming as a preference on your application as this information is not typically shared between schools.

- Parents/carers who do not complete a SIF but name a faith school as a preference on the Local Authority common application form, will still be considered for a place in the school but not under any faith criteria. However, if you complete an individual school SIF, but do not also name that school as a preference on the Local Authority common application form, your child would not normally be considered for a place. Only school preferences named on the Local Authority common application form will be considered.

- Parents/Carers who name faith schools in another authority area should contact the school directly to confirm if a supplementary information faith form should be completed for that individual school.

- Parents/Carers that have any questions about how the oversubscription criteria is applied for faith schools, should be directed to the admission authority of that school directly.

All Saints Catholic High School

Roughwood Drive	Admission No. Sept. 2027	**210**
Northwood	Headteacher	E Cassidy
Kirkby	Telephone	(0151) 477 8740
Knowsley	Website	www.allsaintschs.org.uk
L33 8XF	Email	info@allsaintschs.org.uk
	Expected no. on roll Sept. 2026 (not including 6th form)	1078

Oversubscribed in 2022, 2023, 2024, 2025 & 2026

The school governors have determined an admission policy for 2027/28. A full copy of the policy document is available from the school website or at www.knowsley.gov.uk

All Saints Catholic High School is a Catholic High School under the trusteeship of the Archdiocese of Liverpool. Its purpose is to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)
The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

SIF
Applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 31 October. Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. Baptism should take place before the closing date for applications.

Within each of the categories listed below, the following provisions will be applied in the following order.
(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 9)
(ii) The attendance of a brother or sister at the school (not including the Sixth Form where there is one) at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 7).

Oversubscription Criteria
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Looked after children and previously looked after children.
2. Catholic children who are resident in the parishes St Michael & All Angels, St Joseph & St Laurence, St Mary Mother of God and Ss Peter& Paul. (see notes 3&10)
3. Other Catholic children. (see note 3)
4. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above:

   St Michael & All Angels St Marie's St Joseph the Worker Ss Peter & Paul

   St Laurence's
5. Members of an Eastern Christian Church not in full communion with Rome. (see notes 4)
6. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children.

Tie Break
Priority will be given to children living closest to the school determined by the shortest distance. Distances will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address. The measurement is from the unique address nodal

point of the applicant address to the unique address nodal point of the school and is in miles to three decimal places.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. This should then be formally minuted by the Admissions Committee for future reference.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births, or siblings within the same family unit as described in the notes, an additional place may be allocated for the sibling who would not otherwise have secured a place provided there are no significant health and safety risks.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.
   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. 'Eastern Christian Church' not in full communion with Rome includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. "children of other Christian Ecclesial Communities" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A Certificate of Baptism or equivalent would be required.
6. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
   · A religion which involves belief in more than one God, and
   · A religion which does not involve belief in a God.
   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
7. 'brother or sister' includes:all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address;
8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. (Please see Guidance Handbook for further information).
10. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.
11. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

For information regarding applications for admissions to years 12 and 13, see page 39 or contact the school directly.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year

Halewood Academy

Part of the Multi Academy Wade Deacon Trust

The Avenue	Admission No. Sept. 2027	**240**
Wood Road	Principal	Ian Critchley
Halewood	Telephone	(0151) 477 8830
Knowsley	Website	www.halewoodacademy.co.uk
L26 1UU	Email	admin@halewoodacademy.co.uk
	Expected no. on roll Sept. 2026	1175

Oversubscribed in 2022, 2023, 2024, 2025 & 2026

The Multi Academy Trust have determined the admission policy for 2027/2028. A full copy of the policy document is available from the school website or at www.knowsley.gov.uk

Oversubscription Criteria

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)

2. Children with a sibling already attending Halewood Academy and who will still be attending at the time of admission. (See note b)

3. Children of staff – Where the member of staff has been employed at Halewood Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage. Parent(s)/carer(s) must state the employee's name on their admission application form. Details will be validated by the school.

4. Children attending one of the named area partnership primary schools of Cronton CE Academy, Halewood CE Academy, Halewood Holy Family School, Plantation School, Yew Tree Academy. (See note c)

5. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)

Notes

a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority **at the point of application**.

   A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority **at the point of application**.

b. Siblings must be permanently registered at the same address as the applicant. This includes step, foster & adopted siblings. Appropriate evidence may be required to support this claim.

c. This criterion is only used during the annual allocation of year 7 places and will only be considered for applications received as part of the annual co-ordinated application process from the date at which the application process opens to 31 August in the year of admission. This criterion is not relevant to in-year transfer applications.

d. An application can only be considered from one single address. This is the address where the child normally lives. It may be necessary for the Local Authority to carry out checks to confirm addresses are genuine and applicants may be requested to produce documentary evidence of their child's home address, such as Council tax or utility bills or other personally addressed formal correspondence / identification documents.

   The address of another relative, friend, childminder or a non-residential business address will not be accepted.

   The home to school measurement is a radial straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school.

Please Note: If false information has been stated on the application form, this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Local Authority Admissions Service of any change in circumstance during the allocation process that may affect their application, for example, a change of address or if a sibling leaves the associated school.

Kirkby High School (Academy)

Part of the Multi Academy Rowan Learning Trust

Bracknell Avenue	Admission No. Sept. 2027	**200**
Southdene	Headteacher	Mrs A Dobson
Kirkby	Telephone	(0151) 477 8710
Knowsley	Website	www.kirkbyhighschool.net
L32 9PP	Email	admin@kirkbyhighschool.net
	Expected no. on roll Sept. 2026	1043

Oversubscribed in 2022, 2023, 2024, 2025 & 2026

The Multi Academy Trust have adopted an admission policy (oversubscription criteria) in partnership with the Local Authority. A full copy of the policy document is available at www.knowsley.gov.uk

Oversubscription Criteria

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)

2. Children with a sibling registered at the preferred school and who will still be registered at the time of admission. (See note b)

3. Children attending one of the named area partnership primary schools of Eastcroft Park, Kirkby CE, Millbrook, Northwood, Park Brow, Ravenscroft, Westvale. (See note c)

4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)

Notes

a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority **at the point of application**.

   A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority **at the point of application**.

b. The sibling must be on the school roll as a main registration at the time of allocation and expected to remain on roll at the time of the applicant child's admission. This criterion does not include siblings in year 11 at the time of application who will have left the school at the point of admission of the applicant child.

   "Sibling" is defined as full biological siblings and half and step siblings as well as adopted and fostered children and those who are considered as being part of the same individual family unit because of the stipulations of a care or residency arrangement.

   In all cases, the "siblings" must be resident at the same address as the applicant child on a full-time basis, or in cases where care is shared, for the majority of the school week (evidenced by a care arrangements order).

c. This criterion is only used during the annual allocation of year 7 places and will only be considered for applications received as part of the annual co-ordinated application process from the date at which the application process opens to 31 August in the year of admission. This criterion is not relevant to in-year transfer applications.

d. An application can only be considered from one single address. This is the address where the child lives on a full time basis or, in cases where care is shared, for the majority of the school week; applicants may be requested to produce documentary evidence of the application address, such as Council Tax, utility bills or other personally addressed formal correspondence / identification documents.

   The address of another relative, friend, childminder or a non-residential business address will not be accepted.

   The home to school measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles measured to three decimal places.

Tie-break

If there are more applicants than places available within criterion 1, 2 or 3 criterion 4 will be used as a "tie-break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places. This will be undertaken using a facility within the allocation software utilised by the local authority.

In the case of a tie-break situation occurring between applications made for siblings who are of multiple birth and where one sibling has secured the final place in the school, an additional place/s can be allocated if there are no significant health and safety risks.

Please Note: If false information has been stated on the application form, this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Local Authority Admissions Service of any change in circumstance during the allocation process that may affect their application, for example, a change of address or if a sibling leaves the associated school.

Lord Derby Academy

Part of the Multi Academy Dean Trust

Seel Road	Admission No. Sept. 2027	**220**
Huyton	Headteacher	Jo Ellis
Knowsley	Telephone	(0151) 477 8860
L36 6DG	Website	www.lordderbyacademy.co.uk
	Email	office@lordderbyacademy.co.uk
	Expected no. on roll Sept. 2026	1088

Oversubscribed in 2022, 2023, 2024, 2025 & 2026

The trust have determined an admission policy for 2027/28. A full copy of the policy document is available from the school website or at www.knowsley.gov.uk

Oversubscription Criteria

1. Looked after children and previously looked children as defined by the School Admissions Code.

2. Children with a sibling already attending Lord Derby Academy and who will still be attending at the time of admission. (See note a)

3. Children who attend one of The Dean Trust Knowsley Primary Academies (Blacklow Brow Academy or Park View Academy). (See note b)

4. Children of staff who have been employed at Lord Derby Academy for two years at the time of application, or have been recruited to fill a post for which there is a demonstrable skills shortage.

5. Children who attend one of the named Knowsley Partner Primary Schools:
   Hope Joint Catholic & CE, Huyton with Roby CE (Academy), Knowsley Lane Academy, Malvern, Roby Park, St Gabriel's CE (Academy), Stockbridge Village, Sylvester Primary Academy, Willow Tree Primary (Academy)

6. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)

Notes

a. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. 'Sibling' includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the 'sibling' must be considered as being resident at the same address on a full-time basis (the admissions authority reserves the right to request evidence to confirm residency).

b. For the purpose of entry in academic year 2026/27, The Dean Trust Knowsley Primary Schools are; Blacklow Brow School (URN: 144355) and Park View Academy (URN: 142552).

c. For the purpose of entry in academic year 2027/28, the Knowsley Partner Primary Schools are; Hope Joint Catholic and CE Primary school, Huyton-with-Roby CE Primary Academy, Knowsley Lane Primary Academy, Malvern Community Primary School, Roby Park Community Primary School, St Gabriel's CE Primary Academy, Stockbridge Village Primary Academy, Sylvester Primary Academy, Willow Tree Primary Academy.

d. Proof of address may be required. Where there is split care and a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances. The address of another relative or childminder etc will not be accepted. The home to school measurement is a straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the over-subscription criteria listed above. These waiting lists will be maintained to the end of the academic year 2027-28.

Tie-Break Arrangements

If there are more applicants than places available within criterion 1, 2, 3, 4, or 5, criterion 6 will be used as a "tie-break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births or siblings within the same family unit as described above, an additional place may be allocated.

Each random selection event only holds for the allocation of the currently available school place.

Appeals

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by Lord Derby Academy. Parents who wish to exercise this right must state their intention in writing to the school within 28 days of receipt of notification letter. The appeals timetable is published on the website of Lord Derby Academy by 28 February of each year

Out of Age Group Applications

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If you wish to apply for a place outside of your child's normal age group you must contact Lord Derby Academy in writing for the attention of the Admissions Committee. You must set out the reasons why you are making such an application and enclose any evidence on which you seek to rely, for example information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admissions Committee will consider the evidence and application carefully and will take account of the parents' views, the views any medical expert, and the views of the Principal of Lord Derby Academy. Any decision will be made in the best interests of the child and the decision will be set out in writing with clear reasons.

The Prescot School (Academy)

Part of the Multi Academy Heath Family Trust

Knowsley Park Lane	Admission No. Sept. 2027	**210**
Prescot	Principal	Mr Matt Reynolds
Knowsley	Telephone	(0151) 459 3580
L34 3NB	Website	www.prescotschool.org.uk
	Email	info@prescotschool.org.uk
	Expected no. on roll Sept. 2026	960

The Multi Academy Trust have adopted an admission policy (oversubscription criteria) in partnership with the Local Authority. A full copy of the policy document is available at www.knowsley.gov.uk

Oversubscription Criteria

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)

2. Children with a sibling registered at the preferred school and who will still be registered at the time of admission. (See note b)

3. Children attending one of the named area partnership primary schools of Evelyn, Halsnead Academy, Knowsley Village, Prescot, St Leo's & Southmead, St Mary & St Paul CE, Whiston Willis Academy. (See note c)

4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)

Notes

a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority **at the point of application**.

   A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority **at the point of application**.

b. The sibling must be on the school roll as a main registration at the time of allocation and expected to remain on roll at the time of the applicant child's admission. This criterion does not include siblings in year 11 at the time of application who will have left the school at the point of admission of the applicant child.

   "Sibling" is defined as full biological siblings and half and step siblings as well as adopted and fostered children and those who are considered as being part of the same individual family unit because of the stipulations of a care or residency arrangement.

In all cases, the "siblings" must be resident at the same address as the applicant child on a full-time basis, or in cases where care is shared, for the majority of the school week (evidenced by a care arrangements order).

c. This criterion is only used during the annual allocation of year 7 places and will only be considered for applications received as part of the annual co-ordinated application process from the date at which the application process opens to 31 August in the year of admission. This criterion is not relevant to in-year transfer applications.

d. An application can only be considered from one single address. This is the address where the child lives on a full time basis or, in cases where care is shared, for the majority of the school week; applicants may be requested to produce documentary evidence of the application address, such as Council Tax, utility bills or other personally addressed formal correspondence / identification documents.

   The address of another relative, friend, childminder or a non-residential business address will not be accepted.

   The home to school measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles measured to three decimal places.

Tie-break

If there are more applicants than places available within criterion 1, 2 or 3 criterion 4 will be used as a "tie-break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places. This will be undertaken using a facility within the allocation software utilised by the local authority.

In the case of a tie-break situation occurring between applications made for siblings who are of multiple birth and where one sibling has secured the final place in the school, an additional place/s can be allocated if there are no significant health and safety risks.

Please Note: If false information has been stated on the application form, this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Local Authority Admissions Service of any change in circumstance during the allocation process that may affect their application, for example, a change of address or if a sibling leaves the associated school.

Saint Edmund Arrowsmith Catholic Academy

Part of the Pope Francis Multi Academy Trust

Cumber Lane	Admission No. Sept. 2027	**210**
Whiston	Acting Headteacher	Clare McKenna
Knowlsey	Executive Headteacher	Erin Wheeler
L35 2XG	Telephone	(0151) 477 8770
	Website	www.seaonline.org.uk
	Email	admin@seaca.pfcmat.org
	Expected no on roll Sept 2026	737

The school governors have determined an admission policy for 2027/28. A full copy of the policy document is available from the school website or at www.knowsley.gov.uk

Oversubscription Criteria

1. Looked after children and previously looked after children.
   i. Children who have a brother or sister at the school at the time of admission
   ii. Other children
2. Catholic children who are resident in the parishes of St Leo, Our Lady Immaculate & St Joseph, Our Lady Help of Christians, St Luke, St John Fisher, St John Vianney, Holy Family Cronton, St Aidan, St Aloysius, St Agnes and St Columba's. (see notes 3 &10)
   i. Children who have a brother or sister at the school at the time of admission
   ii. Other children
3. Other Catholic children. (see note 3)
   i. Children who have a brother or sister at the school at the time of admission
   ii. Other children
4. Other children who have a brother or sister at the school at the time of admission
5. Children attending one of the following Catholic Partner Primary Schools in the parishes or former parishes named in criterion 2 above: Holy Family, Cronton; St Columba's; Holy Family, Halewood; St John Fisher; Our Lady's, Prescot; St Joseph; St Aidan's; St Andrew the Apostle; St Anne's; St Leo's; St Mark's; St Aloysius; St Luke's
6. Catechumens and members of an Eastern Christian Church **not** in full communion with Rome. (see notes 4 & 5)
7. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

Tie-break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the academy and home address.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. This should then be formally minuted for future reference.

NOTES FOR OVERSUBSCRIPTION CRITERIA

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. ‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. ‘Eastern Christian Church’ not in full communion with Rome includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. “children of other Christian Ecclesial Communities” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. A Certificate of Baptism or equivalent would be required.
7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian Ecclesial Communities’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
8. ‘brother or sister’ includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters. In all cases, the brother or sister must be resident at the same address as the applicant child.
9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.
11. A child’s “home address” refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). For those living in Knowsley Local Authority, if a child lives between two addresses due to a shared care arrangement, only one application should be made from the address identified by parents as the main residence. Proof of home address may be requested and the Local Authority reserves the right to request other proof as fits the individual circumstances.

SUPPLEMENTARY INFORMATION

To apply for a place at this school in the normal admission round2, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Academy Supplementary Information Form if you wish to apply under oversubscription criteria 2 to 3 or 6 to 8. The Supplementary Information Form should be returned in person to the school office at Saint Edmund Arrowsmith Catholic Academy, Cumber Lane, Whiston, Knowsley, Merseyside L35 2XG or emailed to admin@seaca.pfcmat.org by 31 October.

You will be advised of the outcome of your application on 1st March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 2 to 3 or 6 to 8, and this may affect your child’s chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2026.

Secondary School year 7 allocation statistics 2026

The following table shows how many applications were made for each school at the time of the initial allocation of places and, where schools were oversubscribed at the time of the initial allocation of places, how places were allocated according to the admissions policy (oversubscription criteria).

As there is often movement following the initial allocation of places, the table also shows the final number of places allocated (correct at the time of preparation) following changes such as late applications received, changes of preference and appeals.

The tables are intended to provide applicants with a guide as to how places have been allocated previously, but please remember that allocations can vary on a year to year basis and oversubscription criteria may also be different in previous years. There is never a guaranteed place at any school.

Secondary Academies

School	September 2026 admission number	Initial number of applications received by preference						How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		Total	1st	2nd	3rd	4th	5th		
All Saints Catholic High School	**210**	469	278	144	45	0	2	**School named in EHCP** 9 Children currently/previously looked after 4 Baptised Catholic Children with a sibling 56 Baptised Catholic Children resident in the associated parishes 111 Other Baptised Catholic Children 12 Other Children with a sibling 17 Children attending Catholic linked primary schools 1 Children from other Christian denominations – *The last place allocated under criterion 6 was measured as 0.275 miles*	***224**
Halewood Academy	**240**	444	263	79	74	14	14	**School named in EHCP** 14 Children currently/previously looked after 1 Siblings 67 Children of staff 3 Children attending named area partnership primary schools 74 Distance 91 *The last place allocated under the distance criterion was measured as 1.509 miles*	***253**
Kirkby High School (Academy)	**200**	393	163	181	43	5	1	**School named in EHCP** 5 Children currently/previously looked after 1 Siblings 55 Children attending named area partnership primary schools 122 Distance 17 *The last place allocated under the distance criterion was measured as 0.976 miles*	***209**
Lord Derby Academy	**220**	490	287	113	86	1	3	**School named in EHCP** 9 Children currently/previously looked after 5 Siblings 66 Children attending A Dean Trust Primary Academy in Knowsley LA 44 Children of staff – Children attending a partnership primary school 102 *The last place allocated under criterion 5 was measured as 1.410 miles*	**224**
The Prescot School (Academy)	**210**	366	135	130	96	3	2	Places were available for all who required them.	**209**
Saint Edmund Arrowsmith Catholic High Academy	**210**	201	75	65	61	0	0	Places were available for all who required them.	**155**

*All Saints Catholic High School confirmed to the Local Authority that they were able to admit above the determined PAN to a maximum of 220 pupils for September 2026 entry.
*Kirkby High School (Academy) confirmed to the Local Authority that they were able to admit above the determined PAN to a maximum of 207 pupils for September 2026 entry.
*Halewood Academy confirmed to the Local Authority that they were able to admit above the determined PAN to a maximum of 250 pupils for September 2026 entry.

Appeal Procedures

- Schools will admit pupils without restriction until they have filled all the places they have available in the relevant year group (until they have reached their published admission number) and they do this strictly in accordance with how they say places will be allocated in their admission policy.

- Where it would be considered by the admission authority of the school that to offer a further place/s would prejudice the provision of efficient education and the efficient use of resources in the school, a place is refused.

- However, those applicants who cannot be offered a place at their preferred school/s will be offered a right of appeal against the refusal. Parents/carers might choose to appeal if they feel that the admission authority has not applied their policy correctly and their child has been disadvantaged as a result of this or if they feel, despite the policy, there are exceptional and unique circumstances why their child should be offered a place in a particular school.

- At an appeal hearing, the panel members who take decisions are independent; they have no involvement with the school being appealed for and have had no involvement with the process of allocating places. However, all panel members are trained in national admission legislation and at least one panel member will have experience in education.

- The appeal panel can either turn down your appeal or they can decide that an extra place should be made available for your child. To help them come to their decision, they will check how the admission authority applied its policy (oversubscription criteria). They will consider the reasons given by the school as to why there is no more room in the year group and the difficulties that will occur if another child/ren was to be given a place. They will also consider the reasons parent/carers give for wanting their child to attend that particular school and the difficulties if the child had to attend elsewhere. The panel will consider the balance of prejudice for both the school case and the parent case.

- The panel are aided in the process by a neutral Clerk who ensures the appeal hearing is conducted correctly and can provide clarity to all parties about national admission appeal legislation, but the decision as to whether or not an exceptional place can be made available over the admission number for an individual child/ren is made only by panel members.

Applicants can submit an appeal for more than one school they have been refused a place at if they wish. Initially, you inform the admission authority of the school that you wish to appeal – for Knowsley secondary schools the following procedures for making an appeal should be followed:

Halewood Academy, Kirkby High School (Academy), Lord Derby Academy and The Prescot School (Academy)
To appeal against a refusal, you should contact the individual Academy directly by telephone or email and they will provide an appeal form or direct you how to submit an appeal.

All Saints Catholic High School and Saint Edmund Arrowsmith Catholic Academy
The Liverpool Archdiocese administer and co-ordinate the appeal process on behalf of Knowsley Catholic schools.

Parents/carers may wish to visit the Liverpool Archdiocese webpage to complete an appeal form: https://www.liverpoolcatholic.org.uk and search for Appeals

Or request a form by post by writing or telephoning:
Secretary for Appeals, Director of Schools, LACE, Croxteth Drive, Sefton Park, Liverpool, L17 1AA
Telephone: (0151) 522 1071

General appeal arrangements:

- At least ten school days prior to the hearing, the Clerk will notify you of the date and arrangements for how the appeal is to be heard. You will also receive appropriate guidance notes about how the process will be undertaken when you submit an appeal.

- Approximately five days before the appeal, you will receive a confirmed time for your appeal together with an agenda for the hearing and copies of any supporting paperwork. *Copies of the school case, the written case from parent/carer and any supporting documents/evidence parent/carer have included will be circulated to all parties – panel members, appellant and relevant admission authority presenting officer – so everyone has a chance to read and consider before the hearing itself.*

- The appeal hearing is usually held in person with all parties plus the Clerk in attendance. At the hearing both the school representative and parent/carers have the opportunity to present their written submissions and all parties can ask questions about each case. Parent's/carers are encouraged to attend and may, if they wish, be accompanied or represented at the hearing by a friend or relative. If parent's/carers do not wish to or cannot attend, the appeals panel will normally make a decision based on any written submission.

- Parents/carers will be notified in writing of the decision of the appeal panel and the grounds upon which it was made after the hearing. *(In the case of the bulk allocation this will be after all appeals for the individual school have been heard as the panel may need to compare cases in their decision making).*

- The decision of the appeal panel is binding on all parties.

Appeal Panel members 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 make a complaint to the Local Government Ombudsmen (LGO) or The Secretary of State depending on the school for which the appeal was made.

- To make a complaint in respect of an appeal for a maintained school, please visit the LGO website **www.lgo.org.uk**
- Complaints in respect of an appeal for an Academy are made to The Department for Education, please visit **www.gov.uk/schools-admissions/complain-about-the-appeals-process**

The complaint will be investigated and responded to, but the decision of an appeal panel can typically only be overturned by a Court where the appellant or admission authority successfully applies for a judicial review of that decision.

Free, independent advice (for those eligible for legal aid) is also available from Coram Children's Legal Centre, you can visit their website: **www.childrenslegalcentre.com**

Further appeals

Parents/carers do not have the right to a second appeal in respect of the same school for the same academic year unless the admission authority has accepted a second application from the appellant because of a significant and material changes in the circumstances of the parent/carer/school or child. The LGO/DFE may also make a recommendation for an appeal to be reheard if they find maladministration has occurred in the first appeal.

Please note: for children with an Education, Health and Care Plan (EHCP), SEN procedures rather than the appeal process described above are followed to clarify whether a place can be offered at a particular school. Parents/carers should speak to their SEND Officer if they require further information. Generally, a child admitted as a Year 7 pupil would remain in that school until he or she has completed year 11 or is of school leaving age.

In Year Admissions and Transfers

However, a change in circumstances could lead to a request for a transfer to a different school. If parents/carers wish to apply to transfer their child into a Knowsley secondary school after the typical point of entry in year 7, **the following procedures apply**:

- An In-year application must be completed by accessing the online application portal via the Knowsley website www.knowsley.gov.uk (anyone unable to complete the online application can request a paper application form by contacting Knowsley School Admissions Service).
- Once the application has been received, Knowsley school admissions service will co-ordinate and monitor the progress of your application with the school/s of preference.
- If a place can be offered at a Knowsley school, an appropriate admission date will be agreed between the school and applicant. Wherever possible, this will be a date that allows for a planned admission and the child will remain on roll at the current school until that time. Places will not typically be held available for longer than 20 school days from the date of offer as this could disadvantage other applicants.
- If a place is refused, applicants will be informed in writing of the reason for refusal and their right to appeal. (more information about appealing for a school place can be found on pages 35-36)
- If a place is refused, your child may be added to a waiting list. If a place can be offered in the school at a future date, applications can be considered from the waiting list. The waiting list will be ordered according the school oversubscription criteria (not the date the child joins the list) so you must keep the school and Knowsley School Admissions Service informed of any change of circumstance that may affect your child's place on the waiting list.
- The waiting list is usually operated on an annual school year basis, and coses at the end of each Summer term. If a place has not been offered from the waiting list by the end of the school year in which you applied, you would need to make a new in-year application for the new school year if you remain interested in a place.
- In some cases, applications may be referred for consideration under the Fair Access protocol (See page 38).

Local transfers

If your child is currently on roll at a local school (Knowsley or the surrounding area) but you are seeking a transfer because you are dissatisfied with the current school, for example if there has been an issue within the peer group or an incident you have concerns about, you are strongly recommended to discuss the matter with the Headteacher of your child's current school to try to resolve the issue before making a transfer application. Changing schools is not always the best way forward; parents/carers need to think about the advantages and disadvantages of moving. Parents/carers of pupils in Year 10 and 11 wishing to transfer may also wish to consider whether chosen GCSE subjects and options can be accommodated at any new school.

Families moving into the area

If you are moving house into Knowsley and require a school place for your child, please email schooladmissions@knowsley.gov.uk providing the following information:

- Name/s and date of birth of children
- New local address and date of move
- Current address and current registered school
- Your name and contact details

We can provide you with information about local school place availability.

- Some schools may be fully subscribed in some year groups and will not be able to offer a place for your child/ren. There is no guarantee that parental preference will be met or that siblings will be offered places in the same school.

- To make an application for Knowsley schools, you complete the online application. Wherever possible, you should make your application 6 weeks in advance of your move taking place to allow time for your application to be processed – this is particularly important if the move means that your child/ren cannot continue to attend their current school due to distance.

Note: If your child has an Education, Health and Care Plan (EHCP), you should contact your child's Local Authority SEND officer to discuss a school transfer.

Note: The Local Authority does not fund any costs of uniform associated with an in-year school transfer, and transport assistance is only provided if you qualify under the school transport policy.

Note: Where parents/carers wish to apply for a school in another Local Authority, please contact that authority directly as application procedures may be different – neighbouring Local Authority details can be found on page 44.

For further information about in year transfer applications, visit the Education and Schools pages of the website www.knowsley.gov.uk

Fair Access Protocol

- Each Local Authority must have a Fair Access Protocol to ensure that, vulnerable and hard-to-place pupils can access school places as quickly as possible.
- The Protoctol is only used when these children are having difficulty securing a school place in-year after reasonable measures have been taken to secure a place.
- The School Admissions Code identifies the categories of children who can be considered for placement by Fair Access panels.
- The Fair Access Protocol does not apply to the annual allocation of year 7 places or to children with an EHCP.
- Fair Access Protocols should seek to ensure that any children being placed via the protocol are distributed between schools. To achieve this, the Knowsley Fair Access protocol allows for placements in schools where capacity has already been reached. The right of appeal remains available when a child has been placed via fair access, but parental preference has not been met.
- The Knowsley Fair Access Protocol is available to view on the Council website www.knowsley.gov.uk .

Secondary A-Typical Education

Provision for pupils aged 14-16 (year 10 entry)

- University Technical Colleges (UTCs) are set up by universities/businesses and specialise in one or two technical subjects. They offer GCSEs alongside technical qualifications at Key Stage 4 and A Levels alongside technical qualifications at Key Stage 5. Studio Schools offer a range of academic and vocational qualifications, often taught through project-based learning, alongside work experience. Students work with local employers and follow a curriculum designed to give them skills and qualifications they need in work, or to take up further education.

- Local Authorities are required to write to the parents/carers of all children in secondary schools in their authority area at the beginning of year 9 to make them aware of the Atypical admission option. However, parents/carers who would like to be considered for a place at any of these providers need to apply to them directly following the application process of the individual provider.
- Before applying, you are recommended to speak to your child's current school's Career Leader and look at the GCSE curriculum at their current school to help consider what the best option is for your child's education. The National Careers Service also offers impartial advice and guidance for anyone aged 13+ and you can visit their website for more information **https://nationalcareers.service.gov.uk**

- Details of Atypical providers considered to be within a reasonable travel distance for Knowsley resident children are provided, but parents can apply to any provider they have identified as an option for their child.

The Studio School and Liverpool Life Sciences – University Technical College
41 Greenland Street, Liverpool, L1 0BS
Email: admin@thestudio-liverpool.co.uk or student.services@lifesciencesutc.co.uk
Website: http://thestudioliverpool.uk or http://lifesciencesutc.co.uk

UTC Warrington
Dallam Lane, Warrington, WA2 7NG
Email: info@utcw.co.uk
Website: https://utcw.co.uk/

Public examinations

- Public examinations are usually taken during Year 11 of secondary school. An extensive programme of courses from a range of examination boards are available. 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 individual schools directly.
- Level 3 subjects are studied at Knowsley Community College and All Saints Catholic High School sixth form. Details of courses and entry requirements can be obtained directly from these establishments.

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's details are also available via the national website www.gov.uk search 'school performance data' and/or 'ofsted'.

Admissions to Year 12 of schools with sixth forms

- All Saints Catholic High School offers further education provision for pupils in years 12 and 13. Applications are made directly to the school and are accepted from external applicants in addition to those pupils who have attended year 11 at the school. The typical entry criteria is for students to hold 5 GCSEs at grade 4 or above (including Maths and English).
- More information about courses available and the application process can be obtained from the school directly by contacting school on info@allsaintschs.org.uk

Children with Special Educational Needs and Disabilities (SEND)

- Some children have special educational needs and disabilities, requiring special educational provision to be made for them. For the majority of children, a mainstream school will meet their needs with SEND Support.
- For children with significant/complex learning difficulties, the Local Authority (LA) may be required to assess their education, health and care needs and, if appropriate, make an Education, Health and Care Plan (EHCP). An EHCP describes a child's needs and the special provision made to meet their needs. Before an EHCP is issued, there will be a careful assessment of the child's education, health and care needs. Parents/carers are involved in every stage of this process and have a right to mediation and/or appeal if they are dissatisfied with the Final EHCP.
- The Local Authority has a duty to determine and review the provision for a child with an EHCP. For parents/carers of children with an EHCP, your choice of secondary school should be discussed with you at your child's Year 5 review to enable the Local Authority to identify an appropriate placement. The preferences you express will be considered by the Local Authority in accordance with the legislative requirements laid down in the Children & Families Act (2014) and the guidance issued in the Special Educational Needs & Disability Code of Practice (2015).
- You will receive confirmation of the school to be named in your child's EHCP from the Local Authority SEND Team. If you disagree with the school named in your child's 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 or email SENDadmin@knowsley.gov.uk .

Pupils with an Education, Health and Care Plan (EHCP)

- Where a pupil has an EHCP and the Local Authority have named a school as provision, the child must be admitted.
- Where this is a mainstream school and such pupils are known about at the time of the annual bulk allocation for academy and voluntary aided schools, they will be allocated a place in that school within the published admission number, with priority before other applicants.

Special Schools and Designated Specialist Provision

Knowsley local authority has a number of special schools and designated specialist provision. Pupils attending these schools have complex and/or significant special educational needs and are placed by the SEND Team as a result an EHCP being issued, or an EHCP being amended following discussions at a review. In most cases the admission policy of these schools restricts admission to children with an EHCP that names the school as the provision.

For further information regarding admission to Special Schools, please contact the SEND Service by telephoning (0151) 443 5145 or email SENDadmin@knowsley.gov.uk .

Bluebell Park School

Cawthorne Close	Headteacher:	Mrs M Slater
Kirkby	Telephone:	(0151) 477 8350
Knowsley	Capacity:	217
L32 3XQ	Age range:	3-19

Type of needs met: Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Autistic Spectrum Conditions

Alt Bridge School

Wellcroft Road	Headteacher:	Mrs N Menagh
Huyton	Telephone:	(0151) 477 8310
L36 7SY	Capacity:	350
	Age range	11-19

Type of needs met: Autistic Spectrum Conditions, Speech, Language and Communication Needs, Moderate/Complex learning difficulties

Finch Woods Academy

Baileys Lane	Headteacher:	Mr A Larkin
Halewood	Telephone:	(0151) 294 2707
L26 0TY	Capacity:	92
	Age range:	9-16

Type of needs met: Social, Emotional and Mental Health (SEMH)

Pupil Referral Unit

Knowsley Authority has one Pupil Referral Unit (PRU). This provision is for students who have or are experiencing difficulties in a mainstream setting due to medical, social, emotional or behavioural needs. Through a modified educational experience, pupils are supported to develop alternative strategies to improve their resilience and confidence. Parents/carers cannot apply directly for a place in the PRU as they are typically by referral from a mainstream provider or the Local Authority.

Meadow Park School

Haswell Drive	Headteacher:	Miss J Cleary
Stockbridge Village	Telephone:	(0151) 477 8100
L28 1RX	Capacity:	140
	Age range:	5-16

Other education support services

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, you are requested to contact your child's school to discuss the issue in the first instance. Every school within Knowsley has access to a Local Authority Statutory School Attendance Officer.
- For general enquiries, the service can be contacted by email on School.Attendance@Knowsley.gov.uk or telephone on (0151) 443 5177 – please note this is a call back service and you will be required to leave a voicemail in order for an officer to contact you.

Getting to school in Knowsley

Visit Knowsley's Highways Information site https://highways.knowsley.gov.uk for help and advice to get to school quickly, safely and on time.

Whether you wish to walk, cycle, take the train or bus, you can find out more information about different ways to travel to school by visiting the following websites which provide sustainable travel information for parents and young people when travelling to, from and between education sites in Knowsley

- www.knowsley.gov.uk/streets-roads-and-transport/getting-around-knowsley
- www.merseytravel.gov.uk/timetables/#bus

You can also download the sustainable modes of travel strategy document from these sites.

School transport, financial support for secondary age children

Parents/carers need to consider how their child will travel to school and the costs involved. You can choose to send your child to any school, subject to availability of places, but eligibility will have to be assessed to qualify for travel support. The Transport Policy provides full details of how to qualify for support – the following is a summary of the main policy but should you require more information the policy can be found at: https://www.knowsleyinfo.co.uk/transport-local-offer-funding-travel-inc-blue-badge-and-housing-information/knowsley-school

- 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 parents/carers 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.

Low income families:

From the start of the 2026/27 academic year the eligibility rules have been extended to include all children from households who are in receipt if Universal Credit regardless of household earnings.

From September 2026, free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- Income-Related Employment and Support Allowance
- Pension Credit (Guarantee Credit element)
- Support under Part VI of the Immigration and Asylum Act 1999

Pupils are only eligible for a free school meal where both a claim has been made and the eligibility has been verified by the Local Authority or the school where they are enrolled.

From the start of the 2026 to 2027 academic year, there will be 2 categories for free school meals - **Targeted** and **Expanded**.

Eligible Targeted
This covers children in households in receipt of Universal Credit with annual household earnings of £7,400 or less. These children will attract pupil premium and other funding available for their schools. Other entitlements, such as the holiday activities and food programme (HAF) and the 'extended rights' element of school travel assistance, will be based on targeted free school meals. This is equivalent to the current system.

Eligible Expanded
This covers children who are in households receiving Universal Credit with annual household earnings above £7,400. Children will be entitled to free school meals only – they are not entitled to Pupil Premium or other extras that are linked to free school meal eligibility.

If you are receiving Universal Credit and have never applied for FSM before, then please complete the relevant application form.

If you're a foster parent, you cannot apply for free school meals as you already receive funding.

As a result of these changes, there is a requirement for eligibility to Free School Meals (FSM) to be checked once a year as previous protections will end. We are currently in the process of checking eligibility for all applications ahead each academic year.

Contact details for information and advice about home to school transport
Telephone: (0151) 443 2440
Email: SENDtransport@knowsley.gov.uk
Website: https://www.knowsley.gov.uk/residents/education-and-schools/apply-for-free-school-bus-pass.aspx

Contact details for free school meal enquiries
Telephone: (0151) 443 4042
Website: www.knowsley.gov.uk (search for school meals service)

Charging for school activities

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

Financial support for further education and sixth form students

Full time further education students may be entitled to financial support towards transport costs from their college. There is no financial support offered to post-16 students by Knowsley Local Authority.

Contact details for neighbouring Local Authority school admission teams

Knowsley border closely with the Local Authorities listed below – parents/carers may wish to contact these authorities of they have questions or require information about schools in these areas.

Halton Borough Council

School Admissions, Children's Services Directorate, Rutland House, Halton Lea, Runcorn, WA7 2ES
Telephone: (0151) 511 7271 / 8601
Email: schooladmissions@halton.gov.uk
Website:www.halton.gov.uk/schooladmissions

Lancashire County Council

PO Box 100, Pupil Access Team, Area Education Office (South), County Hall, Preston, Lancashire, PR1 OLD
Telephone: (01772) 532 109
Email: southadmissions@lancashire.gov.uk
Website: www.lancashire.gov.uk/schools

Liverpool City Council

Children & Young People's Service, Cunard Building, Water Street, Liverpool, L3 1AH
Telephone: (0151) 233 3006
Email: admissions@liverpool.gov.uk
Website:www.liverpool.gov.uk

Sefton Council

School Support Services, 3rd Floor, Magdalen House, 30 Trinity Road, Bootle, L20 3NJ
Telephone: (0151) 934 3590
Email: admissions@sefton.gov.uk
In-Year Email: iyadmissions@sefton.gov.uk
Website: www.sefton.gov.uk/admissions

St Helens Council

People's Services, School Admissions, PO Box 512, St Helens, WA10 9JX
Telephone: (01744) 678 360
Email: schooladmissions@sthelens.gov.uk
Website: www.sthelens.gov.uk

Notes

Notes

Summary timetable for admission to secondary schools in Knowsley For the school year 2027/28

The application, allocation and admission arrangements of pupils to year 7 of secondary schools in September 2027 will, as far as possible, follow the timetable below.

12 September 2026	Applications open for Knowsley residents. Knowsley resident parents/carers of year 6 pupils should have received a letter to their home address to advise them that their child is of age to apply for secondary school. The letter will contain a unique identification reference number for use on the online parent portal in order to make an application. Where a pupil attends a primary school in another authority but lives in Knowsley, the maintaining authority should normally provide Knowsley school admissions with details of the home address, at which time information will be posted out. The school admissions annual prospectus and application are available online on the Knowsley website **www.knowsley.gov.uk**
AN IMPORTANT DATE NO LATER THAN 31 OCTOBER 2026	Applications should be submitted by **31 October 2026** Applications submitted after this date may be classed as late.
1 March 2027	Allocation results will be issued to applicants on **1 March 2027**
May 2027 onwards	Appeals hearings to be held.
September 2027	Admission to secondary school.
31 December 2027	Formal year 7 waiting list closes.

Useful contacts

Admission secondary school	(0151) 443 5142
Admission to reception class in primary school	(0151) 443 5143
Admission to year 2 in a junior school	(0151) 443 5143
In Year Admissions / Transfers	(0151) 443 3372
Admission Appeals Liverpool Catholic Archdiocese Knowsley Committee Services (Clerks)	 (0151) 522 1071 (0151) 443 3515 committees@knowsley.gov.uk
Corum – Children's Legal Centre	www.childrenslegalcentre.com www.childlawadvice.org.uk
Special Educational Needs / EHCP	(0151) 443 5145
School Attendance Service	(0151) 443 5177
English as an Additional Language	Karen.Foley@knowsley.gov.uk
Liverpool and Knowsley Special Educational Needs & Disability Information Advice and Support Services (SENDIASS) has moved over to Barnardos as of 1.4.23	www.contact.org.uk 0333 323 7768
Free school meal enquiries	(0151) 443 4042
Assistance with home to school transport	(0151) 443 2440
Travel Line (Merseytravel)	(0151) 330 1000 www.merseytravel.gov.uk
Career Connect	www.careerconnect.org.uk
Advice, Guidance & Support Team (ages 16-19)	(0151) 443 2898 (07810) 053 404

You can get this booklet in other formats.
Please contact Customer Services on (0151) 443 4031
or email customerservices@knowsley.gov.uk

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