



Knowsley Council

Knowsley Secondary Education

Admissions 2021–2022



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

Each secondary school can provide you with more information about their school if you have further questions. Contact details for Knowsley Secondary Schools can be found in this booklet along with details open days/ evenings when you can visit the schools you are interested in and are encouraged to attend.

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 will be used 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' (2014) and 'School Admissions Appeal Code' (2012).

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 or telephone (0151) 443 3373 to request a copy of the document.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS APPLICABLE TO THE SCHOOL YEAR 2021-2022. 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 decisions are being made around the secondary education of your child in 2021. During the first half of the autumn term 2020, Knowsley parents and carers will have to make decisions about their school preferences and can apply for up to three schools for their child.

Before doing this, you are invited to attend open events, as detailed on page 16 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 2020**.
- Knowsley school admissions team can provide further information and guidance by telephone (0151) 443 3372/5142/5143 or email schooladmissions@knowsley.gov.uk

Finally, may I take this opportunity to assure you of the full support of Councillor Harvey, Cabinet Member for Children's Services, myself and all our education staff. Our commitment is to make Knowsley the best place to be educated and build a high quality, sustainable and successful learning community.

We wish your child every success as they prepare to start on their secondary education journey.



Julie Moss
Interim Executive Director
(Children's Service)



Cllr Margaret Harvey
Cabinet Member for
Children's Services

**These events will comply with any requirements of social distancing. In the event that schools cannot hold open events due to any restrictions imposed by the management of Covid 19, our schools will do their very best to ensure you have all the information you require. Parents/carers may wish to visit school websites or can contact schools directly by email or telephone to request specific information or a copy of a school prospectus.*

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How to apply for a secondary school place (year 7) September 2021 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 2009 and 31 August 2010, they are typically eligible to start year 7 of secondary school in September 2021. *(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 2020 to 31 October 2020 and must complete the common application form (CAF) of the Local Authority in which they 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 supplementary school forms required during the application period and by the national closing date of 31 October 2020. If you complete a Knowsley common application form but you are not a Knowsley resident, your application will normally be disregarded.
- Applicants must only complete one common application form and should normally only receive one school offer – if you complete the application for more than one authority, the authority in which you do not live will disregard your application.

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 Knowsley Council website www.knowsley.gov.uk

If you do not have access to the internet at home, you can visit any Knowsley One Stop Shop or Library where there is access to this facility in order to make your application. Your child's primary school may also be able to assist you in making an online application.

- From the home page, click on 'education and schools' and then click 'apply for a school place' to access the online application portal.
- 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.
- 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).
- 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 on **(0151) 443 5142/3372/5143** and a member of the team will assist.
- You can login to the portal and make any changes to your application up to the closing date of **31 October 2020**.
- 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 13 - 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 team by telephoning **(0151) 443 5142 / 5143 / 3372** or email us at schooladmissions@knowsley.gov.uk

- An application form will be sent by post to your home address and you are requested to return it by post directly to Knowsley School Admissions at the address stated on the form.

- When your completed application is received by the team, a receipt will be issued by post – if you have not received a receipt within 14 days of submitting your application, please contact the team.
- If you apply by paper and wish to make any changes to your application following submission, you will need to contact the Admissions Team by telephone or email 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 2021**.

General application guidance

Additional information and supplementary 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 oversubscription criteria allows for it as places must be allocated in accordance with 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.
- Knowsley faith schools, and some schools in other authority areas, 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 form. It is the parents/carers responsibility to contact the individual school or the relevant local authority admissions team for further advice about obtaining a supplementary form.
- Supplementary forms should be completed in addition to the Local Authority common application form and should be returned directly to the individual school by the closing date. Supplementary forms for Knowsley faith 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 form.
- Parents/carers who do not complete a supplementary 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 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 pupil normally lives during the school week. Please do not use a childminder or other relative's address.
- If a child lives between two addresses, the household in receipt of the child benefit would normally be the address taken, but 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, supporting 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 date, 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.
- Where care is shared between parents, the Local authority can only accept one application. This can be completed by either parent, provided they have parental responsibility for the child, and the correct home address for the child is stated on the application form. In such cases, it is expected everyone who has parental responsibility for a child will have agreed school preferences before submitting an application to the authority.
- 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 in receipt of child benefit and where 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 other 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

- Children who are living in the UK with their parents/carers normally have a right to a school place, but there are some children who are not entitled to a place in a maintained school. These are:
 - short-term visitors - children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study;
 - children who have permission to study in the UK on the basis that they attend an independent, fee-paying school
- 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. Applications are not normally accepted from children still living abroad, but cases will be considered individually.
- Children of British nationals who are living overseas but planning to return to the UK may apply for a school place for their child if the application is accompanied by documentary evidence of British national status and a date of return to the UK. However, any application will be processed from the overseas address until such time as the child is resident in the UK.

Children of UK service personnel (UK Armed Forces)

- 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 2020 and 31 August 2021 will move to secondary school at the beginning of the Autumn term in September 2021.
- Parents/carers may seek to apply for a year 7 place for their child outside of the normal age group if they believe it is appropriate and, most typically, if the child has been taught outside of the normal age group during primary education - for example if the child is gifted and talented, has experienced ill health or deferred entry to reception class at the beginning of their primary education due to being summer born.
- Parents/carers are requested to submit information/evidence to support their request which will then be considered by the Admission Authority of the school/s requested. The views of the Headteacher must be considered and will be a strong factor in determining whether or not admission outside of the normal year group is agreed.

- Requests for admission to year 7 of secondary education outside of the normal age group for September 2021 entry should be received by 31 October 2020 to allow adequate time for the request to be considered and responded to. Where it is agreed, the application is still subject to consideration under admission arrangements for the relevant year and does not guarantee a place in the school/s of preference or give any additional priority for a place.
- If an application for a child outside the normal age group is considered in the allocation but a place is not secured at the school/s of preference when the oversubscription criteria is applied, the applicant has a right to appeal against the refusal of a place. However, there is no right of appeal if they are offered a place but it is not in the preferred year group.

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 also 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.

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 so, 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 in the allocation 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 Bluefield 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, then and 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 schools place 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

However, 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 normally be placed on the waiting list for Brownfield School. An offer will be made of Greenfield School – the highest available. The place at Bluefield will be offered to someone else.

- If your child cannot be offered a place in any of the schools you have named as a preference, the Local authority will normally offer Knowsley resident children an alternative place, usually in the nearest secondary school to the home address with an available place. If parents/carers are not satisfied with the offer they receive, it is possible for their child to be considered for other Knowsley schools that do have places available or by making a new application for different school preferences.
- 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 page 29).
- 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 28 for a detail of the allocation of places in Knowsley schools for 2020 admission.

As a result of restrictions during the Covid 19 pandemic, some schools may have to make changes to their admission arrangements for 2021/22 from those which were initially determined. This could include faith schools whose admission criteria includes regular attendance at places of worship that were closed during the pandemic, or schools that offer places on the basis of aptitude and ability where those assessments are delayed during the Autumn term. Whilst Knowsley secondary schools will not need to make any changes to policy, parents/carers who may be considering applying to schools in other Local Authority areas are reminded to check the policies of these schools carefully for any new requirements when naming preferences on their application.

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 passed to that authority to be considered. When they have taken a decision, they will inform Knowsley of the result. In the same way, other authorities will send information to Knowsley authority about children who need to be considered for places in Knowsley schools.
- It may be that another authority can offer a place at one of their schools and a place can also be offered in a Knowsley school. In such cases, wherever practicable, only the school that you have ranked higher will be offered. The other school will not be offered. This means the order of your preferences 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 normally 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 and state which offer is being accepted.

Late applications

Note: Each authority has its own rules about late applications as part of their 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 2020

- 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 1 December 2020. 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 closing date and after the initial allocation process has begun

- Late applications received after the initial allocation process has begun will not normally be considered by Knowsley schools until the initial allocation process is complete.
- Only where the admission authority accepts there are exceptional circumstances - for example a family moving into the area - will late applications normally be considered in the initial round. However, this is subject to practicalities and applicants should note that if the application is received at a very late stage in the process, it may not be possible to include.
- If parents/carers believe that there are exceptional circumstances for the application being submitted late, it is their responsibility to state these reasons in writing when submitting the application and provide supporting documentation wherever possible – for example proof of exchange of contracts to confirm a house move.
- If a school in another authority has been named, the details will be forwarded to the appropriate admission authority for consideration and it will be for the relevant admission body to determine whether or not the application will be included in the initial allocation of places.

- 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 placed on the waiting list by applying the oversubscription criteria for the individual school - the right of appeal will be given and applicants will be informed what alternative offer can be made.

Making changes to your application

Change of circumstances

- Once you have submitted your application, it is important to remember that if any circumstances that may affect your application change, you must update your application – you can do this up to the closing date of 31 October 2020 by logging back into your application account and making the relevant change e.g. a change of address, a sibling moving to a different school.
- After the closing date, or if your application was made on a paper form, you will need to contact Knowsley School Admissions Team to request the change is made to your application.
- If the change is in relation to information provided on a supplementary information form, the applicant should contact the individual school directly to discuss making a change to the form.
- If you do not confirm the change this may affect how your application is considered and you could miss out on a place at a school of preference or risk having a place withdrawn if it has been offered on the basis of information that is incorrect.
- If you are unsure about what is a relevant change please contact Knowsley School Admissions for advice and please be aware, in some cases, you may be asked to provide evidence of the change.
- Parents/carers should be aware that if a change in circumstances occurs very close to the allocation date, it may not be possible to consider those changes until after the initial allocation is complete – you will normally be advised in writing how any change will be considered.

Change of school preference/s

- During the usual application period (12 September 2020 to 31 October 2020) online applicants can make changes to school preferences on their common application form by revisiting the portal and making the change directly.
- Other applicants can complete and return a new application form which will replace any previous dated application submitted.

Change of preference during the allocation period

- The authority will normally only accept a change of preference during the allocation period if there are substantial reasons, e.g. a house move to another area. Applicants should contact Knowsley school admissions stating the reasons why a change is being requested and should provide satisfactory evidence of the change of circumstances resulting in a change of preference request, e.g. proof of exchange of contracts to confirm a house move.

- Where there are no relevant substantial reasons for the request to change preference, parents/carers can change their preferences by submitting a new application form and withdrawing the original application (this can be done online via the application portal). This new application will be considered as a late application, therefore parents/carers must ensure they are aware of how late applications are treated (see page 13).
- In the event that schools in neighbouring authority areas who offer places on the basis of aptitude and ability have not been able to publish results of admission assessments prior to the national closing date of 31 October as is typically expected, due to the impact of Covid 19 restrictions on this process, Knowsley authority may consider requests to remove and replace such preferences after the closing date on the basis of an exceptional request for a change of preference. This will be within the constraints of co-ordinated allocation timeframes and such requests would need to be made immediately following the issuing of assessment results. This exception would not typically apply to schools who operate assessment for the purpose of banding within their admission criteria.
- In all circumstances, applicants should note that, if the request is received very close to the allocation date, it may not be possible to make any changes until after the initial allocation is complete. In this circumstance, the original application may be processed. The later application will only be considered when the initial allocation is complete.

Change of preference after allocation results are issued on 1 March 2021 and before the start of the new school year

- After initial allocation results have been received, Knowsley resident applicants who wish to change their preferences can do so by making a new application. The new application will replace the original application made, therefore, any applicant who wishes for their child's name to remain on the waiting list for a school/s where a place has been refused, you must name that school again as the higher preference on the new application form.
- If another authority school has been named as a preference, the details will be forwarded to the appropriate admission authority for consideration.
- Where a place is available at one of the new preferences it will be offered, and the original offer will be withdrawn.
- If no place is available, the pupil will be added to the waiting list in accordance with the oversubscription criteria (admission policy) and the right of appeal will be given. Any previous offer made will remain available.

Please note: After the initial allocation results have been issued, Knowsley School Admissions receive a large volume of enquiries. In view of this, late applications and change of school preference requests received after the initial allocation is finalised will not be processed any earlier than Monday 15th March 2021. Every effort will be made to deal with your application as quickly as possible after this date.

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.
- As waiting lists are 'live' documents, 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.
- 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.
- The formal waiting lists for Knowsley schools will remain open until the end of the autumn term of the year of entry (December 2021). After this, parents/carers who still wish for their child to be considered for a place will need to re-apply as an in-year transfer request.
- 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.

Receiving your allocation result – national offer day

- Knowsley Council will send the school allocation result for 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/can log in to their account via the portal on 1 March 2021 to receive their allocation result.
- Parents/carers who apply by paper application will receive their allocation result by letter sent by first class post on 1 March. The result will not be given by telephone unless it is clear that the applicant has not received their allocation letter after allowing a reasonable time for it to arrive. If this is the case, security questions will apply to authenticate who they are.
- No information regarding allocation results will be given to applicants prior to 1 March 2021.
- 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.

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.

Knowsley secondary school open days/evenings

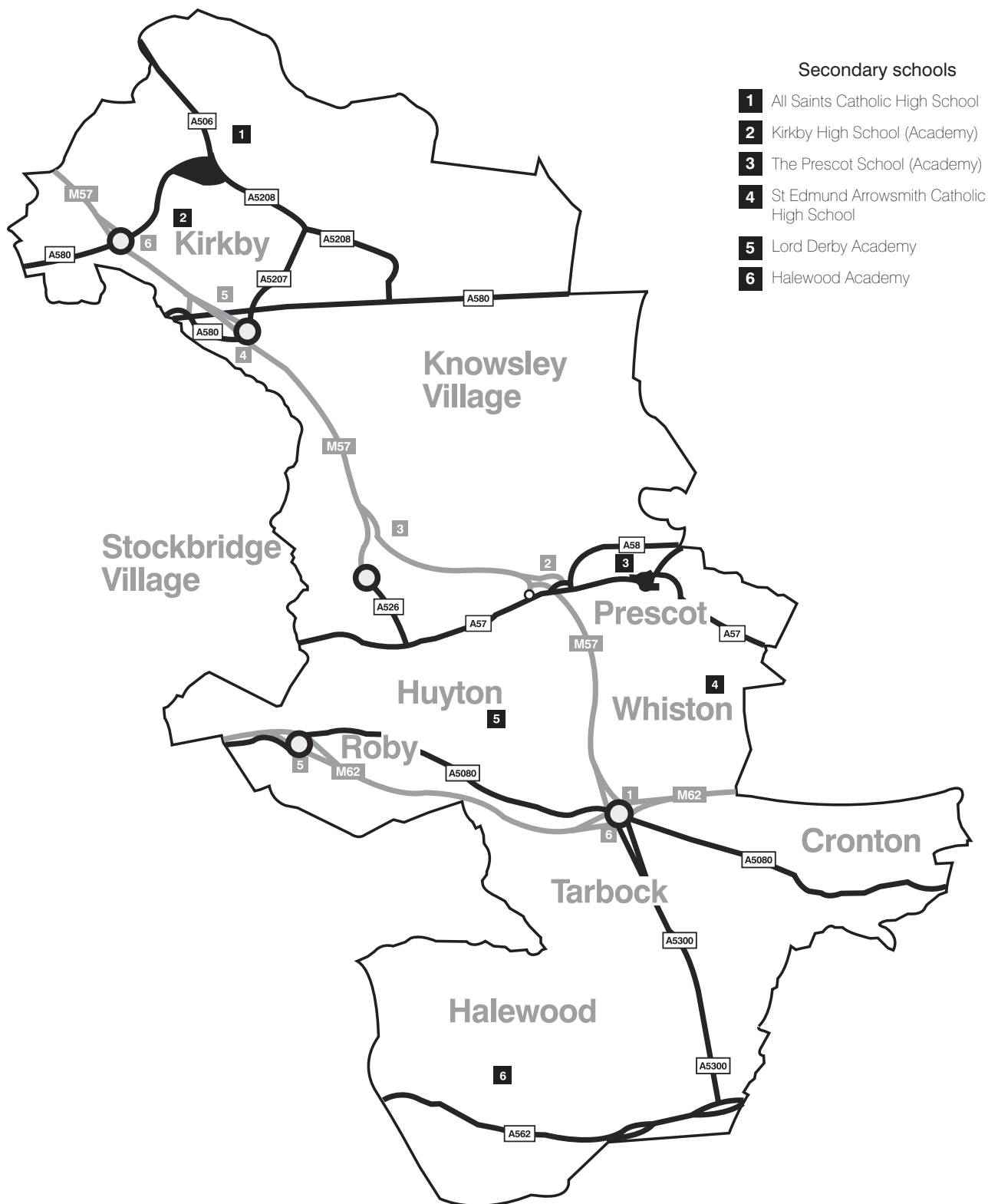
It is recommended that parents/carers and children visit the schools they are interested in to help make informed decisions when naming preferences on the application.

Each school will also typically produce a prospectus with detailed information about the setting and you can access school websites also.

Academies	Date	Time
Halewood Academy The Avenue, Wood Road, Halewood, L26 1UU	Thursday 17 September 2020	4.30pm - 7pm
Kirkby High School (Academy) Bracknell Avenue, Southdene, Kirkby, L32 9PP	Thursday 17 September 2020 Open Mornings Tuesday 15 September 2020 & Wednesday 16 September 2020	6pm – 8.30pm 9am - 11am
Lord Derby Academy Seel Road, Huyton, L36 6DG	Thursday 10 September 2020 Open Morning Saturday 3 October 2020	5pm – 7.30pm 10am – 12noon
The Prescott School (Academy) Knowsley Park Lane, Prescot, L34 3NB	Thursday 1 October 2020	4pm - 7pm
Voluntary Aided		
All Saints Catholic High School Roughwood Drive, Northwood, Kirkby, L33 8XF	Thursday 24 September 2020	5.30pm – 8.30pm
St Edmund Arrowsmith Catholic High School Cumber Lane, Whiston, Merseyside, L35 2XG	Monday 28 September 2020	6pm

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 schools 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).

For details of how places were allocated in the year 7 intake for 2020 admission, see page 28.

Types of secondary school in Knowsley

Voluntary Aided Schools

The Governing Body is the employer and the land and buildings are normally owned by the church or a charitable foundation who contribute towards the capital costs of running the school. 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 independently governed, all-ability schools. Academies are either established by sponsors, who could be other outstanding schools/education providers, business, faith or other voluntary groups in partnership with the Department for Education (DfE) or, existing well performing schools that elect to convert to independent Academy status with the agreement of the DfE. Together they fund the land and buildings, with the government covering the running costs. 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 (2014).

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

An EHCP is a document which states the provision to be made for individual pupils who have more needs than the average pupil. Where a pupil has an EHCP and the Authority have named a particular school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual bulk allocation procedures, they will normally be placed within the admission number, with priority over all others.

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. However, when deciding on a preference, parents/carers should note that the school is not required to provide auxiliary aids and services or to make physical adaptations to buildings.

Knowsley secondary Academy schools admission policy (oversubscription criteria)

This policy is used by all Knowsley Academy schools

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

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

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 appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)
2. Children with a sibling already attending the preferred school and who will still be attending at the time of admission. (See note 2)
3. Children attending named area partnership primary schools. (see note 3)
4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note 4)

Notes

1. 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). 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 a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.
2. 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 Authority reserves the right to request evidence to confirm residency). This criterion does not include siblings attending the nursery class in the school.
3. The partnership schools are detailed below. 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.
4. 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.

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.

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.

Note: In accordance with the Knowsley co-ordinated admissions scheme for secondary schools, proof documents may be requested to confirm information stated on the application form that has been integral in the offer of a place (eg proof of home address). If false information has been stated on the application form this may lead to the withdrawal of a school place.

Area partnership primary schools

Primary schools are linked to each secondary academy according to their area partnership. The current area partnership groups are:

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

If any of the above academies do not exist in their current form by September 2021, new schools formed by amalgamation or closure would normally remain in the same group.

Halewood Holy Family and St Leo's & Southmead are both "Catholic primary schools for the Community"

Secondary Academies

The Multi Academy Trusts of the four secondary academies in Knowsley have all adopted the admission policy (oversubscription criteria) detailed on page 21 in partnership with the Local Authority and have also agreed to follow Knowsley Local Authority's co-ordinated scheme for admission to secondary school.

The number on roll is the expected number of children who will be attending across all years in September 2020. This information is taken from the most recent school census and the September 2020 allocation. This information is correct at the time of print but subject to change.

Where an Academy has been oversubscribed at the point of the initial bulk allocation to year 7 within the last five years (2016-2020 intake) this is indicated.

Halewood Academy

The Avenue	Admission No. Sept. 2021	240
Wood Road	Acting Principal	Ms Josie Gallagher
Halewood	Telephone	(0151) 477 8830
Knowsley	Website	www.halewoodacademy.co.uk
L26 1UU	Expected no. on roll Sept. 2020	1089

Kirkby High School (Academy)

Bracknell Avenue	Admission No. Sept. 2021	200
Southdene	Headteacher	Mrs R Conefrey
Kirkby	Telephone	(0151) 477 8710
Knowsley	Website	www.kirkbyhighschool.net
L32 9PP	Expected no. on roll Sept. 2020	935

Lord Derby Academy

Seel Road	Admission No. Sept. 2021	220
Huyton	Headteacher	Miss V Gowan
Knowsley	Telephone	(0151) 477 8860
L36 6DG	Website	www.lordderbyacademy.co.uk
	Expected no. on roll Sept. 2020	1121

Oversubscribed in 2019 and 2020

The Prescott School (Academy)

Knowsley Park Lane	Admission No. Sept. 2021	210
Prescot	Executive Principal	Mr J Jardine
Knowsley	Head of School	Mrs A Kennedy
L34 3NB	Telephone	(0151) 477 8680
	Website	www.prescotschool.org.uk
	Expected no. on roll Sept. 2020	867

Knowsley Voluntary Aided Secondary Schools

Each of the two Catholic High Schools in Knowsley have an admission policy which is the responsibility of the school governing body. A summary of the policy is printed, but applicants can obtain a copy of the full policy document from the individual school or via the Knowsley Council website. The governing bodies of these schools have also agreed to follow Knowsley Local Authority's co-ordinated scheme for admission to secondary school.

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

The number on roll is the expected number of children who will be attending across all years in September 2020. This information is taken from the most recent school census and the September 2020 allocation. This information is correct at the time of print but subject to change.

Where a school has been oversubscribed at the point of the initial bulk allocation to year 7 within the last five years (2016-2020 intake) this is indicated.

Knowsley Catholic schools – supplementary information form

- 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.**
- Supplementary forms 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 2020.
- The supplementary information forms 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 supplementary information form 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 supplementary form 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 supplementary 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.

Definition of a Baptised Catholic Child

In the admission policies of the Catholic schools listed in this section, the definition of a 'Baptised Catholic' (as defined by the Liverpool Archdiocese) is normally:

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

All Saints Catholic High School

Roughwood Drive
Northwood
Kirkby
Knowsley
L33 8XF

Admission No. Sept. 2021
Headteacher
Telephone
Website
Expected no. on roll Sept. 2020
(not including 6th form)

200
Mr T McGuinness
(0151) 477 8740
www.allsaintschs.org.uk
935

Oversubscribed in 2019 and 2020

Main Section of 2021 admission policy (oversubscription criteria)

1. Looked After Children and previously Looked After Children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
2. Baptised Catholic children who have a sibling in school at the time of application.
3. Baptised Catholic children resident in the Parish(es) of St Michael & All Angels, St Joseph & St Laurence, St Mary Mother of God and Ss Peter & Paul.
4. Other Baptised Catholic children.
5. Other children who have a sibling in school at the time of application.
6. Children attending a Catholic feeder primary school associated with the parishes named in criterion 3. Those primary schools are; St Michael & All Angels, St Joseph the Worker, St Laurence's, St Marie's, Saints Peter & Paul.
7. Children from other Christian denominations.
8. Children of other faiths.
9. Other children.

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

Children with an Education, Health & Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number

All 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.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

* 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. Applications must be supported with appropriate evidence that the child has been adopted from state care.

For information regarding applications for admissions to years 12 and 13, please contact All Saints School directly.

St Edmund Arrowsmith

Catholic High School	Admission No. Sept. 2021	210
Cumber Lane	Headteacher	Mrs H Pinnington
Whiston	Telephone	(0151) 477 8770
Knowsley	Website	www.seaonline.org.uk
L35 2XG	Expected no on roll Sept 2020	750

Main Section of 2021 admission policy (oversubscription criteria)

1. Looked After Children and previously Looked After Children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
2. Baptised Catholic children who have a sibling in school at the time of admission.
3. Baptised Catholic children resident in the parishes of St. Leo's, Our Lady Immaculate and St Joseph, Our Lady Help of Christians, St. Luke's, St John Fisher, St. John Vianney, Holy Family Cronton, St Aidan, St Aloysius, St Agnes and St Columba's .
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children attending a Catholic feeder primary school associated with the parishes named in criterion 3: Those primary schools are; Holy Family, Cronton; Holy Family, Halewood; Our Lady's, Prescott; St Aidan's; St Aloysius; St Andrew The Apostle; St Anne's; St Columba's; St John Fisher; St Joseph; St Leo's; St Luke's; St Mark's
7. Children attending Prescott and Whiston Community and Church of England Primary Schools.
8. Children of parents of other Christian denominations.
9. Children of parents of other faiths.
10. Other Children.

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

Children with an Education, Health & Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number

All 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.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

* 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. Applications must be supported with appropriate evidence that the child has been adopted from state care.

Secondary School year 7 allocation statistics 2020

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 show 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 2020 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		
Halewood Academy	240	321	207	53	44	8	9	Places were available for all on time applicants. Some late applicants were refused and placed on a waiting list	241
Kirkby High School (Academy)	200	289	164	98	27	0	0	Places were available for all on time applicants. Some late applicants were refused and placed on a waiting list	200
Lord Derby Academy	220	501	308	119	69	2	3	School named in EHCP 6 Children currently/previously looked after 7 Exceptional Medical/Welfare reasons 2 Siblings 65 Children attending named area partnership primary schools 140 <i>The last place allocated under this criterion was measured as 1.895 miles</i>	221
The Prescott School (Academy)	210	270	97	112	60	1	0	Places were available for all who required them.	178

Voluntary Aided Catholic Secondary Schools

All Saints Catholic High School	200	345	223	104	18	0	0	School named in EHCP 4 Children currently/previously looked after 3 Baptised Catholic Children with a sibling 24 Baptised Catholic Children resident in the associated parishes 80 Other Baptised Catholic Children 4 Other Children with a sibling 34 Children attending Catholic linked primary schools 34 Children from other Christian denominations 14 Children of other faiths 0 Other children 3 <i>The last place allocated under this criterion was measured as 0.359 miles</i>	203
St Edmund Arrowsmith Catholic High School	210	224	102	60	62	0	0	Places were available for all who required them.	139

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.

To admit children over the admission number would be considered by the admission authority of the school to prejudice the provision of efficient education and the efficient use of resources in the school.

However, those applicants who cannot be offered a place at their preferred school/s following the application of the oversubscription criteria 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 where a place has been refused 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 agree to make an extra place 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:

Academies

To appeal against a refusal for an Academy, 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.

Catholic schools (voluntary aided)

The Liverpool Archdiocese administer and co-ordinate the appeal process on behalf of the admission authorities of Knowsley Catholic schools.

Parents/carers may wish to visit the Liverpool Archdiocese webpage to complete an appeal form:
<http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place>

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 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 refer to the LGO website www.lgo.org.uk
- Complaints in respect of an appeal for an Academy are made to The Secretary of State via the agency they have appointed to investigate such matters

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.

The Advisory Centre for Education (ACE) provide free independent advice on the admissions process and a range of education issues including appeals at www.ace-ed.org.uk

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 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 SEN Officer if they require further information.

In Year Applications and Transfers

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.

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 form must be completed. These are available from the Knowsley website www.knowsley.gov.uk or by contacting the School Admissions Team.
- Completed applications should be returned to the School Admissions Team who 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. However, places will not typically be held available for longer than the start of the next school term as this could disadvantage other applicants.
- If a place is refused due to the year group being full to the published admission number, your child's name will usually be placed on a waiting list. In the event that a vacancy becomes available in the year group the child at the top of the waiting list may then be considered for a place. The waiting list is operated on an annual school year basis.
- If a place is refused, applicants will be advised in writing of the reason for refusal and their right to appeal.
- In some cases, applications may be referred for consideration under the Fair Access protocol (See page 32).

Local transfers

If your child is currently on roll at a school in the locality (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, Parents/carers are strongly recommended to discuss the matter with the Head of year of your child's current school in order 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 the local area and you wish to apply for a place for your child/ren in a Knowsley secondary school, the same procedures apply as detailed above.

Wherever possible, you should make your application at least 4 to 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.

It is advisable to check the availability of school places as 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 placed in the same school.

Note: If the child has an Education, Health and Care Plan (EHCP), parents/carers should contact their Local Authority SEN officer to discuss a school transfer.

Note: The Local Authority will not normally pay additional costs of transport or uniform associated with an in year school transfer.

Note: Where parents/carers wish to apply for a school in another Local Authority, please contact that authority directly regarding how to apply – neighbouring Local Authority details can be found on page 38.

For further detailed information about in year transfer applications, visit www.knowsley.gov.uk or contact the school admissions team.

Fair Access Protocol

The School Admissions Code states each Local Authority must have a Fair Access Protocol to ensure that, outside the normal bulk admissions round, vulnerable and hard to place pupils are able to access school places.

The Knowsley Fair Access Protocol seeks to ensure that all schools admit an equal share of pupils requiring a high level of support or offering particular challenges. To achieve this, the protocol allows the Fair Access Panel to make admissions in excess of the admission number or to refuse where places are available.

The Knowsley Fair Access Protocol is reviewed on an annual basis and a full copy is available on the Council website www.knowsley.gov.uk or by contacting the School Admissions Team.

Secondary Atypical Education

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

There are establishments provide education for young people from the beginning of Year 10. University Technical Colleges (UTCs) are an education partnership of universities and businesses and specialise in some technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and mathematics, as well as their specialist subject. Studio Schools are similar to UTCs and have employer partnership in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

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.

A typical providers considered to be within a reasonable travelling distance of Knowsley are:

The Studio School and Liverpool Life Sciences - University Technical College

41 Greenland Street, Liverpool, L1 0BS

Telephone: (0151) 261 2959

Email: admin@thestudio-liverpool.co.uk or admin@lifesciencesutc.co.uk

Website: <http://thestudioliverpool.uk> or

<http://lifesciencesutc.co.uk>

Studio @ Deyes

Vortex House, Enterprise Way, Wavertree Technology Park, Liverpool, L13 1FB

Telephone: (0151) 203 8392

Email: enquiries@studio-deyes.co.uk

Website: www.studio-deyes.co.uk

Hugh Baird 14-16 College

Balliol Road, Bootle, Liverpool, L20 7EW

Telephone: (0151) 353 4444

Email: enquiries@hughbaird.ac.uk

Website: <http://www.hughbaird.ac.uk>

UTC Warrington

Dallam Lane, Warrington, WA2 7NG

Telephone: (01925) 737067

Email: info@utcwarrington.org

Website: <http://www.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.

Admissions to Year 12 of schools with sixth forms

All Saints Catholic High School (Voluntary Aided Catholic) in Knowsley has further education provision for year 12 and 13 pupils.

The planned admission number for external applicants is 20. The school process their own applications for entry to year 12. If any applicant is refused a place in year 12, they will be offered a right of appeal. There are no general minimum entry qualifications for admission but where oversubscription occurs the school will apply an oversubscription criteria.

Details of specific courses of study available and how and when to apply can be obtained from the school directly.

Children with special educational needs (SEN)

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

However, for children with significant/complex learning difficulties, the Local Authority (LA) may be required to assess their education, health and care needs and, if appropriate, make an Education, Health and Care Plan (EHCP), previously known as a Statement of Special Educational Needs. They describe a child's needs and the special 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 procedure and have a right to appeal to an Independent Tribunal if they are dissatisfied with the proposals made by the Local Authority.

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 name the future placement. The preferences you express will be considered by the Local Authority in accordance with the legislative requirements laid down in the Special Educational Needs and Disability Act and the guidance issued in the Special Educational Needs Code of Practice.

You will receive confirmation of the school to be named in your child's EHCP from the Local Authority SEN service. 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.

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

Where a pupil has an EHCP and the Local Authority have named this 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 planned admission number, with priority over all other applicants.

Special Schools and Designated Specialist Provision

Knowsley 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 referral under SEN procedures as a result of 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, or those undergoing a statutory assessment

For further information regarding admission to Special Schools, please contact the SEN Service by telephoning (0151) 443 5145.

Bluebell Park School

Cawthorne Close
Kirkby
Knowsley
L32 3XQ

Headteacher: Mr J Campbell
Telephone: (0151) 477 8350
Capacity: 200
Age range: 2-19
Profound and Multiple Learning Difficulties, Severe Learning Difficulties,
Autistic Spectrum Conditions

Northwood Community Primary School

Northwood Designated Specialist Provision (DSP)
Roughwood Drive
Kirkby
L33 8XS

Headteacher: Mr J Hollywood
Telephone: (0151) 477 8630
Capacity: 48
Age range: 5-11
All Special Educational Needs

Type of needs met:**Alt Bridge Secondary Support Centre**

Wellcroft Road
Huyton
L36 7SY

Headteacher: Mrs N Menagh
Telephone: (0151) 477 8310
Capacity: 101
Age range: 11-16
Moderate / Complex Learning Difficulties, Autistic Spectrum Conditions, Speech, Language and Communication Difficulties

Type of needs met:**Knowsley Central School**

Mossbrow Road
Huyton
L36 7SY

Headteacher: Mr D McConnell
Telephone: (0151) 477 8450
Capacity: 100
Age range: 2-14

Type of needs met:

All Special Educational Needs
(years 7, 8 and 9 for pupils with Autistic Spectrum Conditions)

Finch Woods Academy

Baileys Lane
Halewood
L26 0TY

Headteacher: Ms L Dickenson
Telephone: (0151) 288 8930
Capacity: 36
Age range: 11-16

Type of needs met:

Social, Emotional and Mental Health

Yew Tree Designated Specialist Provision (DSP)

Yew Tree Community Primary School
The Avenue
Wood Road
Halewood
L26 1UU

Headteacher: Ms R O'Hanlon
Telephone: (0151) 477 8950
Capacity: 28
Age range: 2-11

Type of needs met:

All Special Educational Needs

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.

Meadow Park School

Haswell Drive
Stockbridge Village
L28 1RX

Headteacher:
Telephone:
Capacity:
Age range:

Mrs L Riley
(0151) 477 8100
113
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 School Attendance Officer.

For general enquiries, the service can be contacted by telephone on (0151) 443 3590.

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/things-to-do/knowsley-cycling.aspx

www.merseytravel.gov.uk/getting-around/route-maps/Pages/Buses-Servicing-Schools.aspx

www.merseytravel.gov.uk/getting-around/timetables/train-timetables/Pages/default.aspx

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

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 details are also available via the national website

www.direct.gov.uk

Financial support for secondary age children

Home to school transport

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 there are certain conditions that have to be satisfied to qualify for free transport. The Transport Policy provides full details of how to qualify for support – the following is a summary of the main policy:

- A secondary age pupil will be entitled to free travel if any one of the following conditions applies:
 - Children whose nearest qualifying secondary school in Knowsley is beyond the statutory walking distance of 3 miles
 - Children who live within the statutory walking distance of the nearest qualifying secondary school but whose journey could be classed as unsafe, even if accompanied by an adult
- If 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. If you choose a school outside the Knowsley boundary your child will not be entitled to free transport unless there are exceptional circumstances or the application is based on low income grounds.
- Free transport support generally means a Merseytravel zone ticket (bus pass).
- Low income families are those pupils who are entitled to free school meals or where the parent/carer receives their maximum level of Working Tax Credit. Pupils from low income families can be considered for free transport if either of the following applies:
 - Secondary children (11-16) from low income families will be entitled to free travel to one of their nearest three qualifying schools where they live more than 2 miles, but less than 6 miles from that school. The three nearest schools are those closest to the pupil's home.
 - Children from low income families who attend the nearest suitable school on grounds of religion or belief will be entitled to free transport where they live more than 2 miles, but not more than 15 miles from that school.

Contact details for information and advice about home to school transport

Telephone number: 0151) 443 2500

Email: haveyoursay@knowsley.gov.uk

Website: www.knowsley.gov.uk (search for school bus pass)

Free school meals

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

- Income Support
- Income Based Jobseekers Allowance
- An Income-Related Employment and Support Allowance
- Child Tax Credit and income of less than £16,190*
(but not parents who receive Working Tax Credit – see below)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999
- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month).

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

Contact details for free school meal enquiries

Telephone: (0151) 443 4042

Website: www.knowsley.gov.uk (search for school meals service)

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 students by Knowsley.

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.

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 if they have questions or require information about schools in these areas.

Halton Borough Council

School Admissions, People Directorate, Rutland House, Halton Lea, Runcorn, WA7 2ES

Telephone: (0151) 511 7271/7338

Email: schooladmissions@halton.gov.uk

Website: www.halton.gov.uk/schooladmissions

Lancashire County Council

Pupil Access Team, Area Education Office (South), County Hall, Preston, Lancashire, PR1 0LD

Telephone: (01772) 532109

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

Admissions Section, Schools and Families, Schools Regulatory Services

Bootle Town Hall, Oriel Road, Bootle, L20 7AE

Telephone: (0151) 934 3590

Email: admissions@sefton.gov.uk

Website: www.sefton.gov.uk

St Helens Council

People's Services, School Admissions, Atlas House, Corporation Street, St Helens, WA9 1LD

Telephone: (01744) 671030

Email: schooladmissions@sthelens.gov.uk

Website: www.sthelens.gov.uk

Summary timetable for admission to secondary schools in Knowsley

For the school year 2021/22

The application, allocation and admission arrangements of pupils to year 7 of secondary schools in September 2021 will, as far as possible, follow the timetable below.

12 September 2020	<p>Knowsley resident parents/carers of year 6 pupils should receive a letter to their home address to advise them that their child is of age to apply for secondary school.</p> <p>The letter will contain a unique identification reference number for use on the online application portal in order to make an application.</p> <p>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.</p> <p>The Information for parents booklet and application are available online on the Knowsley website www.knowsley.gov.uk</p>
AN IMPORTANT DATE NO LATER THAN 31 OCTOBER 2020	<p>Applications should be submitted by 31 October 2020</p> <p>Applications submitted after this date may be classed as late.</p>
1 March 2021	Allocation results will be issued to applicants on 1 March 2021
May 2021 onwards	Appeals hearings to be held
September 2021	Admission to secondary school
December 2021 (End of autumn term)	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 Committee Services (Clerks)	0151 522 1071 0151 443 3521
Advisory Centre for Education	www.ace-ed.org.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 3590
English as an Additional Language	0151 443 5136
Liverpool and Knowsley Special Educational Needs & Disability Information Advice and Support Services (SENDIASS)	0800 012 9066
Free school meal enquiries	0151 443 4042
Assistance with home to school transport	0151 443 2500
Travel Line (Merseytravel)	0151 330 1000 www.merseytravel.gov.uk
Career Connect	0151 443 2610 www.careerconnect.org.uk
Targeted Advice and Guidance (ages 16-19)	0151 443 2898 07810053404

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

