



# ADMISSIONS

**KNOWSLEY SECONDARY EDUCATION**  
**ADMISSIONS 2020–2021**



Apply online [www.knowsley.gov.uk](http://www.knowsley.gov.uk)  
or use the paper form at the back of the booklet

## THE INFORMATION CONTAINED IN THIS BOOKLET IS IMPORTANT.

### IF YOU NEED ANY FURTHER HELP OR INFORMATION ON APPLYING 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](mailto:schooladmissions@knowsley.gov.uk)**

The Headteacher of your child's Knowsley primary school can provide you with a Knowsley booklet and the Headteacher of each secondary school can assist with information about their school.

*Where the term 'schools' has been used in this booklet, this applies to Knowsley 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](http://www.knowsley.gov.uk) where you can access the full privacy notice for the School Admission Service. Alternatively, contact **[schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)** or telephone (0151) 443 3373 to request a copy of the document.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS ONLY APPLICABLE TO THE SCHOOL YEAR 2020-2021. 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.



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or use the paper form at the back of the 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 2020. During the first half of the autumn term 2019, parents and carers will have to decide their preferences and name up to three schools for their child.

Before doing this, we would encourage you to go and see for yourself all the opportunities Knowsley schools can offer. Our head teachers and staff will be delighted to meet you and 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, whatever their race, sex, religion or disability. Our commitment is to make Knowsley the best place to be educated and build a high quality, sustainable and successful learning community.

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 useful contacts for other areas;
- we encourage you to apply online at **[www.knowsley.gov.uk](http://www.knowsley.gov.uk)** as there are advantages to using this method (this booklet does have a paper application if preferred); and
- Knowsley school admissions team can provide further information and guidance by telephone (0151) 443 3372/5142/5143 or email **[schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)**

We would encourage you to read this booklet carefully before applying. However you apply, please ensure this is completed by the closing date of **31 October 2019**.

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 staff.

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



**Colette Dutton**  
Executive Director  
(Children)



**Cllr Margaret Harvey**  
Cabinet Member for  
Children's Services

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# How to apply for a secondary school September 2020 intake

## Important!

## Important!

## Important!

If you want to give your child the best chance of obtaining a place at the school you prefer, please read this booklet very carefully. Please take time to read the whole booklet.

**General Advice - Parents/carers should note that there is no cost associated with applying for a school place.**

## Remember

There is no automatic transfer from primary to secondary education. You **MUST** fill in and return an application form. Parents/carers have a right to say which schools they would prefer but there is no guarantee that a place can be allocated at one of these. Children born between 1 September 2008 and 31 August 2009 are of age to transfer. Exceptions are made only in special circumstances.

You can apply for a place by completing the online application on a computer which is linked to the internet (see pages 5/6). You may also complete the application at the back of this booklet.

## Do you live in Knowsley?

### Yes

Then you must apply on the Knowsley application form. No matter which primary school your child goes to and whatever secondary schools you are interested in, you need to complete the Knowsley application form.

If you live in Knowsley - that means you pay your council tax to Knowsley and you probably have a maroon coloured wheelie bin. You can complete the online application at **[www.knowsley.gov.uk](http://www.knowsley.gov.uk)** or alternatively, you can complete the paper application at the back of this booklet.

You can name up to three school preferences. Put your schools in a ranked order - your highest preference is number 1 - you can name schools in Knowsley and, if you wish, those in other areas. If naming schools outside Knowsley, we strongly recommend that you obtain the information booklet from the relevant authority (contact details on page 30). You need to find out about their coordinated scheme and the details about the particular schools(s) you are interested in.

If you are applying for a Knowsley Catholic secondary school and wish to be considered under any faith criterion, you must complete a supplementary form. This can be obtained from the school or on the Knowsley website. Once completed please return directly to the school you are applying for.

If you are applying for a faith school in another authority, you should check with the school or the relevant authority to see if they require you to complete a supplementary form giving additional faith information.

### No

Then you apply on the application form supplied by the Authority you live in - Halton, Lancashire, Liverpool, Sefton, St Helens or any other. You can obtain an application form from your home authority, contact details for neighbouring authorities are given on page 30. **You cannot apply online through the Knowsley website neither should you complete the application form in this booklet.** If you complete a Knowsley application and you are not a Knowsley resident, your application will normally be disregarded.



If you want to apply for a Knowsley secondary school, this booklet has useful information for you. You can list Knowsley schools on your own authority's form.

If you are applying for a Knowsley Catholic secondary school and wish to be considered under any faith criterion, you must complete a supplementary form. This can be obtained from the school or on the Knowsley website. Once completed please return directly to the school you are applying for.

## Important things to remember

**The closing date for returning your completed application form  
to your home authority is:**

**31 OCTOBER 2019**

- Applicants must only complete one local authority application form (the authority in which you and your child live). Your application will be co-ordinated by your home authority.
- Applicants should receive only one school offer.
- If you complete an application form for more than one authority, the authority where you do not live will normally disregard your application.

## Children arriving from overseas

Whilst children who are living in Britain with their parents/carers normally have a right to a school place, there are some children who are not entitled to a place in a maintained school. These are:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are 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; and
- children from non-EEA countries who have permission to study in the UK - these children are allowed to study in England 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)

This applies to families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area.

Where places are available, the Authority will normally allocate a place 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. Other applicants for these groups of children will be considered in line with the guidance in the school admissions code and Knowsley arrangements. Where deemed appropriate by the Authority, children may be considered under the exceptional/medical welfare criterion of the admission policy. Governing Bodies for voluntary aided schools will consider applications as appropriate and in line with the admissions code and their own admission arrangements. The Governing Bodies for the secondary academies have opted to use the authority's admission policy.

## The online application

Before making an online application, you are strongly advised to read the information contained in this booklet.

Knowsley Council offers an online service to parents/carers who are applying for a school in September 2020. Instead of completing a handwritten form and submitting it, you can complete the online application form at **[www.knowsley.gov.uk](http://www.knowsley.gov.uk)**. This means you will need access to a computer linked to the internet and a current email address. You can have access to a PC or tablet to make an online application at one of the One Stop Shops in Huyton, Kirkby, Halewood and Prescot between 9am and 5pm, Monday to Friday.

Some of the benefits of applying online are:

- It's quick and easy to use.
- This service is normally available 24 hours a day, seven days a week.
- There is no risk that the application will be lost in the post.
- The system guides you through the application and alerts you if any errors have been made.
- You will receive email confirmation once your application has been received.
- You can change your application up to the closing date - **31 October 2019**.
- On **2 March 2020**, online applicants should receive an email giving the outcome of the application - the same day the letters are posted (providing the email address has not changed from when the initial application was made).
- Online applicants will also receive an offer letter which will be posted on 2 March 2020.

**Please Note: If you submit an online application, please **do not** also complete a paper application.**

## Completing the online application form

If you do not live in Knowsley, you cannot complete the Knowsley application, you should contact your local authority for further details.

- Type in the Knowsley Council website address **[www.knowsley.gov.uk](http://www.knowsley.gov.uk)**, click on the icon for Education and Schools, apply for a school place for September 2020 entry.
- The online facility includes guidance through the process. Initially you will be asked to create an account by entering a valid email address and creating a password. A space has been provided on the next page to make a note of your login details, please keep this in a safe place as you will need these details if you wish to make changes to your application (you can make changes up to the closing date).
- When you have created your account the system will ask you to login to verify your email address and from here you can proceed to enter child's details and school preferences.
- The online application will ask you for the same information as the paper form.
- Once you have completed and submitted your online application, you should receive an email confirming receipt.
- If you do not receive the email confirmation, firstly check your spam/junk folders. If the email is not in either of these folders, please contact (0151) 443 5142/3372/5143 and a member of the team will be happy to assist.
- If you are submitting additional documentary information to accompany your application, this should be sent in by post and received by the closing date. Please ensure your child's name and date of birth are clearly stated at the top of each page of the additional documentation. The information should be returned to: Knowsley School Admissions, Education Improvement Team, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU.
- If you wish to receive confirmation that this additional information has been received or you require advice and support completing your online application, please contact (0151) 443 5142/5143 between 9am and 5pm, Monday to Friday or email [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

- If you are applying after the closing date, the website link will be closed. Please complete the paper application form at the back of the booklet.

## PLEASE KEEP THIS SAFE

This space has been provided for you to keep a note of your email address and password. If you wish to log back into your application and make a change you will need these details.

Email address

Password

## Making changes to your online application after you have submitted it

Changes to your online application can only be made via the online facility up to the closing date.

### Before the closing date

If you decide that you would like to make a change to your online application after submitting it, you will need your email address and password details to log back into your account.

- Return to **www.knowsley.gov.uk** and once in the online application facility, click on **login**, you will be asked for your email address and password to take you back into your application.
- Follow the on screen instructions to make the change/s. When you are happy with your changes, you **must** submit your application - you will receive a further email confirmation.

### After the closing date

You will not be able to access your online application after the closing date.

- Once the online facility is closed, any change of preference requests will have to be completed on a paper application and this will replace your original application. If the change of preference request is made during the allocation process, your application may be classed as late (please see section regarding late applications and change of preference). You will not receive an email confirmation on national offer day, you will receive a letter posted on 2 March 2020.
- To request a paper application please contact Knowsley School Admissions.

Knowsley School Admissions will normally only accept a change of preference during the allocation period where there are substantial reasons for this e.g. a house move. Proof of a new address may be required, e.g. exchange of contract or a tenancy agreement. If the request is received very close to the allocation date it may not be possible to make any changes.

### Forgotten password

Click on 'forgotten password', type in your email address and enter your secret question and answer. You will receive an email prompting you to re-set your password. Please allow a few minutes to receive the email, as there may be a slight delay. Once you have re-set your password details you should be able to login and make your changes.



## The paper application

Parents/Carers are strongly encouraged to apply online. Only online applicants will receive an email on national offer day confirming allocation results. Paper applicants will receive their results by letter, posted on national offer day. School admissions team will be unable to provide any verbal allocation results to paper applicants, until three working days after national offer day.

Detailed guidance notes on completing the paper application form can be found on pages 37-38.

- If you complete the paper application form, you can return it directly to Knowsley School Admissions at the address stated on the application or if your child attends a Knowsley primary school hand it into the administrator at the school. In either case, please ensure you are issued with a receipt - keep it safe as this is your proof you have submitted your application.
- If you are submitting additional documentary information to accompany your application, please ensure additional papers are secured to the main application form and your child's name and date of birth is clearly marked at the top of each page.
- If you have not had a receipt within two weeks of submitting your application, please contact Knowsley School Admissions on (0151) 443 5142/5143/3372.
- The closing date for applications is **31 October 2019**. We strongly advise that you submit your application on time - please do not be late as this could result in you missing out on the place you want.
- **Please remember, no email will be sent on national offer day to paper applicants - letters will be posted on national offer day first class.**

## General application guidance

For advice or support regarding the completion of your application, please contact (0151) 443 5142/5143/3372 between 9am and 5pm, Monday to Friday or email us at [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

## Additional information and supplementary forms

- It is the responsibility of the parent/carer to read the individual school 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.
- If you are submitting additional documentary evidence specific to your application to support your reasons for requesting a particular school, this should be submitted to Knowsley School Admissions by the closing date of **31 October 2019**. Please ensure additional papers are secured to the main application form and your child's name and date of birth clearly marked at the top of each page.
- Faith schools in Knowsley and in other authority areas may require extra information which is not requested on the local authority application form - this is because the admission policies for these schools include criteria on religious commitment. Parents/carers who wish for their child to be considered for a place under such 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 Knowsley application form and should be returned directly to the individual school by the closing date. Supplementary forms for Knowsley schools can be obtained from the individual schools or by visiting the school admissions webpage and printing one off **[www.knowsley.gov.uk](http://www.knowsley.gov.uk)**. For schools in other authority areas parents/carers 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 and name a faith school as a preference on the local authority 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 application form, your child would not normally be considered for a place - only school preferences named on the local authority application form will be considered.

## Home address

The address given must be where the pupil normally lives during the school week. If a child lives between two addresses, the household in receipt of the child benefit would normally be the address taken and the Council reserves the right to request other proof as fits the individual circumstances. It may be necessary for the Admission Officer to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address. Please do not give a childminder or other relative's address.

Any change of address during the allocation period (Sept-March), must be notified to your child's Primary School and to school admissions, supporting documentary evidence may be asked for. Similarly, if you are unsuccessful in your application for your preferred schools and move address after the closing date, you should notify school admissions as it may affect your child's position on the waiting list(s).

The 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.
- Please **do not** complete both an online application and a paper application.
- Please **do not** submit an application form to more than one authority - you must only apply to the authority in which you live.
- Where multiple applications are submitted, Knowsley authority will normally accept the preferences stated on the latest dated application form for the purpose of the allocation and disregard any earlier dated application.
- Where care is split, 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 advisable for parents to agree which school/s will be named as a preference/s before submitting the application form.

It is expected everyone who has parental responsibility for a child will have agreed school preferences before submitting an application to the authority. However, if it is **not** possible for an agreement to be reached, an explanation of these circumstances should be included on the application form.

Revised applications can be made for a variety of reasons up to and including 31 October 2019. Where further applications are made by parents, the authority will normally treat the most recently dated application form as superseding all previous applications. However, if the authority is made aware of a disagreement between those with parental responsibility, it will usually proceed with the most recent application from the parent/carer in receipt of child benefit and where the child mainly resides **unless the terms of a court order instructs otherwise**.

As applications are made on behalf of the child, the contents 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.

# The inter-authority coordinated equal preference admission scheme

In accordance with national admissions legislation, Knowsley Council uses an inter authority coordinated “equal preference” scheme for secondary school admissions to all secondary schools in the borough.

## What is an equal preference scheme?

The equal preference scheme is a framework for all admission procedures. All Authorities across the country use equal preference schemes. The advantage of this is that all your school preferences are considered at the same time and you will always be made the highest available offer.

## How does an equal preference system work?

When parents/carers apply for a place, they can list up to three secondary schools on the application form. The school that is named as the highest preference would normally be the one that parents/carers want the most.

For example:

1. Brownfield School - this is the school you want most
2. Greenfield School
3. Bluefield School

The admission policy 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/admission policy. The school fills its places, (ie up to the admission number) taking children in order of criterion. Knowsley authority will receive the results from other authorities.

If more than one school can offer a place, then **and only then** are the order of the preferences taken into account. Only one school offer will be given - the highest of those able to offer a place. If all three schools offer a place, you will be offered your highest available preference. Sometimes not all schools can offer a place:

For example:

- |                      |                    |
|----------------------|--------------------|
| 1. Brownfield School | No                 |
| 2. Greenfield School | Yes                |
| 3. Bluefield School  | No Longer Required |

In this case, 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 by completing a new application form.
- 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 26).
- 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

- You can name up to three schools of your preference and should do so in ranked order. Please do not repeat the same school - this will not increase your chances of a place - if anything it will mean you are wasting two preferences.
- You can name schools in other authorities on your Knowsley application, but you should read the relevant authority's information booklet first and look at the individual school's admission policy to gather more information about the school/s you are interested in.
- 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 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.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which criterion your child would come under. Talk to the school or an Admissions Officer in the relevant local authority about how places were allocated in previous years. See page 25 for a breakdown of the allocation for 2019.
- Stating only one preference **does not** increase your chance of gaining a place in that school - it means you have possibly wasted two preferences as, 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. REMEMBER - 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 such an offer should it be made.
- If you wish your application to be considered under exceptional grounds) - please tick yes to the question on the application form and supply relevant professional evidence with your application. **The evidence must be directly relevant to admission to the school concerned and returned with your application. Please check that the policy for the school/s you are applying for include this criterion within their individual policy.** Please contact Knowsley School Admissions if you have a query regarding this. Online applicants wishing to be considered under exceptional circumstances should tick 'medical reasons' and type in the reasons box, please submit any professional evidence by post before the closing date of 31 October 2019.

**If no supporting documentation is supplied by the closing date, your application may not be considered under this criterion.**

## Naming preferences for schools in more than one authority

- Some parents/carers choose to list schools in more than one authority, e.g. in the Knowsley authority area and in St Helens or Liverpool 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 parents/carers 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 listed is very important.
- 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.

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

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

If all three could offer a place, only the Knowsley school will normally be offered as it is the top preference. 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.

## Late applications

Knowsley resident parents/carers **will not** be able to make a late application online as the facility is not available after the closing date. **A paper application form must be completed** and should be sent directly to:

Knowsley School Admissions, Education Improvement Team, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley L36 9YU.

**Note: Each authority has its own rules about late applications - parents/carers naming preferences for schools in other authorities need to 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 2019

- Applications naming Knowsley schools as preferences that are received after the closing date but before the initial allocation will be included where possible. However, as the exact date of allocation cannot be given, parents/carers have **no guarantee** that any application submitted after the closing date will be included in the initial allocation and are therefore **strongly advised** to abide by the closing date.

### 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.
- Where places remain available in schools, they will be offered to late applicants. Where schools are already full, 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.
- Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on 2 March 2020. Letters will be issued as soon as possible but this may be at a later date.
- Only where the school's 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.



## Making changes to your application (including a change of preference and personal details)

### Change of circumstances

Once you have submitted your application, it is important to remember that you should notify school admissions of any change of circumstances that could affect your application, e.g. a change of address, a baptism or a sibling moving to a different school. If you do not notify school admissions directly of any 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.

You can contact Knowsley School Admissions by telephone, email or in writing to confirm the change that you wish to make to your application (in some cases, you may be asked to provide evidence of the change). If you are unsure about what is a relevant change please contact us for advice.

Parents/carers should be aware that if a change in circumstances occurs very close to the allocation date, it may not be possible to make any changes to the original application until after the initial allocation is complete.

Parents/carers that have applied online can make any changes to their application up to the closing date by logging back into the application and updating the relevant section. Once the change has been made the application should be re-submitted and an email will be sent to confirm receipt of the re-submitted application.

### Change of school preference/s

You can make a change to the school preference/s you have named up to the closing date by completing a new application or contacting Knowsley School Admissions on (0151) 443 5142/5143. Online applicants please refer to page 6 for further instructions.

### 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 write to 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 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 12).
- In all circumstances, applicants should note that, if the request is received very close to the allocation date, it may not be possible to make any changes until after the initial allocation is complete. In this circumstance, the original application will be processed. The later application will only be considered when the initial allocation is complete.

## After allocation letters are issued on 2 March 2020 and before the start of the new school year

- After the initial allocation results have been received, parents/carers who wish to change their preference can do so by making a new application. Please note 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.
- Knowsley applications should be forwarded to school admissions. 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.
- Any parents/carers making a new application for a school that was not originally named and claiming a sibling is at the school, then the sibling must be on the school's roll at the time of application and also still on the roll at the time of transfer.

Please note that 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 16 March 2020**.

Due to the high volume of enquiries received at this time, it is not possible to state how long it will take to process these changes but 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 - your child's name will normally be placed on the waiting list. If a place is refused in a Knowsley school, your child's name will automatically be placed on the school waiting list.
- Waiting lists are ordered according to the relevant oversubscription criteria (admission policy). If a place becomes available, it will be refilled from the waiting list strictly in priority order.
- Your child's place on a school waiting list can change, both up and down, according to the movement of other applicants. E.g. a family may move into the area and make a late application - if the child meets a higher criteria, they will be added to the waiting list above other children on the list.
- As waiting lists are 'live' documents, parents/carers **must** inform Knowsley school admissions immediately of any change of circumstance that may affect their child's place on the waiting list, e.g. a change of address.
- If the appeals process leads to the admission of children over the admission number, places will not be re-offered from the waiting list until numbers once again fall 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 2020). After the closure of the formal waiting lists, parents/carers who still wish to be considered for a place will need to re-apply using in-year transfer application procedures (see page 28).
- Your 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 your request. Therefore, provisionally accepting an offer of an alternative school place will not affect your child's place on the waiting list/s for a higher preference.

## Receiving your allocation result - national offer day

- Knowsley Council will send the offer letters for Knowsley resident pupils, (where an application has been received), 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.
- Initial allocation letters for on time applicants will be posted on the national offer day - **2 March 2020**, as far as is practicable.
- Knowsley online applicants should receive an email on **2 March 2020** showing the application result followed by a letter posted the same day.
- 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.

**Please note: No information regarding the allocation of places will be given out to applicants prior to allocation letters being issued. Offer letters are sent out first class; the result of the application will not be given to paper applicants over the 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.**

## Withdrawal of an offer of a place

Knowsley Council 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 authority reserves the right to make investigations and may require evidence to confirm any information.

**In order to avoid disappointment of places being withdrawn, parents/carers are strongly advised to seek clarification from an Admissions Officer in the local authority regarding any query they may have relating to information they are stating on their application form.**

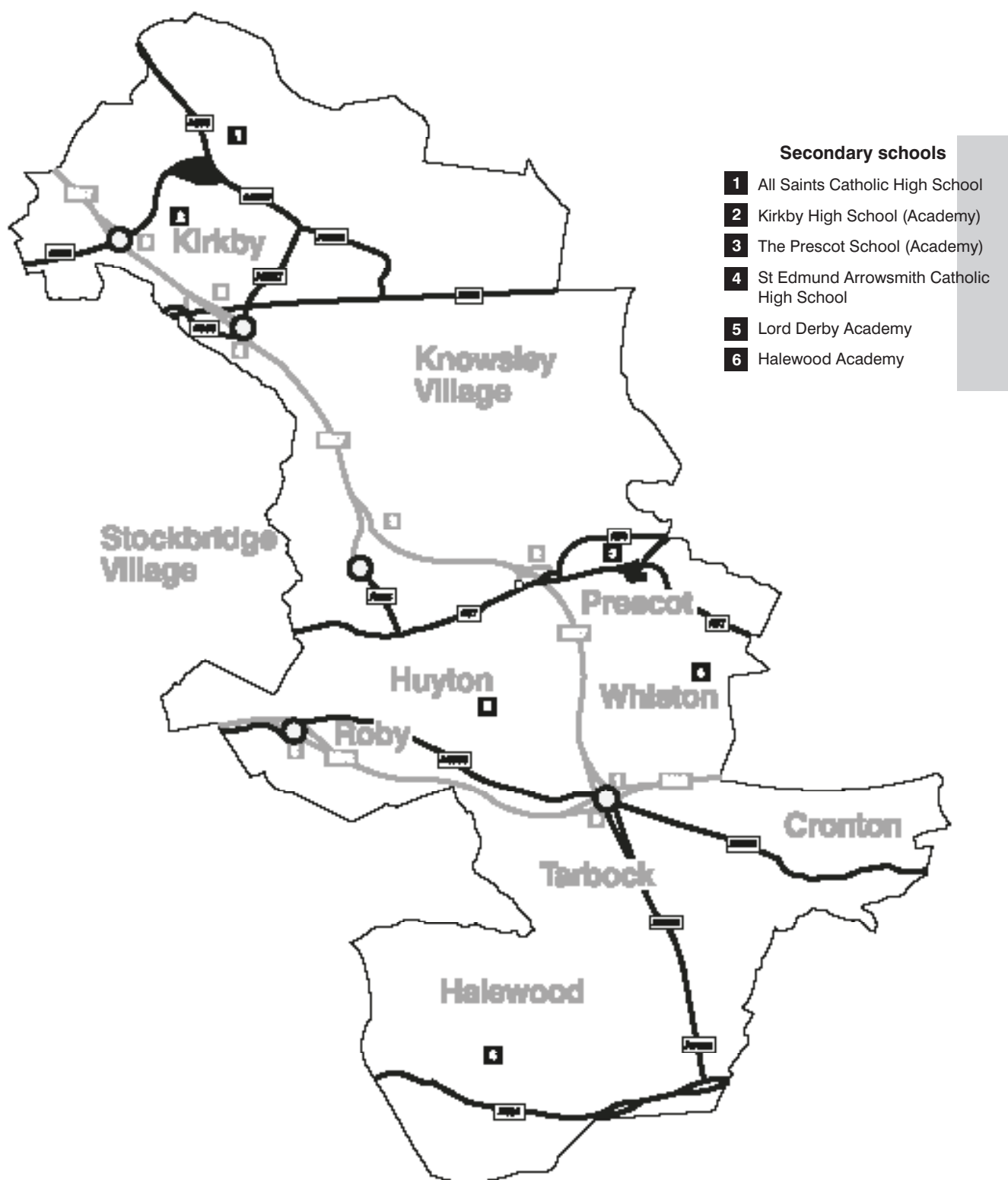
## Knowsley secondary school open days/evenings

We recommend you visit the schools you are interested in to help you decide on your preferences. Each school will have a free prospectus containing information about them.

**Remember: Attendance at these events has no effect on how places are offered but will provide an insight as to what the schools can offer.**

Academies	Date	Time
<b>Halewood Academy</b> The Avenue, Wood Road, Halewood, Knowsley, L26 1UU	Thursday 19 September 2019	4.30pm - 7pm
<b>Kirkby High School (Academy)</b> Bracknell Avenue, Southdene, Kirkby, Knowsley, L32 9PP	Thursday 19 September 2019  Open Mornings 17/09/19 & 18/09/19	6pm - 8.30pm  9am - 11am
<b>Lord Derby Academy</b> Seel Road, Huyton, Knowsley, L36 6DG	Thursday 12 September 2019  Open morning Saturday 28 September 2019	5pm - 7.30pm  10am - 12pm
<b>The Prescot School (Academy)</b> Knowsley Park Lane, Prescot, Knowsley, L34 3NB	Wednesday 3 October 2019	4pm - 7pm
<b>Voluntary Aided</b>		
<b>All Saints Catholic High School</b> Roughwood Drive, Northwood, Kirkby, Knowsley, L33 8XF	Thursday 12 September 2019	6pm - 8pm
<b>St Edmund Arrowsmith Catholic High School</b> Cumber Lane, Whiston Knowsley, L35 2XG	Thursday 26 September 2019	6pm - 8.30pm

# 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.

# Secondary schools details and admission policies

## General information

For details of the 2019 allocation, see page 25.

## Types of secondary schools in Knowsley

### Voluntary aided schools

The Governing Body is the employer and the school's land and buildings are normally owned by the church or a charitable foundation and they contribute towards the capital costs of running the school. They are the admissions authority and therefore, determine their own oversubscription criteria. The admission policies for these schools include certain priorities for Catholics. 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.

## Admission policy

An admission policy is used to decide which children will have priority for places - but only if the school receives more applications than the number of places available. If the school receives fewer or the same applications as its admission number, everyone gets a place.

## Admission number

All schools have an admission number (i.e. the number of places available in each year group). The admission number for each Knowsley secondary school can be found with the school details on pages 21, 23 and 24. The authority will not normally offer more than this number of places.

## Indicated admission limits

When setting the admission number for the secondary schools, the admission authority has taken into account the indicated admission limit for each school - a suggested admission number based on an assessment of the teaching space in the school.

## 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 allocation procedures, they will normally be placed within the admission number, with priority over all others.



This policy is used by all Schools listed on page 21.

## How places are allocated

### Oversubscription criteria

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

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

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order or a special guardianship order. This includes children who 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 for whom the Local authority accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)
3. Children with a sibling already attending the preferred school and who will still be attending at the time of admission. (See note 3)
4. Children attending named area partnership primary schools. (See table on page 20 and note 4)
5. Distance from the child's home to school measured in a straight line. Those nearest the school have priority. (See note 5)

## 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. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. **Evidence must be submitted at the point of application.** (Online form – by post immediately after submission). Parents/carers should note the exceptional nature of cases accepted.
3. 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/step brothers and sisters as well as foster/adopted and children who are considered as being part of the same family unit on the basis of a care/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).
4. 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-ordination 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.
5. Proof of address may be required. A childminder's, other relative's address, etc, will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight line measurements ("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.

**Tie-break:** If there are more applicants than places within any one of criterion 1, 2, 3 and 4, criterion 5 will be used as a “tie-breaker”. Where the geographical tie-break does not assist e.g. due to twins or multiple births in the same residence, an additional place will be offered. Where more than one applicant lives the same distance, e.g. in a block of flats or the same distance in a different radial direction from the school, random selection will be used to determine the allocation of places.

Parents/Carers are reminded that they have a duty to inform the Education Improvement Team (Admissions) of any change in circumstances during the allocation process that may affect the application, for example, a change of address.

**Note:** *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.*

## Area partnership primary schools

Primary schools are linked to the secondary schools according to their area partnership. The current area partnership groups are as follows:

Central area partnership schools	Southern area partnership schools	Northern area partnership schools
Lord Derby Academy	The Prescott School (Academy)	Kirkby High School (Academy)
Blacklow Brow (Academy) Hope Joint Catholic & Church of England Huyton with Roby CE (Academy) Knowsley Lane (Academy) Malvern Park View (Academy) Roby Park St Gabriel's CE 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)  <b>Halewood Academy</b>  Cronton CE (Academy) Halewood CE (Academy) Holy Family, Halewood Plantation Yew Tree (Academy)	Eastcroft Park Kirkby CE Millbrook Northwood Park Brow Ravenscroft Westvale

NB:

1. If any of the above academies do not exist in their current form by September 2020, new schools formed by amalgamation or closure would normally remain in the same group.
2. Halewood Holy Family and St Leo's & Southmead are both “Catholic primary schools for the Community” which have specific places designated for pupils other than those who are baptised Catholic.
3. Any statements with regard to Academies are subject to any decision by that Academy once fully constituted.

## Secondary academy details

### **Halewood Academy**

The Avenue, Wood Road  
Halewood, Knowsley, L26 1UU  
[www.halewoodacademy.co.uk](http://www.halewoodacademy.co.uk)

No. of places for Y7 Sept 2020	240
Headteacher	Mr G Evans
Telephone	(0151) 477 8830
Expected no. on roll Sept 2019	1,038

### **Kirkby High School (Academy)**

Bracknell Avenue  
Southdene, Kirkby, Knowsley, L32 9PP  
[www.kirkbyhighschool.net](http://www.kirkbyhighschool.net)

No. of places for Y7 Sept 2020	200
Headteacher	Mrs R Conefrey
Telephone	(0151) 477 8710
Expected no. on roll Sept 2019	917

### **Lord Derby Academy**

Seel Road  
Huyton, Knowsley, L36 6DG  
[www.lordderbyacademy.co.uk](http://www.lordderbyacademy.co.uk)

No. of places for Y7 Sept 2020	220
Headteacher	Miss V Gowan
Telephone	(0151) 477 8860
Expected no. on roll Sept 2019	1,115

### **The Prescot School (Academy)**

Knowsley Park Lane  
Prescot, Knowsley, L34 3NB  
[www.prescotschool.org.uk](http://www.prescotschool.org.uk)

No. of places for Y7 Sept 2020	210
Executive Principal	Mr J Jardine
Head of School	Mrs A Kennedy
Telephone	(0151) 477 8680
Expected no. on roll Sept 2019	807

## Knowsley voluntary aided schools (Catholic)

The Knowsley voluntary aided schools have admission policies which include religious criteria. Parents/carers who wish their child to be considered under these criteria should ensure that the schools supplementary information form is completed and returned to the school of preference. **Please check the policy requirements carefully.**

**Applicants** need to check the relevant admission policy against their own authority's form, this is to ensure any necessary information regarding religious affiliation is covered.

### Knowsley and none Knowsley residents

*If applying for a Knowsley Catholic Secondary School and wish to be considered under any religious criterion of the school's admission policy, parents/carers **must** complete a supplementary information form (SIF) which is available from the Knowsley website. Any completed supplementary information forms should be returned directly to the Catholic secondary school before 31 October 2019.*

*Parents/carers who name a Knowsley Catholic Secondary School as a preference on their application but do not complete and return a SIF to the school, your application will still be considered but under a none faith criteria.*

Any additional information can be added in the 'reasons for preference' section of the authority's application form. **If unsure, please check with the individual school.**

NB:

1. The oversubscription criteria details on the following pages are taken from each school's admission arrangements document but parents/carers are advised to see the whole document, available on the Knowsley website.
2. If more applications are received than the number of places available, the Governing Body of the school will apply their oversubscription criteria.
3. If a place is allocated, confirmatory evidence will be sought e.g. baptismal certificate. The offer of a place may be withdrawn if false information is given.

### Definition and interpretation of Baptised Catholic:

Normally any child who, before the due date of application (31 October 2019), 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.

## Kirkby

### All Saints Catholic High School (VA)

Roughwood Drive  
Kirkby, Knowsley, L33 8XF

[www.allsaintschs.org.uk](http://www.allsaintschs.org.uk)

No. of Y7 places for Sept 2020

Headteacher

Telephone

Age Range

Expected no. on roll Sept 2019

(not including 6th form)

200

Mr T McGuinness

(0151) 477 8740

11-18

883

### Main Section of 2020 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 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 admission. This includes full, half or step-brothers and sisters, adopted and foster brothers and sisters and children who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
6. Children attending one of the following Catholic feeder primary schools associated with the parishes named in criterion 3 above. Those Catholic primary schools are; St Michael & All Angels, St Joseph the Worker, St Laurence's, St Marie's and Saints Peter & Paul.
7. Children from 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, should a place be offered.
8. Children of other faiths. An appropriate Faith Leader will need to confirm in writing that the applicant is a member of their faith group, should a place be offered.
9. Other children.

### Note

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.

### NB:

For information re applications for admissions to years 12 and 13, see page 29 or contact the school directly.

## Whiston

### St Edmund Arrowsmith Catholic High School (VA)

Cumber Lane, Whiston, Knowsley, L35 2XG

[www.seaonline.org.uk](http://www.seaonline.org.uk)

No. of Y7 places for Sept 2020

Headteacher

Telephone

Expected no. on roll Sept 2019

210

Mrs H Pinnington

(0151) 477 8770

811

### Main Section of 2020 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 the 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 one of the Catholic feeder primary schools in the parishes named in criterion 3 above:

Holy Family, Cronton	St Andrew The Apostle	St Joseph
Holy Family, Halewood	St Anne's	St Leo's
Our Lady's, Prescott	St Columba's	St Luke's
St Aidan's	St John Fisher	St Mark's
St Aloysius		
7. Children attending Prescott and Whiston Community and Church of England Primary Schools.
8. Children of parents of 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, should a place be offered.
9. Children of parents of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
10. Other Children.

### Note

In the event of any 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 using an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates. This is measured in a straight-line "as the crow flies" between co-ordinate points and is carried out by the local authority.

**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.**



## Details for the September 2019 allocation

Please note that the following details are for information purposes only.

### How places were allocated at Knowsley secondary schools for September 2019:

School	September 2019/20 admission number	Number of initial applications by preferences						How places were allocated	Final number of places allocated*
		Total	1st	2nd	3rd	4th	5th		
Halewood Academy	240	284	195	47	30	10	2	All preferences were met for those who required a place.	240
Kirkby High School (Academy)	200	256	155	87	13	0	1	All preferences were met for those who required a place.	195
Lord Derby Academy	220	474	279	114	79	1	1	School named in EHCP 5 Children currently cared for by the LA or who were, in certain circumstances, previously in the care of the LA 1 Exceptional medical/Welfare reasons 1 Siblings 67 Children attending named area 131 Partnership primary schools Distance 15 Last child admitted under Distance criterion lived 0.528 of a mile (straight line)	220
The Prescott School (Academy)	210	346	118	133	92	3		All preferences were met for those who required a place.	186
All Saints Catholic High School	210	325	238	68	18	1		School named in EHCP 3 Looked After Children and previously Looked After Children 2 Baptised Catholic children with a sibling 38 Baptised Catholic children resident in the Catholic parish 119 Other baptised Catholic children 4 Other children with a sibling 22 Children attending one of the Catholic linked primary schools 12 Children from other Christian denomination 10 Last child admitted under criterion 7 other christian denomination lived 0.722 of a mile (straight line)	212
St Edmund Arrowsmith Catholic High School	210	273	90	101	82			All preferences were met for those who required a place.	147

\*The final number of places allocated is after any late applications, changes of preferences and appeals. These details are correct at the time of preparation.

# Appeal procedures

## During the allocation process

Those families who cannot be offered a place at a secondary school will be given a right of appeal and their child's name placed on the school's waiting list until the end of the autumn term 2020.

## As part of the in-year process

Schools normally admit pupils until they reach their admission number. Those families who cannot be offered a place will be added to the waiting list/s for any refusals at a school and informed about their right of appeal.

At the appeal hearing, the panel members are independent and have had no involvement with the process of allocating places. The panel can either turn down an appeal or they can agree to make an exceptional place available over the admission number. To help them reach their decision, they will check how the admission authority has applied its policy. They will listen to the reasons why there is no more room in the school and your reasons for wanting your child to attend that particular school.

## Academies

To appeal against a refusal decision for an Academy, you should contact the Academy directly.

## Catholic (voluntary aided) schools

If you wish to appeal against a decision not to admit your child to a particular voluntary aided school, you should contact Liverpool Archdiocese to request an appeal form.

### Secretary for Appeals

### Director of Schools

### LACE

### Croxteth Drive

### Sefton Park

### Liverpool

### L17 1AA

Telephone: (0151) 522 1071

Parents/carers may wish to visit the Archdiocese webpage where details can be given to request a set of appeal papers: <http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place>

## In general the following arrangements will be made for all appeals:

- Approximately 10 school days prior to the hearing, the Clerk will notify you of the date, place and time the appeal is to be heard. It is expected that appeals for secondary schools will be heard in May/June. You will also receive appropriate guidance notes.
- Normally about 5 school days before the appeal, you will receive a confirmed time slot for your appeal together with an agenda and supporting paperwork before for the hearing.
- The appeal will be heard before an Independent Appeals Panel who will have a copy of the appeal submitted by you. You are encouraged to attend and may, if you wish, be represented at the hearing. If you do not wish to or cannot attend, the Appeals Panel may make a decision based on your written submission.
- You will be notified in writing of the Appeal Panel's decision and the grounds upon which it was made.
- The decision of the Appeal Panel is binding on all parties.

Appeal Panels 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 complain to the Local Government Ombudsmen (LGO). **A complaint to an Ombudsman is not a further appeal and it must relate to the administration of an appeal rather than the appeal decision.**

To make a complaint in respect of a maintained school, please refer to the LGO website [www.lgo.org.uk](http://www.lgo.org.uk) or visit [www.gov.uk](http://www.gov.uk) for more information.

Please note if your child has an Education and Health Care Plan (EHCP), you should use SEN procedures rather than the appeal process to clarify whether a place can be offered. Parents/carers should speak to their SEN Officer if they require further information.

ACE provide free independent advice on the admissions process and a range of education issues including exclusions at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Free, independent advice is also available from Coram Children's Legal Centre (free legal advice for those eligible for Legal Aid)

For further information you can visit the website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

## Admissions: Further applications to all Knowsley secondary schools

Parents/carers who have applied for a school and received a refusal notification following an unsuccessful appeal hearing, may not seek to apply again for a place at the same school for the following twelve months. The one exception would be if the Local Authority is of the opinion that there has been significant and material changes in the circumstances of the parent/carer/school or child, which may justify a further application.

Further advice and help is available by contacting Knowsley school admissions - telephone (0151) 443 5142/5143.

# In year applications and transfers

## Parents thinking of transferring their child to another secondary school

Generally, a child admitted as a Year 7 pupil would remain in that school until he or she is 16.

However, a change in circumstances could lead to a request for a transfer to a different school - if parents/carers wish to apply for a transfer to a Knowsley secondary school.

- 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. 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 should consider whether chosen GCSE subjects and options can be accommodated before they apply formally.**
- Where parents/carers decide to go ahead with a school transfer request and would like to apply for a place in a Knowsley secondary school, an In-year application form should be completed.
- In year applications are available from school admissions on (0151) 443 3372 or can be downloaded from the Knowsley website [www.knowsley.gov.uk](http://www.knowsley.gov.uk)
- Completed applications should be returned to the School Admissions Team who will monitor the progress of your application with the school/s preference.
- If a place can be offered at a Knowsley school, it will normally be made available from the beginning of the term following receipt of the application. This allows for a planned admission. Only in exceptional circumstances and where both schools agree will an earlier move take place.
- In some cases, applications may be referred for consideration under the Fair Access process (see page 29).
- If a place is refused parent/carers will be advised in writing of the reason for refusal and their right to appeal.
- 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 for the remainder of the school year.

## 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 primary school, the same procedures apply as detailed above.

Wherever possible, you are advised to 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 likely availability of school places with the school or Knowsley School Admissions 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 siblings will be placed in the same school.

*Parents/carers should be aware that the local authority will not normally pay additional costs of transport or uniform associated with an in year transfer.*

*If your child has an Education Health and Care Plan (EHCP) and you are considering requesting a school transfer, you should contact your local authority SEN officer before making any request for transfer.*

For further information about in year transfer applications, visit [www.knowsley.gov.uk](http://www.knowsley.gov.uk) where further detailed information is available, or contact Knowsley School Admissions on (0151) 443 3372/3373.

Where parents/carers wish to apply for a school in another local authority, please contact that authority directly for their application form and procedures - for neighbouring local authority details, please see page 30.

## Fair Access Protocol

The School Admissions Code states each Local Authority must have a Fair Access Protocol to ensure that - outside the normal 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 protocol is reviewed on an annual basis and full details can be found in the Knowsley Fair Access Protocol document which is available by contacting the School Admissions Team or on our website [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

## Public examinations

Public examinations are usually taken during Year 11.

An extensive programme of courses from a range of examination boards are available in each of the secondary schools. 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 schools directly.

Level 3 subjects are studied at Knowsley Community College and in the sixth form of All Saints Catholic High School. Details of courses and entry requirements can be obtained directly from these establishments.

## Admissions of Year 12 to schools with sixth forms

There is one voluntary aided secondary school with Years 12 and 13 pupils - All Saints Catholic High School. There are no general minimum entry qualifications for admissions (full details are available from the school).

All Saints Catholic High School has an admission number for external applicants of 20. The school process their own applications for all applicants to Year 12. If any applicant is refused a place in Year 12, they will be offered a right of appeal. Where there are more applicants than places available, the school will apply their own admissions criteria. Details of courses, how to apply etc can be obtained from the school directly.

# Contact details for education authorities in other boroughs

If you are seeking a place outside the borough or if you live outside Knowsley, you need to contact the relevant Local authority to obtain their admissions booklet.

The addresses of the neighbouring authorities are listed below:

## Liverpool City Council

Children and Young People's Service  
Cunard Building  
Water Street  
Liverpool  
L3 1AH

Telephone: (0151) 233 3006

[www.liverpool.gov.uk](http://www.liverpool.gov.uk)

Email: [Admissions@liverpool.gov.uk](mailto:Admissions@liverpool.gov.uk)

## Halton Borough Council

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

Telephone: (0151) 511 7271/7338

[www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions)

Email: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

## Sefton Council

Admissions Section  
Schools and Families  
Schools Regulatory Services  
Bootle Town Hall  
Oriol Road  
Bootle  
L20 7AE

Telephone: (0151) 934 3590

[www.sefton.gov.uk](http://www.sefton.gov.uk)

Email: [admissions@sefton.gov.uk](mailto:admissions@sefton.gov.uk)

## St Helens Council

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

Telephone: 01744 671 030

[www.sthelens.gov.uk](http://www.sthelens.gov.uk)

Email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

## Lancashire County Council

Pupil Access Team  
Area Education Office (South)  
Room CH2:37  
County Hall  
Preston  
Lancashire  
PR1 0LD

Telephone: 01772 532 109

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)



# Secondary Education Establishments with entry at age 14+ (Year 10)

There are a number of educational establishments which provide education for young people from the beginning of Year 10. These are University Technical Colleges and Studio Schools:

**University Technical Colleges (UTCs)** are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement 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.

Below is a list of the UTCs and Studio Schools within a reasonable travelling distance of Knowsley:

## Liverpool

### The Studio School

41 Greenland Street, L1 0BS

**Telephone:** (0151) 261 2959

**Email:** [admin@thestudio-liverpool.co.uk](mailto:admin@thestudio-liverpool.co.uk)

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

### Liverpool Life Sciences - University Technical College

41 Greenland Street, L1 0BS

**Telephone:** (0151) 261 2959

**Email:** [admin@lifesciencesutc.co.uk](mailto:admin@lifesciencesutc.co.uk)

**Website:** <http://lifesciencesutc.co.uk>

### Studio @ Deyes

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

**Telephone:** (0151) 203 8392

**Email:** [enquiries@studio-deyes.co.uk](mailto:enquiries@studio-deyes.co.uk)

**Website:** [www.studio-deyes.co.uk](http://www.studio-deyes.co.uk)

## Sefton

### Hugh Baird 14-16 College

Balliol Road, Bootle, Liverpool L20 7EW

**Telephone:** (0151) 353 4444

**Email:** [enquiries@hughbaird.ac.uk](mailto:enquiries@hughbaird.ac.uk)

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

## Warrington

### UTC Warrington

Dallam Lane, Warrington WA2 7NG

**Telephone:** 01925 737 067

**Email:** [info@utcwarrington.org](mailto:info@utcwarrington.org)

**Website:** <http://www.utcwarrington.org>

If you decide that you would like to apply for a place at any of these schools/colleges for your child, you will need to complete an application form. You will need to apply direct to them and details are on their website. If you have any queries concerning what provision is on offer please contact the relevant school/college.

# Other information

## Children with special educational needs (SEN)

Admission is through placement by the Local Authority for pupils with an Education, Health and Care Plan. 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 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 LA.

If your child already has an EHCP, please tick the box on your form. You should note that the LA has a duty to determine and review the provision for a child with an EHCP. Your choice of Secondary School should have been discussed with you at your child's year 5 review. This will enable the LA to have a discussion with you about your child's transfer from Primary School and decide his/her future placement. The preferences you express will be considered by the 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 be informed of the school to be named in your child's EHCP. If, however, 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 Authority have named this school as provision, the child must be admitted. Where such pupils are known about at the time of the annual allocation procedures for community and voluntary aided schools, they will be placed within the admission number, with priority over all others.

## Special Schools and Designated Specialist Provision

Knowsley authority has a number of special schools and designated specialist provision. Children are placed there by the Authority. In most cases the school's admission policy allows for the admission only of children with an EHCP, or those undergoing a statutory assessment.

The schools are listed on pages 33/34.

Pupils at these schools have complex and/or significant special educational needs, and an EHCP.

Transfer to special schools is the result of an EHCP being issued, or an EHCP being amended following discussions at an Annual Review meeting at school.

For further information on admission to Special Schools, please telephone (0151) 443 5145.

# Special Schools

## Bluebell Park School

(all age with Post 16 provision)

Capacity: 190

Cawthorne Close, Kirkby, Knowsley, L32 3XQ

Headteacher: Mr J Campbell

Telephone: (0151) 477 8350

### Type of needs met:

- Profound and Multiple Learning Difficulties
- Severe Learning Difficulties
- Hearing / Visual Impairment
- Autistic Spectrum Conditions

## Northwood Community Primary School

### Northwood Designated Special Provision (DSP)

Primary - Years 1-6

Capacity: 48

Roughwood Drive, Kirkby, L33 8XS

Headteacher: Mr J Hollywood

Telephone: (0151) 477 8630

### Type of needs met:

- All Special Educational Needs

## Alt Bridge Secondary Support Centre

Secondary - Years 7-11

Capacity: 101

Wellcroft Road, Huyton, L36 7SY

Headteacher: Mrs N Menagh

Telephone: (0151) 477 8310

### Type of needs met:

- Moderate / Complex Learning Difficulties
- Autistic Spectrum Conditions
- Speech, Language and Communication Difficulties

## Knowsley Central School

Primary - Years 1-6

Secondary - Years 7, 8 and 9

(for pupils with Autistic Spectrum Conditions or ASC)

Capacity: 92

Mossbrow Road, Huyton, L36 7SY

Headteacher: Mr D McConnell

Telephone: (0151) 477 8450

### Type of needs met:

- All Special Educational Needs

## Finch Woods Academy

Secondary - Years 7-11

Capacity: 36

Baileys Lane, Halewood, L26 0TY

Headteacher: Ms L Dickenson

Telephone: (0151) 288 8930

### Type of needs met:

- Social, Emotional and Mental Health

## Yew Tree Designated Specialist Provision (DSP)

Primary - Years 1-6

Capacity: 28

Yew Tree Community Primary School

The Avenue, Wood Road, Halewood, L26 1UU

Headteacher: Mrs R O'Hanlon

Telephone: (0151) 477 8950

### Type of needs met:

- All Special Educational Needs

## **Meadow Park School**

Primary - Years 3, 4, 5 and 6

Secondary - Years 7-11

Capacity: 113

Haswell Drive, Stockbridge Village, L28 1RX

Headteacher: Mr P Devlin

Telephone: (0151) 477 8100

### **Type of needs met:**

- Pupils vulnerable to exclusion
- Emotional, Social and Behavioural Difficulties

## **Education support services**

There are a number of people who can help:

### **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, in the first instance it is always advisable to contact your child's school to discuss the issue.

Every school within Knowsley has access to a School Attendance Officer and they can be contacted by telephoning School Attendance on (0151) 443 3590.

## **Getting to a school in Knowsley**

Find ways to get to school by visiting Knowsley's Highways Information site <https://highways.knowsley.gov.uk/> . We hope this site helps you 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 taking a look at the following websites:

[www.knowsley.gov.uk/things-to-do/knowsley-cycling.aspx](http://www.knowsley.gov.uk/things-to-do/knowsley-cycling.aspx)

[www.merseytravel.gov.uk/getting-around/route-maps/Pages/Buses-Servicing-Schools.aspx](http://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](http://www.merseytravel.gov.uk/getting-around/timetables/train-timetables/Pages/default.aspx)

The aim of the above webpages is to provide sustainable travel information for parents and young people when travelling to, from and between education sites in Knowsley. To download the sustainable modes of travel strategy document visit the above webpages.

To contact the School Transport Team, please call (0151) 443 2500.

# Financial support for secondary age

## Home to school transport

If you are choosing a secondary school for your child you need to consider how your child will travel to that 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 information stated below 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 you 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

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: (0151) 443 2500

Email: [haveyoursay@knowsley.gov.uk](mailto:haveyoursay@knowsley.gov.uk)

Website: [www.knowsley.gov.uk](http://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 meals

Telephone: (0151) 443 4042

Website: [www.knowsley.gov.uk](http://www.knowsley.gov.uk) (search for school meals service)

## Financial support for further education and sixth form students

### Transport support for students age 16 - 19

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 details of their policies about charging for activities.

## 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, the Headteachers at our Secondary Schools will be able to assist. Details are also available on the national website [www.direct.gov.uk](http://www.direct.gov.uk)

# Advice on completing the Knowsley secondary application form

## Important

Please read all of this booklet and the guidance notes below before completing the application form.

If you do NOT live in Knowsley, do not use this form. Contact the Local authority where you reside.

## IF YOU DO LIVE IN KNOWSLEY, READ ON!

Please write clearly in black ink.

If you have twins/triplets etc and are applying to the same schools, check how the admission policy deals with this situation.

## SECTION 1 Child's details

- If your child uses more than one surname, please state both surnames.
- Check the date of birth you give is correct.
- The address given must be where the pupil normally lives during the school week. If a child lives between two addresses, the household in receipt of child benefit would normally be the address taken but the Council reserves the right to request other proofs as fit the individual circumstances. It may be necessary for school admissions to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address. Please do not give a childminder's or relative's address.
- If your child attends a school in another authority, please give some address details for the primary school, e.g. name of town.
- If your child has an Education, Health & Care Plan (EHCP), you will have been involved in assessment and reviews. If in doubt, ask your child's primary school. Children in Care may live with a foster family, in a children's home or in their own home. Children's Services will be involved. Check with your Social Worker if you are not sure. 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**. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

**Evidence that a child is a Looked After Child or is an adopted child who has previously been a Looked After Child will need to be provided with the application form. If this evidence cannot be provided, the offer of a place may be withdrawn.**

- If you wish to be considered under exceptional medical/welfare grounds please submit relevant professional evidence with your application. The evidence must be relevant to admission to the school concerned and explain why the pupil should be admitted. This should be submitted with your application or before the closing date. **If no supporting documentation is supplied before the closing date, your application may not be considered under this criterion.**
- For children whose parents are UK service personnel or Crown Servants returning from overseas, please provide a copy of an official letter showing the relocation date and unit postal address or quartering address.
- For children arriving from overseas - please see page 4 for more information.



## SECTION 2 Parent/carers details

- Please complete your details including your full post code. Remember to sign and date your form before returning it and note the details in the declaration you are signing.

## SECTION 3 Listing your preferences

- You can list schools in Knowsley and if you wish, schools in other areas also. If the schools you are interested in are situated in another authority, we **strongly** advise you to read their admission booklets before you make a decision.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which criteria your child would come under. Talk to the school or school admissions about how places were allocated in previous years. Alternatively information is given on page 25 regarding the September 2019 intake.
- Please **do not name independent schools** on this application. You will need to apply directly to the independent school concerned and complete their application.  
**Please note:** If you do name an independent school the local authority will not be able to process that preference.
- **DO NOT** name the same school more than once - this will not increase your chances of obtaining a place.

## SECTION 4 Brothers and Sisters (Siblings)

- If you have an older child in any of your preferences, please give their details.
- Siblings - The brother or sister must still be on the school's roll at the time of application/admission. Unless otherwise stated, "brother" or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. Some schools may consider siblings differently - please check their policy. For Knowsley schools siblings in current years 11, 12 and 13 are not applicable.

## SECTION 5 Reasons for preference

- You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to. If you provide additional information, ensure your child's name and date of birth is given on any attachment. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and **submitted with the application form** (online form - by post immediately after submission, this must be received by the closing date). Parents/carers should note the exceptional nature of cases accepted. **If no documentation is supplied by the closing date, your application may not be considered under this criterion.**

## SECTION 6 Returning the admission form

- The form is perforated so it can easily be removed from this booklet. If your child attends a Knowsley Primary School you may wish to return the form to that school; alternatively you can return your form to Knowsley school admissions at the address below. Remember the closing date: **31 October 2019**.
- If your child attends a school outside Knowsley, return the form to Knowsley school admissions at the address below, by **31 October 2019**.
- You will be issued with a receipt. Please keep this receipt as it is your proof of application. If your child takes the form to the school, remember to ask for the receipt when s/he returns home.

## Do you have a query? Can we help you?

School admissions are happy to assist you with any questions you may have and can be contacted on (0151) 443 5142/5143/3372 at Knowsley School Admissions, Knowsley Council, PO Box 21, Municipal Buildings, Archway Road, Huyton, L36 9YU or email [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)



# Admission to Secondary Schools 2020/2021

Parents/carers are strongly encouraged to apply **online**. Only **online** applicants will receive an email on national offer day confirming allocation results. Paper applicants will receive their result by letter, posted on national offer day. School admissions will be unable to provide any verbal allocation results, to paper applicants until three days after National offer day.

## FOR KNOWSLEY RESIDENTS ONLY

Only one application per child can be made. Please read the accompanying booklet carefully **before** completing this form, particularly the notes on the adjacent page. Please write clearly in black ink.

### Section 1 - Child's details

First name(s) \_\_\_\_\_ Middle name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Legal Surname (if different from above) \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Male ☐ Female (please tick)

Child's home address \_\_\_\_\_

Post code \_\_\_\_\_

Current Primary School \_\_\_\_\_

Does the child have an Education, Health and Care Plan (EHCP)? ☐ Yes ☐ No (please tick)

Is the child looked after (in the care of a Local Authority)? ☐ Yes ☐ No (please tick)

If **yes**, which Local Authority? \_\_\_\_\_

Name of social worker \_\_\_\_\_ Contact number \_\_\_\_\_

Was the child previously looked after or in state care outside of England? ☐ Yes ☐ No (please tick)

If **yes**, which Local Authority/country? \_\_\_\_\_

You will need to provide evidence to support this.

Evidence enclosed is a copy of:

☐ Adoption Order ☐ Residence Order ☐ Special Guardianship Order

Do you want this application to be considered under the exceptional medical/welfare criteria? (If the admission policy of the school allows for this) ☐ Yes ☐ No (please tick)

**If yes - Please supply relevant professional evidence with your application - the evidence must be directly relevant to admission to the school concerned. If no documentation is provided by the closing date, your application will not be considered under this criterion.**

Is the parent/carer a member of UK service personnel or a crown servant returning/moving to the above address to take up a posting? ☐ Yes ☐ No (please tick)

**If yes - Please provide a copy of an official letter showing relocation date and unit postal address or quartering area address.**

### Section 2 - Parent/carer details

Mr/Mrs/Miss/Ms \_\_\_\_\_ First name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Parent/carer's address (if different from overleaf) \_\_\_\_\_

Post code \_\_\_\_\_

Daytime contact telephone no \_\_\_\_\_ Relationship to child \_\_\_\_\_

I have parental responsibility for the child named. I have read the information in the Knowsley Secondary Admissions Booklet (including the privacy notice). I confirm that all the information I have given is accurate and I will inform Knowsley School Admissions of any change of circumstances affecting my application (e.g. change of address) without delay. I am aware that any school place offered on the basis of false information may be withdrawn.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### Section 3 - School preference/s

Please name up to three secondary schools in order of preference (NB: This does not guarantee you a place at one of these three)  
This list can include schools both in Knowsley and in other boroughs (see notes)

	School Name	In which Authority is the school?
Preference 1:		
Preference 2:		
Preference 3:		

Some faith schools have a supplementary form which applicants are requested to complete **in addition to the local authority preference form**, if they wish to provide information for consideration under particular criteria specific to the schools admission policy (e.g faith information). These forms can be obtained from the individual schools or the local authority website and should be returned directly to the individual schools by the closing date.

### Section 4 - Siblings

Please give details of any brothers and sisters who are currently on roll at the schools you have named as preferences who will still be on roll in September 2020 and live at the same home address.

Name	Date of birth	Gender	School name
	/ /	M / F	
	/ /	M / F	

### Section 5 - Reasons for preferences

If you want to give a reason why you prefer the schools you have listed, please do so.  
(See notes on page 38). You can attach additional sheets if required.

Preference 1: \_\_\_\_\_

Preference 2: \_\_\_\_\_

Preference 3: \_\_\_\_\_

### Section 6

Please return this form to either your child's Knowsley primary school or Knowsley School Admissions at the address below  
no later than

**31 October 2019**

Applicants not attending a Knowsley primary school should send the form by the same date to:

**Knowsley School Admissions,  
PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU.**

**DON'T BE LATE**

You may miss out on a place in the school you want. If you need help completing this form,  
or have not received a receipt within 14 days of submission ring

**(0151) 443 5142/5143/3372**

### Office / School use only

Date received:  
(office / school stamp)

Address as on school roll? ☐ Yes ☐ No

Receipt issued ☐ Receipt No. \_\_\_\_\_

# Summary timetable for admission to **secondary school in Knowsley** for the school year 2020/21

The arrangements will, as far as possible, follow the timetable below.  
The dates relate to the process for Knowsley residents.

<b>12 September 2019</b>	<p>Information distributed by Knowsley primary schools to all year 6 pupils, which includes the application form.</p> <p>Where a pupil attends a primary school in another authority but lives in Knowsley, the maintaining authority normally provide 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 <b><a href="http://www.knowsley.gov.uk">www.knowsley.gov.uk</a></b></p>
<b>AN IMPORTANT DATE No later than 31 October 2019</b>	<p>Completed application forms returned either to a Knowsley primary school or Knowsley School Admissions.</p> <p>The online application form cannot be used after <b>31 October 2019</b>.</p>
<b>2 March 2020</b>	<p>Offer letters are posted out to the home address.</p> <p>If an online application has been submitted and you have given consent for an email decision, you will receive an email showing your school offer.</p> <p>If your email address changes after the closing date you <b>must</b> inform a member of school admissions. Failure to do so will result in no email offer.</p>
<b>May 2020 onwards</b>	<p>Appeals process.</p>
<b>September 2020</b>	<p>Admission to secondary school.</p>
<b>December 2020 (end of autumn term)</b>	<p>Knowsley waiting lists close. If you still want your child to be considered for a place in 2020/21 (re-added to a waiting list), you will need to re-apply on an In Year application form.</p>

## Useful contacts

Special Educational Needs/EHCP	(0151) 443 5145
Admission to reception class in primary school	(0151) 443 5143
Admission to secondary school	(0151) 443 5142
In Year Admissions / Transfers	(0151) 443 3372 / 3373
School Attendance Service	(0151) 443 3590
English as an additional language	(0151) 443 5136

### Admission appeals

Catholic Schools	(0151) 522 1071
If refused a place at a Secondary Academy	Contact the Academy

Free school meal enquiries	(0151) 443 4042
Assistance with travel (student support)	(0151) 443 2500
Travel Line (Merseytravel)	(0151) 330 1000

Liverpool & Knowsley Special Educational Needs & Disability Information Advice and Support Services (SENDIASS)	0800 012 9066
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Career Connect	(0151) 443 2610 <a href="http://www.careerconnect.org.uk">www.careerconnect.org.uk</a>
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Targeted Advice and Guidance (ages 16-19)	(0151) 443 2898 07810 053 404 email: <a href="mailto:tag@knowsley.gov.uk">tag@knowsley.gov.uk</a>
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ACE	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
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Corum - Children's Legal Centre	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a> <a href="http://www.childlawadvice.org.uk">www.childlawadvice.org.uk</a>
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**You can also get this booklet in other formats.  
Please contact Customer Services on 0151 443 4031,  
or email [customerservices@knowsley.gov.uk](mailto:customerservices@knowsley.gov.uk)**