



Metropolitan Borough of Knowsley - Education Improvement Team
Determined Co-ordinated Admission Scheme for Knowsley Secondary Schools 2022/23

Context

The scheme set out below seeks to comply with the requirements of the 1998 Act, as subsequently amended, and the School Admissions Code 2014 and any further updates. The scheme will come into force for admissions in September 2022 and will apply to the admission of pupils who are of age to be admitted to year 7 classes of secondary school in September 2022 or at later points in the school year 2022/23.

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

COORDINATED SCHEME FOR SECONDARY ADMISSIONS IN KNOWSLEY 2022/23

In the voluntary aided sector, the Governing Body of each school is the admission authority. Each academy has a Trust who has responsibility for admissions.

The following named schools participate in the scheme:

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

APPLYING FOR A PLACE IN THE YEAR 7 CLASS OF A SECONDARY SCHOOL FOR 2022/23 ADMISSION

No later than 12 September 2021, Knowsley LA will publish a composite prospectus 'Knowsley Secondary Education Admissions 2022/23 – Information for Parents'.

An electronic version of the composite prospectus will be available on the School Admissions area of the Knowsley Council website or a hard copy can be requested from the LA School Admissions Team.

Knowsley resident parents/carers are requested to complete the Knowsley LA Common Application Form (CAF) online via the parent portal accessed via the Knowsley Council website, which will be available no later than 12 September 2021. A paper copy of the CAF will be available on request from the LA School Admissions Team for those who cannot access the online application.

Non-Knowsley residents must apply by completing the CAF provided by the LA in which they are resident. This is the case even where they wish to apply for one or more Knowsley primary schools.

Where Knowsley resident applicants intend to name a school in another LA area as a preference, they are advised to obtain a copy of the admission policy of the school and details of any relevant procedures from the individual school/s or relevant LA. Knowsley resident applicants must complete the Knowsley CAF to make their formal application.

STAGE 1 – SUBMITTING THE COMMON APPLICATION FORM (CAF) AND PROVIDING SUPPLEMENTARY INFORMATION

The Knowsley CAF allows parents/carers to state up to three school preferences in ranked order. Knowsley schools and those in other LA areas can be named as preferences. The online application should be submitted via the parent portal accessed via the school admissions pages of the Knowsley Council website. Alternatively, a paper application form can be returned to the LA School Admissions Team at the address stated on the form or a scanned copy to schooladmissions@knowsley.gov.uk. An email receipt should be provided to confirm submission - this should be kept safely by the applicant in case of query.

Some schools request applicants to complete a Supplementary Information Form (SIF) to gather information specific to their school oversubscription criteria. It is the responsibility of the applicant to ensure they find out whether or not a SIF is required by the school/s they are applying for and to complete and return it as per the instructions of the school.

A SIF is *not* a valid application on its own; the school must also have been named as a preference on the LA CAF and the school will validate this before considering the application. The SIF should normally be returned directly to the school concerned by the closing date or any other date specified by the school. Applicants who name a school that operates a SIF as a second or third preference should be aware this also applies to their application. Where a SIF is not completed, the application will be considered on the basis of information provided on the LA CAF.

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

Applicants should check the admission arrangements of other Knowsley Academy schools and/or school/s in other LA areas they are naming as preferences regarding the requirements of that individual school in relation to SIFs.

Where parents/carers wish to submit other additional documentation which they feel may be relevant to the processing of their application this documentation should be provided at the point of application to the LA and/or the relevant admission authority.

If the applicant is indicating that the child is Looked After by the LA (LAC) or was previously LAC, evidence of the child's current or previous LAC status as defined in the school admission arrangements must be submitted at the time of application.

If the applicant is indicating that they are UK service personnel or a Crown Servant taking up a posting, confirmation of a posting address and relocation date must be provided at the time of application.

Allocations are subject to proof of information stated on the form/s. For Knowsley schools, applicants may be requested to provide relevant confirmatory documents to the allocated school immediately after receiving the offer letter in order to secure the offer made. For schools in other LA areas, parents/carers must follow any instruction provided by that LA/school in respect of providing proof documentation.

Parents/carers should note that if false information has been supplied which has influenced the allocation, any place offered on the basis of this information may be withdrawn and, at that point, places in some other schools may no longer be available.

To guarantee they are considered in the initial allocation of places, applications should be submitted no later than the national closing date of 31 October 2021.

STAGE 2 – CONSIDERATION BY ADMISSION AUTHORITIES

As required by statutory regulation, this is an equal preference inter-authority co-ordinated scheme and each preference expressed by an applicant will be considered by the relevant admission authority against their oversubscription criteria without consideration of the level of preference.

Following the closing date, Knowsley LA will send to other coordinating LAs, relevant application information for Knowsley resident pupils wishing to be considered for their schools. Similarly, application preferences for Knowsley schools from children resident elsewhere will be sent by other LAs to Knowsley for consideration. The initial exchange of application information between LAs should be undertaken by Friday 19 November 2021.

Each admission authority will ensure the applications are considered according to their published admission policy and in line with the equal preference scheme.

Knowsley LA will apply the published admission policy on behalf of those academy schools who have agreed to adopt the LA admission policy. The admission authorities of Knowsley voluntary aided schools and Lord Derby Academy will consider applications for their schools against their admission policies.

By Friday 3 December 2021, Knowsley schools which are their own admissions authorities will receive from the LA the application details of all applicants of any preference level. These admission authorities should therefore arrange meetings of their admission committees to consider applications during the period Monday 6 December to Friday 10 December 2021. In order to achieve the agreed co-ordinated timetable and the offer date, it is essential that this is planned for and achieved on time.

By Friday 17 December 2021, each admission authority should have applied their oversubscription criteria and returned ranked applications to the LA School Admissions Team.

The LA will conduct the same process for those academies adopting the LA admission policy by applying the oversubscription criteria to all preferences expressed.

The LA then uses the status for each preference expressed for each pupil to 'resolve' offers. The computerised allocation software (EYES) allocates a place at the highest preference school available and removes potential offers for lower preference schools that are no longer required. Available places created are then re-offered to any applicants on waiting lists without a higher preference offer. The 'resolve' process is run, including inter-authority exchanges, until no further movement is possible and no pupil should hold more than one school offer at this point.

Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the child's home LA who will treat the result in accordance with their scheme. Other co-ordinating LAs will provide the outcome of allocations for schools in their areas for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any final exchanges of information between LAs should be completed, where possible, by Friday 11 February 2022.

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

The LA will endeavour to notify schools in the authority area of the details of applicants confirmed as being allocated a place in the school and, if relevant, those forming the waiting list by 25 February 2022. This date will be dependent on inter-authority coordination dates being achieved to finalise allocations. This information is not to be shared by schools and they should not make any direct contact with allocated pupils until the LA has released allocation results on national offer day.

National offer day is 1 March annually.

STAGE 3 - ALLOCATION RESULTS

Allocation results will be issued to all Knowsley resident applicants who applied on-time on behalf of the relevant admission authority by the LA, on national offer day. Where a place is to be offered to a resident of another LA in a Knowsley school, the result will be issued by that LA.

Parents/carers who have applied via the online portal, should receive their allocation result on national offer day by accessing the portal.

Applicants who have used the paper application, will be issued with a letter confirming the school allocation. Letters will be posted by first class post on national offer day but parents/carers should note that an exact date of receipt cannot be stated.

School offers may be subject to confirmation of home address, date of birth¹ and any church requirements - such as a baptism certificate - being provided. If the individual school or the LA directly requests documentary evidence, applicants should normally respond within two weeks of the request. If the required evidences are not provided by the applicant within the requested timeframes, a place may be withdrawn.

Where an applicant has been refused a place at a school of a higher preference than the one offered, they will be advised of their right of appeal. Appeals should be made to the admission authority for the relevant school and will be held during the summer term.

Applicants who are not satisfied with the school offer they have been made are strongly advised not to refuse a place offered without confirmation of an alternative school place.

ADDITIONAL INFORMATION

(1) Waiting Lists

Any applicant not offered a place at a Knowsley school/s of a higher preference than that offered, will be placed on the waiting list for the school/s. Waiting lists will be compiled according to the school's over-subscription criteria, there is no priority given based on the date an application is received or a child added to the list. Parents/carers should be aware that the waiting list is a 'live' document and their child's place on the waiting list can change, up or down, according to the movement of other applicants.

Where a vacancy occurs below the admission number, the admission authority will fill the place from the waiting list, in priority order, offering the available place first to the child who is top of the waiting list at the time the vacancy is confirmed. The LA will normally undertake any communication with applicants in relation to waiting list offers until September 2022 at which point the waiting lists will become integrated with the in-year transfer process.

Pupils on the year 7 waiting list from the annual allocation after September will normally be removed at the end of the Autumn term in December 2022. Any parent/carer who wishes their child to continue to be considered for a place will be asked to confirm this via communication from the LA as part of the in-year transfer monitoring process.

¹ The short birth certificate is the appropriate document.

(2) Late applications

Applications received after the closing date of 31 October 2021

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

Late applications naming Knowsley schools as preferences received following the national closing date but before the allocation process begins will be included in the initial allocation of places where practicable. For Knowsley schools this will typically mean preferences received up to 29 November 2021. However, this will be dependent on the volume of late applications received, therefore, parents/carers have no guarantee that any application submitted after the closing date will be included in the initial allocation.

If a school in another LA has been named as preference, the application details and preference will be forwarded to the appropriate LA as soon as possible and it will be for the relevant admission authority to determine whether or not the application will be included in the initial allocation of places in accordance with the agreed scheme of that LA area.

Applications received after the initial allocation process has begun

Late applications received on or after 29 November 2021 will not normally be considered by Knowsley schools until the initial allocation process is complete and the LA Admissions Team will not typically share preferences received on or after this date with schools in the LA area.

Only where the admission body accepts there are exceptional circumstances for an application being received after this date will applications be considered in the initial round. If parents/carers believe that there are exceptional circumstances for the application being submitted late, it is their responsibility to state these reasons in writing when submitting the application and provide supporting documentation wherever possible – they can do this by completing an application via the portal and sending supporting information by email to schooladmissions@knowsley.gov.uk or completing a paper application form and including supporting documentation. The decision as to whether the preference is included will be taken by the admission authority of the individual school of preference and the absolute deadline even for exceptional circumstances will be 28 January 2022.

It is the responsibility of the applicant to provide information about exceptional circumstances. Applications made with no additional information will be treated as late and will not be considered until after the initial allocation of places is completed.

Where places remain available in schools following the initial allocation, they will be offered to late applicants. Where the school requested is already full, or if there are not enough vacancies remaining for the number of late applications received, the oversubscription criteria from the relevant school admission policy will be applied to all applications being considered at that time. For any application that is unsuccessful in obtaining a place, the child's name will be placed on the waiting list by applying the oversubscription criteria for the individual school - the right of appeal will be given and applicants will be informed what alternative offer can be made.

If a school in another LA has been named, the details will be forwarded to that LA 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.

Late applicants are not guaranteed to be issued with an allocation outcome when the initial allocation outcomes are published on national offer day. Application outcomes will be issued as soon as possible, but this may be at a later date.

Applications received after allocation results are issued and before the start of the new school year (1 March to 31 August 2022)

The inter-authority coordinated process continues and applications from Knowsley residents should be submitted to the school admissions team in the LA who will ensure they are considered by the appropriate admission authority.

Knowsley Admissions Team will not process late applications received between 1 March and 15 March 2022 until after 16 March 2022. All applications for Knowsley school preferences will be considered together at this time and applicants will be notified of the outcome of their application as soon as possible after 16 March.

After this time, further late applications received up to 31 August 2022 will be considered in date order on an ad hoc basis.

(3) Making changes to an existing application

Change of circumstance

Once an application has been submitted, it is the responsibility of the applicant to notify Knowsley School Admissions Team and/or the individual school of any change of circumstance that could affect that application, for example a change of address, a baptism or a sibling changing school. If applicants do not notify Knowsley School Admissions Team directly of any change, this may affect how the application is considered and could result in a place at a school of preference not being allocated or risk having a place withdrawn if incorrect information has been used in the allocation process.

During the usual application period (12 September 2021 to 31 October 2021) online applicants can make changes to information supplied on their common application form by revisiting the portal and making the change directly.

For applications submitted by post using the paper application and for all applications following the national closing date of 31 October, applicants should contact Knowsley School Admissions by email or in writing by post to confirm the change that they wish to make to the application (in some cases, you may be asked to provide evidence of the change).

If the change is in relation to information provided on a SIF, the applicant should contact the individual school directly to discuss making a change to the form.

If applicants are unsure what constitutes 'a relevant change' they should contact Knowsley School Admissions for advice/verification.

Parents/carers should be aware that if a change of circumstance occurs very close to the allocation date, it may not be possible to make any changes to the original application until after the initial allocation is complete and the absolute deadline for exceptional circumstances will be 28 January 2022.

Applicants will normally be advised in writing how any change will be considered.

Change of school preference/s

During the usual application period (12 September 2021 to 31 October 2021) online applicants can make changes to their school preferences on their CAF by revisiting the portal and making the change directly. Other applicants can complete and return a new application form which will replace any previous dated application submitted.

Change of preference during the allocation period

The LA will normally only accept a change of preference during the allocation period if there are substantial/exceptional reasons, e.g. a house move to another area. Applicants should email or write to Knowsley School Admissions Team stating the reasons why a change is being requested and should provide satisfactory evidence of the change of circumstance resulting in a change of preference request, e.g. proof of exchange of contracts to confirm a house move.

Where there are no relevant substantial reasons for the request to change preference, parents/carers can change their preferences by withdrawing the original application and subsequently submitting a new application form. The new application will be considered as a late application as described in section 2 of this document.

In all circumstances, if the request is received very close to the allocation date, it may not be possible to make changes until after the initial allocation is complete, and the absolute deadline even for exceptional circumstances will be 28 January 2022. In this circumstance, the revised application will only be considered when the initial allocation is complete.

Change of preference requests received after allocation results are issued and before the start of the new school year (1 March to 31 August 2021)

After initial offers have been made, parents/carers who wish to change their preference can do so by making a change of preference request.

Knowsley resident parents will still be able to name up to three schools of preference and new preferences will replace those on the original application. Therefore, any applicant who wishes for their child's name to remain on the waiting list for a school/s where a place has been refused must name that school again as the higher preference within the new preference list.

Where a place is available in any of the new preferences named, it will be offered and the original offer will be withdrawn. Where a place cannot be offered, the child's name will be placed on the waiting list/s by applying the relevant oversubscription criteria for that school and the right of appeal will be given. Any previous offer made will remain available.

Knowsley Admissions Team will not process revised preferences received between 1 March and 15 March 2022 until after 16 March 2022. All applications for Knowsley school preferences will be considered together at this time and applicants will be notified of the outcome of their application as soon as possible after 16 March.

After this time, further revised preferences received up to 31 August 2022 will be considered in date order on an ad hoc basis.

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

Where a pupil has an Education Health and Care Plan and the LA has named a particular school as provision, the child will normally be admitted. Where such pupils are known about at the time of the annual allocation procedures, they will be placed within the admission number, with priority over others thus reducing the number of places available to other applicants.

(5) Admission outside the typical age range

Children normally transfer from year 6 of primary education into year 7 of secondary education in the September following their eleventh birthday. This means children who have their 11th birthday on or

between 1 September 2021 and 31 August 2022 will move to secondary school at the beginning of the Autumn term in September 2022.

Parents/carers may seek a place for their child outside of the normal age group if they believe it is appropriate. Parents/carers should submit information/evidence to support their request which will then be considered by the Admission Authority. The views of the Headteacher of the school/s requested must be considered and will be a strong factor in determining whether or not admission outside of the normal year group is agreed. Requests for admission to year 7 of secondary education should be received by 31 October 2021 to allow adequate time for the request to be considered and responded to.

If the request for admission outside of the normal age range is refused, a reason/s for the decision will be provided, but there is no right of appeal against this decision to an independent review panel. Where admission outside of the normal age range is agreed, the application is still subject to consideration under admission arrangements for the relevant year - the process is a right to request and does not guarantee a place in the school of preference or give any additional priority for a place. If a place is not subsequently allocated at the preferred school following the application of the oversubscription policy, the parent/carer retains a right of appeal to an independent panel.

(6) Admissions to year 12 of Secondary Establishments with post 16 provision

All Saints Catholic High School will consider applications for admission to year 12. Details of year 12 admission arrangements can be obtained directly from the school and applications made as described in those arrangements.

(7) In-year admission and school transfer applications

Secondary School In-Year Admissions (applications for year groups 8 to 11 and year 7 after the end of the annual coordination process)

The LA produce a common application form that should be used by any parent/carer, irrespective of home residency, wishing to apply for admission to a Knowsley Secondary School outside of typical points of admission. The Secondary In-Year application form is currently available on the Knowsley website, from individual primary schools in the borough or by request from the School Admissions Team in the LA.

Parents/carers should complete the In-Year Application form and submit it to the School Admissions Team in the LA. The Admissions Team will co-ordinate and monitor the progress of the application by liaising with the school/s of preference. The agreement between the LA and Knowsley secondary schools is that in-year admission/transfer requests will be processed within 20 school days².

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

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

Where places are refused due to the year group being full, the LA will inform parents/carers of this in writing, including their right to an independent appeal. Any applicant refused a place on these grounds will be added to a waiting list in accordance with the school admission policy which is operated for the remainder of the school year.

² If statutory guidance imposes a process period shorter than 20 school days following the publishing of this scheme, the process period stated will be reduced accordingly in practice.

Where families are moving into the area, the same process applies. Wherever possible, parents/carers are advised to make the application 4-6 weeks in advance of the move taking place to allow time for your application to be processed and ensure children are not unnecessarily out of school.

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

Fair Access Protocol (FAP)

This protocol aims to ensure that vulnerable and hard to place pupils are able to access school places. The Knowsley Fair Access Protocol (FAP) seeks to ensure that each school admits a fair share of pupils requiring a high level of support or offering particular challenges. To achieve this, the FAP can allow admissions in excess of the admission number or refuse where places are available.

The Knowsley FAP document is published in a separately and is reviewed annually during the summer term to be effective from the new school year.

TIMETABLE FOR ANNUAL SECONDARY ADMISSION APPLICATIONS FOR SCHOOL YEAR 2022/23

