



**APPLYING FOR A PRIMARY  
OR SECONDARY SCHOOL PLACE**

# **A GUIDE FOR PARENTS 2018-2019**

Sefton Council 

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## Dear Parent/Carer

We have prepared this booklet to provide you with a wide range of information and advice to help you when it is time for you to apply for a school place for your child.

Further information about the schools themselves, the number of places available, the admissions criteria and how places have been allocated previously for each school, please read the booklet '**Sefton Primary & Secondary Schools Admissions Information 2018-19**' which is available at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions)

Sefton Council is determined to ensure that all children and young people have the opportunity to fulfil their potential whatever their background and we work in partnership with schools, children, young people and their families to help achieve this.

I hope you will find the Parents Guide and the School Admissions Information booklets useful and I would recommend that you name three schools on your application and that you use Sefton's online application process to apply for your child's school place.

If you have any questions or need any more information or advice, please do not hesitate to contact the Admissions Team (contact details can be found below).

Please take the opportunity to contact and visit schools for more information and to help you decide which three schools you would like to apply for.

**If you live outside of the Sefton area please contact your home Local Authority for more information and advice on how to submit an application, even if you wish to apply for a Sefton school(s). Contact details for neighbouring Local Authorities can be found on page 14 of this booklet.**

Sefton residents should complete an online application via the Sefton website, please see further details on the next page. You can choose any school on your application whether the school is within the Sefton area or not.

Yours sincerely

**Mike McSorley**  
**Head of Schools and Families**

**September 2017**

### **Sefton School Admissions Team:**

Schools Regulatory Services  
Town Hall  
Oriol Road  
Bootle  
L20 7AE

Tel: 0151 934 3590

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

# Apply for a place online

## Why should I apply online?

- It's quick and easy – your application will be recorded automatically and once you have submitted the application, you will receive an email confirming submission of your application.
- It's convenient – you can apply 24 hours a day, 7 days a week. You can start an application and finish it later. You can make changes at any time up to the closing date. Every time you re-submit the online application, you will receive an email confirming the status of the application.
- It's secure – the system has a series of features to ensure others do not see information they are not entitled to see.

## How do I apply online?

- Read the booklet '**Sefton Primary & Secondary School Admissions Information 2018-19**' which will give you all the information you require about schools within the Sefton area and their individual admissions criteria. You can also visit individual school websites.
- You will need access to the internet and an email account.
- Just go to [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions) and follow the instructions. Click 'apply on line'.
- If you do not have internet access, a paper application can be requested by contacting the Admissions Team.

Please contact us if you would like:

- Support with translating this booklet
- Large print version
- Braille version
- Audio version

Sefton School Admissions Team,  
Schools Regulatory Services,  
Town Hall, Oriel Road,  
Bootle  
L20 7AE

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

<b>Closing Dates for Applications</b>	
Secondary Schools	<b>31 October 2017</b>
Primary Schools	<b>15 January 2018</b>

## SECTION A

### Co-ordinated Secondary Scheme

#### Transferring from Primary to Secondary School – September 2018

##### Important Dates to Remember

<b>1 September 2017</b>	You can access all the information and apply for a Secondary School place online from this date <a href="http://www.sefton.gov.uk/admissions">www.sefton.gov.uk/admissions</a>
<b>31 October 2017</b>	<b>National closing date</b> for receipt of secondary applications
<b>2 February 2018</b>	Deadline for receipt of changes to existing applications including confirmed house moves and changes of preference for inclusion on <a href="#">1 March National Offer Day</a>
<b>1 March 2018</b>	<b>National Offer Day</b> Email notifications sent to parents/carers who applied online and for applicants who did not apply online, an offer letter will be posted by Sefton Local Authority on this day
<b>2 March 2018</b>	Processing begins of any late applications and late changes of preference received after 2 February
<b>12 April 2018</b>	<b>Deadline for receipt of appeals to be submitted from national offer day</b>
<b>Summer Term 2018</b>	<b>Independent appeal hearings take place</b>

## SECTION A

### Co-ordinated Primary Scheme

#### Starting Primary School for the first time (Reception) – September 2018

#### Important Dates to Remember

<b>1 September 2017</b>	You can access all the information and apply for a Primary School place online from this date <a href="http://www.sefton.gov.uk/admissions">www.sefton.gov.uk/admissions</a>
<b>15 January 2018</b>	<b>National</b> closing date for receipt of primary applications
<b>2 March 2018</b>	Deadline for receipt of changes to existing applications including confirmed house moves for inclusion on <b>16 April National Offer Day</b>
<b>16 April 2018</b>	<b>National Offer Day</b> Email notifications sent to parents/carers who applied online and for applicants who did not apply online, an offer letter will be posted by Sefton Local Authority on this day
<b>17 April 2018</b>	Processing begins of any late applications and late changes of preference received after 2 March
<b>15 May 2018</b>	<b>Deadline for receipt of appeals to be submitted from national offer day</b>
<b>Summer Term 2018</b>	<b>Independent appeal hearings take place</b>

## SECTION A

### Key Information

#### Starting Primary School

Children start primary school in the September after the child's 4<sup>th</sup> birthday. Children whose birthdays fall between 1 September 2013 and 31 August 2014 will start primary school in September 2018. However, a child is not required by law to start school until the start of the term after their 5<sup>th</sup> birthday. The dates set for the Autumn, Spring and Summer terms are 31 August, 31 December and 31 March.

**Deferred Entry** If your child is offered a place in Reception but is not 5 until later in the school year, you have the option to defer starting school until the term in which the child reaches compulsory school age (age 5). If you wish for your child to defer starting school until later in the academic year, you must still make an application in the normal way this year.

Once you have been offered a school place you should make arrangements to defer entry directly with the Headteacher of the school. The place offered to your child would be reserved until they start later in the year .

You may choose to continue with Nursery provision until later in the year but **MUST** take up the place allocated before the end of the summer term.

- A child is 5 in October 2018 – they can defer starting school until the beginning of term in January 2019.
- A child is 5 in February 2019– they can defer starting school until after Easter 2019.
- A child is 5 in August 2019 – they can defer starting school but must start before the end of the Summer term and then move up to year one with their age group.

#### Admission of Children outside of their normal age group

As a rule all children must start Primary School during the academic year that they are 5. In some exceptional circumstances parents/carers may request that their child is admitted outside of their chronological age group such as delayed entry.

**Delayed Entry** Parents of a summer born child (born between 1 April and 31 August) may request that as part of the usual application process that their child does not start school until the September following their 5<sup>th</sup> birthday. The Admissions Authority will consider applications on an individual basis taking in to account the needs of the child. If a decision is made to delay entry the child is permanently moved back a year from their the chronological age group and may remain in the new age group throughout their school life Further information and an application form are available in our advice sheet for parents of 'Summer born children'. Please contact the School Admissions Team for details.

#### Twins/ Multiple Births (Primary & Secondary Schools)

Twins or children from multiple births will be considered in the same way as all other applicants having the admissions criteria applied to each application.

In circumstances where one of the siblings has been allocated the **last** remaining place at a school the other sibling(s) will also be admitted. If the children are of infant age, they will be admitted as excepted children so that infant class legislation is not breached.

This will also be applied to all applications made during the academic year.

## Starting Secondary School

Children transfer from primary to secondary schools in the September after their 11<sup>th</sup> birthday. Children whose birthdays fall between 1 September 2006 and 31 August 2007 will start secondary school in September 2018. Children who are born on dates outside this period can only be considered in exceptional circumstances or where a child has pre-approved delayed entry to primary school and therefore will not commence secondary school until they are 12.

## Arrangements for children with Special Educational Needs

In accordance with the Special Educational Needs Code of Practice it is anticipated that the majority of pupils with special educational needs will be able to have their needs met within their local mainstream school.

In addition to this, within Sefton, some mainstream schools have specialist resourced provision for pupils with additional needs. There are also a number of Special Schools that cater for pupils with more complex needs. In general, an Education, Health and Social Care Needs Assessment, in line with the Education Act 1996, would need to be carried out for a child likely to require a specially resourced or special school placement. The views of parents and where appropriate, the child, are taken into account during the assessment. Detailed information can be found online at [www.sefton.gov.uk/localoffer](http://www.sefton.gov.uk/localoffer)

You can also get further information from: Assessment, Resource and Provision Planning Team, Ainsdale Hope Centre, Sandringham Road, Ainsdale, PR8 2PJ. Telephone: 0151 934 2347  
Email: [special.needs@sefton.gov.uk](mailto:special.needs@sefton.gov.uk)

**All Sefton Schools will meet their legal obligation to admit a pupil who has an Education, Health and Social Care Plan where the school is named in the plan.**

You can get impartial advice and support on special educational needs issues from Sefton Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

Information is available online: [www.seftondirectory.co.uk/localoffer](http://www.seftondirectory.co.uk/localoffer)

Address: SENDIASS, Redgate Annex, Redgate, Formby, Liverpool, L37 4EW  
Telephone: 0151 934 3334 Email: [seftonsendiass@sefton.gov.uk](mailto:seftonsendiass@sefton.gov.uk)

Alternatively you can request an Independent Supporter by telephoning PSS at 18-24 Seel Street, Liverpool L1 4BE. Telephone: 0151 702 5555. Email: [ISS@PSS.org.uk](mailto:ISS@PSS.org.uk)

## SECTION A

### Key Information

#### Sefton Local Authority's Co-ordination of Admission Arrangements

The Education Act 2002 requires all local authorities to have a co-ordinated admissions scheme which includes all schools within the Local Authority Area. This will ensure that every parent will receive one offer of a school place on the same day (**1 March** national allocation date for **Secondary schools** and **16 April** national allocation date for **Primary schools**). The Local Authority will co-ordinate the admission arrangements using an Admissions Application process whereby parents can express three preferences in their preferred order for schools and reasons for those preferences if they wish.

#### Sefton Administers an Equal Preference Scheme agreed by all Sefton Schools

This means that all preferences expressed for a Sefton school on the admission application form will be considered **equally**. This means that your child will be considered for a place at each school named on your application using the individual admissions criteria for that school irrespective of whether it is your 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference on the application form. Your application is then ranked against the admissions criteria for each school.

#### Examples of how equal preferences work - child is ranked using the admissions criteria

##### **Primary School Example:**

Preference 1: School A – 30 places  
Child's rank 25

Preference 2: School B – 60 places  
Child's rank 34

Preference 3: School C – 30 places  
Child's rank 12

##### **Child Allocated School A**

This child is eligible for all three schools. In this case, the child would be offered School A, because it is the highest of the three preferences.

##### **Secondary School Example:**

Preference 1: School A – 150 places  
Child's rank 165

Preference 2: School B – 180 places  
Child's rank 154

Preference 3: School C – 135 places  
Child's rank 103

##### **Child Allocated School B**

This child is not eligible for School A (their first preference) as they are ranked outside the number of places available. They are eligible for both School B and School C. They would be offered School B as it is a higher preference.

If you are allocated your highest preferred school, all other lower preferences are disregarded as you can only be offered one place.

If you name only one school on your application form and it cannot be offered to you, Sefton cannot automatically consider you for any other schools in your area as you have not named them. You will be allocated a place at the nearest qualifying school to your home address with a place still available after other preferences have been considered first. This may be a school that is further away from your home.

#### Where to get information and Admissions Criteria for Sefton Schools

Information relating to all Sefton schools is included in the '**Sefton Primary & Secondary Schools Admissions Information 2018-19**' booklet which is available (along with links to individual schools) at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions). The booklet also includes information for Sefton Local Authority Nursery schools, School Sixth Form Admissions, and Admissions at Year 10 to other education establishments.

## SECTION A

### Things to Consider – Checklist



I have checked that my home Local Authority is Sefton.	
I understand that my child will not automatically transfer from Nursery to a Primary school or Primary to Secondary school and that I still need to apply for a school place.	
I have checked whether my child attends a feeder primary school for a particular Secondary school.	
I have checked whether my house is in a catchment area for a particular school, or a parish area which is linked to a particular school.	
I have read the admissions criteria for my preferred schools to see whether my application will receive a high priority.	
I have checked whether I need to complete and return a supplementary information form to provide further information for a faith school I have named.	
I have remembered to include any brothers or sisters who are currently attending my preferred school and will still be attending in September 2018.	
I have considered how my child will get to and from my preferred schools and whether I would be eligible to apply for travel assistance. I have also noted how the Local Authority measures home to school distance (safest walking route).	
I have read the booklet 'Sefton Primary & Secondary Schools Admissions Information 2018-19' which details the admission criteria for each school I have chosen. I have noted how places were allocated at the schools previously.	
I have made three preferences naming schools in the order I most prefer.	
I have checked the closing date for my application and understand that <b><u>all information</u></b> must be submitted before that date.	
As I did not have access to the internet, I have submitted a paper application to the Primary school of my choice (for a place in Reception) and I have an official receipt from the school.	

## SECTION A

### Making your preferences and completing your application for a school place

Make sure you read the booklet 'Sefton Primary & Secondary Schools Admissions Information 2018-19' which will give you:

1. All the details you require about each school in Sefton
2. The admissions criteria for each school which will be used if there are more applications than places available
3. How many applications have been offered places in my previous schools under each admission criterion in previous years
4. Please complete the checklist - Things to Consider on page 10
5. Apply Online at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions)

### The Online Admissions System

The online system is quick and easy to use, there is no risk of your application being lost in the post. You can change your application up to the closing date and you will receive confirmation via email that your application has been started or changed, however, in order to ensure your application is received by us, you must resubmit it each time you make a change, and before the closing date.

**You must choose 'submit now' for your application to be received by the Local Authority**

You will receive confirmation that your application has been submitted via email. **If you tick the relevant box within the online application, you will also receive your offer by e-mail. This must be ticked in order to receive your offer by email even if you have applied on line.**

In order to receive your offer, please ensure your e-mail address is a **personal** e-mail address and it is up to date.

If you do not have access to the internet you can contact the Sefton Admissions Team who will provide you with a paper copy of the booklet and a paper Admission Application Form. Please contact the School Admissions Team on **0151 934 3590** to request one. You must return your completed paper application form by the deadline to the Admissions Team at Bootle Town Hall.

- When you make your application we ask you to name up to three schools you would like your child to attend. You should list these in the order you most prefer – these are your preferences.
- **We strongly advise you to name more than one school.** This is so the Local Authority can consider other preferences which may be acceptable to you, if it is not possible to offer your highest preferred school.  
**If you name only one school on your application and it cannot be offered to you, Sefton cannot automatically consider you for any other schools in your area and you will be allocated a place at the nearest qualifying school to your home address with a place still available after other preferences have been considered. This may be a school further away from your home.**
- We can only offer places at any school up to the school's individual published admission number.
- Please do not repeat the name of one school on your application as this will not improve your chances of getting a place. Neither will naming only one school three times.
- If you live in Sefton and we cannot offer your child a place at any of your preferred schools, we will allocate your child a place at the nearest qualifying school to your home address with a place available. In the case of catholic children, if there are places available, it will be the qualifying catholic Voluntary Aided School, which serves the Parish in which you reside. If you do not live in Sefton and we cannot offer your child a place at any of your preferred schools, we will refer you to your own local authority, who will be responsible for allocating your child a place at a school in your area.
- If you reside in Sefton and do not complete an Admissions Application on time we may not be able to offer your child a place at your preferred school.

## Voluntary Aided Faith Schools – Supplementary Information Form (SIF)

- In addition to completing the Local Authority Admission Application, you will also have to complete a Supplementary Information Form for each Voluntary Aided Faith school you have listed as a preference on the application form. **It is very important that you do both**. If you only complete the Local Authority application, your application cannot be fully considered by the relevant faith school.
- You should contact the Voluntary Aided School to obtain a Supplementary Information Form and the completed form should be returned to the school direct. Alternatively you may be able to download a form from the school's own website.
- The Governing Body of the school uses the information on the Supplementary Information Form to apply their admissions criteria. The information you give on the form helps the Governors to assess under which criterion your application will be considered, e.g. Baptised Catholic living in Parish.

### Paper application Forms

If you submit a paper application form to a Primary school please ensure you receive an official receipt from the school for the form.

If you have any questions, please remember that we will help you if you are not sure about completing an application or need any other help or advice you can contact the School Admissions Team.

## SECTION A

### Home Address

- It is essential that you give the correct permanent home address. This must be where the child and parent or carer with legal responsibility lives. You should not give the address of a relative or childminder or a temporary address.
- **We may require proof of the address given**, and you will be contacted directly if this is required. The Local Authority also reserves the right to request further proof of an address as fit the individual circumstances. If it is found that a false address has been used to secure a place, we can withdraw the place that was offered to your child on the basis of a fraudulent or intentionally misleading application.
- The address you give us should be your child's current home address. This applies even if you might move house, at a later date (see moving house below).

**Please note that if we have written to you requesting documentary evidence of your child's address and we do not receive a response, we will not be able to consider your request from an unconfirmed address.**

### Where a child lives with parents who have shared responsibility

- In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.
- In cases where parents are separated and both have retained joint responsibility, an application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been submitted and signed by a parent with parental responsibility. The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.
- We can only process applications from one address. If your child lives at another address from you or with another parent/carers from Monday to Friday, please provide the Parental Responsibility Order or Residence Order for the person the child lives with.

### Moving House

- You must still apply from your child's current home address before the national deadlines.
- We will consider the change of address if we receive it by the deadline for changes to existing applications with proof that you have moved (the deadlines are shown on pages 5 & 6).
- We will not take into account the fact you are moving to another address without a solicitor's letter confirming that contracts have been exchanged and signed on the property or that you have a long term tenancy of at least 6 months, together with evidence that you are residing at the property.
- The evidence of house purchase (exchange of contracts) or long term tenancy, and independent evidence which confirms you are residing at your new address, must be received by the Local Authority by the deadline for changes (shown on pages 5 & 6) or we will not be able to take the new address into account for allocation purposes.
- You may also be asked to provide evidence of the disposal of your previous property.

Requests due to changes of address that we receive after the deadline for changes but before the national offer day will be dealt with **after** the national offer day, along with any other requests in the date order that they are received.

## Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting or crown servants returning from overseas, the Local Authority will accept the posting or return address in advance and allocate a school place (where there is a place available) prior to the family arriving. An official letter from the Ministry of Defence will be required declaring relocation date and address.

## Places in schools outside of Sefton

Most pupils that live in Sefton will usually want to go to a school in Sefton. However, you may ask for a place for your child at a school outside Sefton, particularly if you live near a boundary with another Local Authority. If you want to apply for a school outside Sefton, please include it on your Sefton admission application form. Sefton will automatically send your application to the Local Authority where the schools are located, for them to process it in line with their co-ordinated admission arrangements.

If you have expressed preferences for schools in more than one Local Authority, those authorities will co-ordinate the results once the decisions have been made. If more than one Local Authority can offer a place, the highest preferred school on the individual admission application will be offered. Wherever possible, within the timescales before the national offer days, authorities making a lower offer will withdraw their place.

If you want to appeal for a higher preferred school, which has not been offered, you may do so.

You should contact the School Admissions Team of the appropriate Local Authority for more details.

Contact details for neighbouring Local Authorities can be found below.

Other Local Authorities may have different timetables for processing applications. It is important to check carefully how their procedures may affect you. If your child is given a place in a school outside of Sefton, we will not necessarily pay their travelling costs. See Section B, 'Home to School Transport Eligibility and Arrangements'.

## Pupils who live outside Sefton and want to go to a school in Sefton

If you live outside Sefton and you want to apply for a place at a Sefton school, you must fill in the online application via the website for your own Local Authority (or the paper form supplied by your own Local Authority). You should name the Sefton School you wish your child to attend on the form, and return it to your own Local Authority. Your application will then be automatically forwarded by your home Local Authority to Sefton.

## Addresses and phone numbers of neighbouring Local Authorities

### **Knowsley** – [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

Knowsley School Admissions  
P.O. Box 21, Municipal Buildings  
Archway Road, Huyton  
Liverpool, L36 9YU  
Tel: 0151 443 5142/3372/3373  
Email: [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

### **Liverpool** – [www.liverpool.gov.uk](http://www.liverpool.gov.uk)

Children & Young Peoples Service  
Pupil Admissions Team  
Cunard Building  
Water Street, Liverpool, L3 1AH  
Tel: 0151 233 3006  
Email: [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

### **Lancashire** – [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

Area Pupil Access Team (South Lancashire)  
Joint Divisional Offices  
East Cliffe  
Preston  
PR1 3JT  
Tel: 01772 531813  
Email: [pupilaccess.southadmissions@lancashire.gov.uk](mailto:pupilaccess.southadmissions@lancashire.gov.uk)

### **St Helens** – [www.sthelens.gov.uk](http://www.sthelens.gov.uk)

Atlas House  
Corporation Street  
St Helens  
WA9 1LD  
Tel: 01744 671029 or 01744 671030  
Email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

## SECTION A

### How Sefton Processes your Application

#### How Sefton works out which school to offer your child

Using the co-ordinated equal preference arrangements, each school you list on your application is considered as a separate application.

- The Local Authority Admissions Team uses a specialist computer system that allows the Local Authority to apply the admissions criteria to applications naming Community, Voluntary Controlled and Academy and Free Schools.
- The computer system also allows the Local Authority to add the admissions criteria that have been applied by the Governors of Voluntary Aided Faith Schools (who are their own admissions authorities).
- The computer system co-ordinates this information for each school you have listed on your application form to ensure that each child is only offered one place.
- If we can offer your child a place at more than one of the schools you listed, we will offer you the one that was highest on your application form.
- We will repeat these steps until every child has been offered a place at the highest possible school.
- If we can only offer your child one of the schools listed on your application, that is where we will offer your child a place.
- If we cannot offer you any of the schools you listed, we will allocate your child a place at the nearest qualifying school with a place available.
- If a school has more places available than the number of applications received, all the children would be offered a place at that school.

### Making Changes to Applications/Late Applications/Waiting Lists

#### Changes of Preference

Once parents have submitted their application by the **closing date**, the Local Authority will not allow them to be changed without a genuine reason for doing so, for example, if the family has recently moved address, and provided the relevant evidence.

For families moving into or within the area, we will consider their application if we receive it by the deadline for changes and they provide proof that they have moved and are residing at their new address (deadlines for changes are shown on pages 5 & 6).

For any other changes in circumstances or change of preferences for applications already submitted, the requested change will only be considered if we receive details by the deadline for changes (deadlines for changes are shown on pages 5 & 6). If a request is received after that date it will not be possible for us to deal with them until after the national offer/allocation dates, at which time they will be dealt with in the order of the date the request was received by the Local Authority.

#### Late Applications

Applications naming a Voluntary Aided school that are received after closing dates will be forwarded to the school with a note that it has been received late. The individual admission authority must then decide how it wants to respond to the application.

If parents apply after the national deadlines the Local Authority may still be able to consider the application providing we receive it before the deadlines for changes.

## Waiting Lists for Secondary Schools

If you have not been successful in obtaining a place at an Academy or Community School you expressed as a preference, your child's name will automatically be placed on the waiting list, only until the deadline for submitting appeals which is 12 April 2018. We will keep the waiting lists in order of the individual school's admissions criteria, and if a place becomes available, we will offer it to the next child on the list.

**For those allocated a place on 1 March, only those children for whom an appeal has been submitted by 12 April appeals deadline will remain on the waiting list.**

**If you do not submit an appeal you will not be included on the waiting list after 12 April 2018.**

**NB: At any time new applicants can be added to the waiting list and they must be placed on the list in priority order using the school's admissions criteria. This means that waiting lists may change because of house moves, late applications or children accepting places at alternative schools.**

We will keep the waiting list until the end of the Autumn term 2018.

The Governing Body of a Voluntary Aided school may maintain a waiting list for their school. Further details are available from the individual school.

**After 1 September 2018 if a place becomes available, the applicant at the top of the waiting list will be offered a place. If the place is not accepted within 7 days, the applicant will be removed from the waiting list and the place offered to the next applicant on the waiting list.**

## Waiting Lists for Primary Schools

If you have not been successful in obtaining a place at a Primary school you expressed as a preference higher than the school you were offered, your child's name will automatically be placed on the waiting list whether you submit an appeal or not. This is implemented in Sefton and is different than secondary schools as there are limited rights at appeal for parents of infant age children due to infant class size legislation. We will keep the waiting lists in order of the individual school's admissions criteria, and if a place becomes available, we will offer it to the next child on the list.

**NB: At any time new applicants can be added to the waiting list and they must be placed on the list in priority order using the school's admissions criteria. This means that waiting lists may change because of house moves, late applications or children accepting places at alternative schools.**

We will keep the waiting list until the end of the Autumn term 2018.

The Governing Body of a Voluntary Aided school may maintain a waiting list for their school. Further details are available from the individual school.

**After 1 September 2018 if a place becomes available, the applicant at the top of the waiting list will be offered a place. If the place is not accepted within 7 days, the applicant will be removed from the waiting list and the place offered to the next applicant on the waiting list.**

## SECTION A

### Your Offer - How will you let me know which school my child has been offered?

Your offer of a school place will be sent on the national allocation (offer) dates

<p><b>SECONDARY SCHOOLS</b></p> <p>If you applied online for a Secondary School place</p>	<ul style="list-style-type: none"> <li>We will send an email on allocation day <b>1 March 2018</b>, informing you of the school place that we have been able to offer your child (if you have given us an email address and ticked that you want to receive your offer by e-mail).</li> <li>You can view the school offered online on allocation day.</li> <li>The email will include details of how to submit an appeal, if applicable.</li> </ul>
<p><b>PRIMARY SCHOOLS</b></p> <p>If you applied online for a Primary School place</p>	<ul style="list-style-type: none"> <li>We will send an email on allocation day <b>16 April 2018</b>, informing you of the school place that we have been able to offer your child (if you have given us an email address and ticked that you want to receive your offer by e-mail).</li> <li>You can view the school offered online on allocation day.</li> <li>The email will include details of how to submit an appeal, if applicable.</li> </ul>
<p>If you did not apply online (or elected not to receive an offer by email) for either a Secondary or Primary school place</p>	<ul style="list-style-type: none"> <li>We will post an offer letter on the allocation days above informing you of the school place we have been able to offer your child. You should receive this within 2 days.</li> <li>The letter will include details of how to submit an appeal if applicable.</li> </ul>

Please note:

The Admissions Team cannot provide details of school places that have been offered over the telephone or via email before letters/emails have been received by parents.

### Accepting/Declining an offer of a school place

<p><b>Accept the school place you have been offered</b></p>	<ul style="list-style-type: none"> <li>You <b>DO NOT</b> need to confirm your acceptance of the place allocated, as we will automatically consider the place as being accepted.</li> </ul>
<p><b>Decline the school place you have been offered</b></p>	<ul style="list-style-type: none"> <li>If you wish to decline the school place you have been offered you should contact the School Admissions Team via email and advise us of what alternative arrangements you have made.</li> <li>If you received your offer via letter you can complete and return the decline slip enclosed with the letter.</li> <li><b>You should NOT decline the place offered if you are going to appeal for a place at another school, until that appeal has been heard.</b></li> </ul>
<p><b>Find out if there is another school with places</b></p>	<ul style="list-style-type: none"> <li>Please contact the Admissions Team for details of other schools with available places at that time. Please be aware, however, that any request received by the Admissions Team for an alternative school will be dealt with in accordance with the changes of preference procedure/late applications outlined on page 15.</li> </ul>
<p><b>Request and return an appeal form by appeal deadline dates</b></p>	<ul style="list-style-type: none"> <li>Unless you have been offered a place at your highest preferred school you will be informed of your right of appeal. Please see the important dates to remember on pages 5 &amp; 6.</li> </ul>

## SECTION A

### Appeals Information for Secondary Schools

#### Community and Academy Schools including The Hawthornes, and St Michaels Church of England High School

If you have a child transferring to a Secondary school at the age of 11, either Sefton (or your home Local Authority) will offer your child a place at a Secondary school. If you are refused a place at any of your preferred school(s), by law you have the right to appeal against the decision.

Parents are allowed at least 20 school days from the date of notification that their application was unsuccessful for any of their preferred schools, to prepare and lodge their written appeal. Appeals are heard by an Independent Appeal Panel.

For Sefton residents, please return the appeal form, which will be enclosed with your offer/decision letter to: **School Admissions Team, Schools and Families, Town Hall, Oriol Road, Bootle, L20 7AE.**

If you have submitted an appeal, the Clerk to the Independent Appeal Panel will normally give you at least 10 school days\* written notice of the time, date and place of the appeal hearing.

For families residing outside Sefton, your home Local Authority will inform you of how you can appeal. Please see page 14 of this booklet for contact details of Sefton's neighbouring Local Authorities.

In the normal admissions round, appeals will be heard within 40 school days\* of the deadline for lodging appeals. For late applications appeals should be heard within 40 school days\* from the deadline for lodging appeals where possible, or within 30 school days\* of the appeal being lodged.

\*School days refers to Sefton's standard school term dates. **Therefore appeals are not heard during school holidays.**

You will receive an appeals information leaflet with the decision letter, explaining the appeals process. The leaflet is also available on the Sefton website at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions). We encourage parents to attend the appeal hearing in person. This gives parents the opportunity to present their case and also helps the appeal panel should they have any questions for you.

**Secondary School Admissions Appeals statistics for the Academic Years 2013 to 2017 are available to view on [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions)**

#### Catholic High Schools (Voluntary Aided)

If you have a child transferring to a Secondary school at the age of 11 and the Governing Body of the Catholic High School in question has refused them a place, you will have the right to appeal. Details of how you can appeal will be included in the refusal letter we send you. It is necessary for you to appeal via Liverpool Archdiocese, Schools Department and you can do this by completing an appeal form online at: [www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place](http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place)

The Archdiocesan Schools Department will confirm the time, date and place of your hearing once it has been arranged.

#### Maricourt Catholic High School

In respect of Maricourt Catholic High School only, arrangements for you to appeal can be made by writing to the school directly: Maricourt Catholic High School, Hall Lane, Maghull, Liverpool L31 3DZ; email: [hunterm@maricourt.net](mailto:hunterm@maricourt.net)

## SECTION A

### Appeals Information for Primary Schools (Reception)

#### Infant Class Size Appeals

Government legislation requires that any Reception, Year 1 or Year 2 class **should not** contain more than 30 pupils with a single qualified school teacher. The Authority will refuse admission to any child, except in certain limited circumstances, if admitting the child would take the class over the limit of 30 children. An appeal against such a decision **can only be allowed** if the Appeal Panel is satisfied that either:

- The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case; or
- The child would have been offered a place if the Local Authority's admission arrangements had been implemented properly.

In this context, 'reasonable' has the legal meaning of 'not perverse', therefore the threshold for finding that an Admission Authority's decision to refuse admission was not one that a reasonable authority would have made is high and must be:

'Beyond the range of responses open to a reasonable decision maker or a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

Appeals are heard by an Independent Appeal Panel and parents are strongly encouraged to attend the appeal hearing in person to present their case.

With such appeals the Appeal Panel will simply hear the Authority's explanation as to why a place has been refused followed by your reasons for saying that the appeal should be allowed on one of the grounds referred to above before making their decision.

Parents are allowed at least 20 school days from the date of notification that their application was unsuccessful for any of the preferred schools, to prepare and lodge their written appeal.

In the normal admissions round appeals will be heard within 40 school days\* of the deadline for lodging appeals. For late applications appeals should be heard within 40 school days\* from the deadline for lodging appeals where possible, or within 30 school days\* of the appeal being lodged. If you have submitted an appeal, the Clerk to the Independent Appeal Panel will normally write to you directly to give you at least 10 school days\* written notice of the time, date and place of the appeal hearing.

\*School days refers to Sefton's standard school term dates. **Therefore appeals are not heard during school holidays.**

#### **Appeals for Voluntary Aided Schools**

For Catholic Primary schools - it is necessary for you to appeal via Liverpool Archdiocese, (Schools Department) and you can do this by completing an appeal form online at: [www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place](http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place)

For Church of England Primary schools - appeals should be sent to the Chairperson of the Schools Governing Body c/o the school in question.

**Primary School Admissions Appeals statistics for the Academic Years 2013 to 2017 are available to view on [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions)**

## If my appeal for a Sefton School is unsuccessful can I appeal again?

If your appeal is refused, you do not have the right to a second appeal for the same school during the same academic year unless, in exceptional circumstances, the Admission Authority accepts a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school. Examples of a significant and material change in circumstances may include:

- a) If a sibling link has been created at the preferred school, which was not there at the time of the appeal hearing.
- b) You have moved house and the Admission Authority accepts that you can no longer attend the existing school due to the distance.

You may, of course, also request a further appeal to be heard if there are other reasons which you feel should be taken into account and these will be given due consideration. If a request for a further appeal is considered and allowed, a fresh appeal may be heard. However, if a request for a further appeal is denied by the Authority no further appeal can take place in the same school year.

As indicated above, in any further appeals relating to infant classes, the appeal panel may only grant an appeal if the Authority has either acted unreasonably or made an error in the way places were allocated. This is to ensure that the limits placed on infant class sizes are maintained, in accordance with current legislation.

All requests should be made in writing and sent to:

***School Admissions Team, Schools Regulatory Services, Town Hall, Oriel Road, Bootle, L20 7AE***

## Frequently Asked Questions about your application

### How many schools can I list?

You are advised to list three schools. As each school listed counts as a separate application you are increasing your chances of being offered a place at one of these schools.

### In which order should I list the school?

It is important to list the schools in priority order, with your most preferred school at the top. If we can offer you a place at more than one of your preferred schools, we will automatically offer you the place at the school you listed higher or highest.

### Please note

- Listing just one school on your form does not improve your chances of getting a place at that school
- There is no advantage in listing the same school more than once because we can only process one application per child per school, and you are therefore wasting a preference
- The applications are entered onto a database, which processes the criteria and allocations automatically
- School staff are not involved with this and do not influence results

### How do you deal with applications from twins or other children from multiple births?

Please complete an application form for each child. If you apply online the process will be quicker as you will only have to enter parental details once.

Where there are twins or children from multiple births, and one of the children has been allocated the last remaining place at a school, the other twin or siblings will be admitted.

### My child attends the nursery, does this mean my child will automatically be admitted to the Primary School?

**NO, attendance at a Primary School's Nursery does not guarantee a place in the Reception class at the school.** Each application is assessed against the individual admissions criteria for the school, and the nursery attended is not considered at all. Where schools have a nursery class attached, parents should be aware that separate admission arrangements are in place for entry to the school. Completion of an 'Expression of Interest' form for a Primary school, or a nursery application form or giving any personal details to a nursery, **DOES NOT** count as any type of admission application for a place in Reception.

### How do you define a sibling?

Please see glossary for full definition (pages 31 & 32).

### My child has an Education, Health and Care Plan: How do I apply?

If your child has an Education, Health and Care Plan that names a particular school, your child will be admitted to that school. This is a separate process from applying the admissions criteria and is handled by the Assessment, Resource and Provision Planning Team. The Team will inform the School Admissions Team of the outcome of any decision made.

### How do I let you know my child is looked after or was previously looked after?

You should tick the appropriate box on the application and provide the social workers details as requested.

### What happens when the number of applications received is less than the School's admission number?

If a school has more places available than the number of applications received, all the children would be offered a place at that school.

## Frequently Asked Questions about your application

### What happens when the number of applications received exceeds the School's admission number?

While we do all we can to meet parental preferences, it is not always possible to do this. If more parents express a preference for the school than there are places available (i.e. the admission number), the Local Authority will use the school's admissions criteria to decide which children can be offered a place.

### For Voluntary Aided Faith schools:

If more parents express a preference for the school than the admission number, the Governors of the school will apply the school's admissions criteria to decide which children can be offered a place and they will let the Local Authority know.

### What happens if my application is late?

Please see page 15.

### What happens if you cannot offer any schools that I list?

If we cannot offer your child a place at any of the schools listed on your application, by law, we must offer you a place at another school. You will normally be offered a place at your nearest qualifying school with a place available. A qualifying school is the school closest to your home. This can be a community, foundation, voluntary controlled or voluntary aided school and includes a single sex school.

### How do I appeal for a school place?

Unless you have been offered a place at your highest preferred school you will be informed of your right of appeal and how to appeal in your offer letter. Please see pages 18-20 for more detailed information.

### As distance from home to school is used as an admission criterion, how do you measure the distance from my home to the school?

- 1) **The distance is determined in every case by measuring the shortest walking distance from the child's home. We measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).**
- 2) We measure using the Local Authority's computerised measuring system which uses LLPG (Local Land and Property Gazetteer) data.
- 3) The system uses recognised routes within the software, known to the Local Authority at the time of measurement, that are considered capable of being used by a child (accompanied as necessary by a parent or guardian).

#### **Websites which provide a distance measuring facility do not measure home to school distances by our definition**

- 4) If you are refused a place at any of your higher preferred schools and you would like an explanation of how the distance from your home to school has been measured please contact the Admissions Team who can provide you with further details.

Further information relating to recognised routes used by the Local Authority can be found in Section B on page 25.

### Is my child eligible for a travel pass or assistance with the transport costs from home to school?

Home to School Transport arrangements and eligibility criteria are located on pages 23-26 of this booklet. Full details of Sefton's Home to School Transport Policy can be found at [www.sefton.gov.uk/schooltransport](http://www.sefton.gov.uk/schooltransport)

## SECTION B

### Home to School Transport Eligibility and Arrangements

Sefton's general arrangements and policies about transport to and from schools other than special schools are set out below. We make no arrangements for transport to and from Independent schools, other than for pupils who we place in non-maintained special schools.

Sefton will meet the travelling expenses of pupils who go to school full time by providing either a Trio ticket or an Arriva bus ticket (or equivalent) for eligible children.

### Statutory regulations (where the Local Authority must provide transport and travelling expenses for primary age children)

Sefton will meet the travelling expenses of pupils who go to school full time by providing transport or a travel pass for Primary School pupils in the following three categories:

- Where a pupil under eight years old is attending the nearest qualifying school with places available where the shortest walking distance between home and school is more than 2 miles.
- Where a pupil is eight years old and over and is attending the nearest qualifying school with places available where the shortest walking distance between home and school is more than 3 miles.
- All Primary aged pupils (4-11 years) who are attending their nearest qualifying school with places available where the shortest walking distance between home and school is more than 2 miles and the family is in receipt of Free School Meals or the maximum level of Working Tax Credit.

### Statutory regulations (where the Local Authority must provide transport and travelling expenses for secondary age children)

Sefton will meet the travelling expenses of pupils who go to school full time by providing transport or a travel pass for Secondary School pupils in the following three categories:

- Where a pupil is attending the nearest qualifying school with places available (including the appropriate denominational school) where the shortest walking distance between home and school is more than 3 miles and the family is not in receipt of the benefits listed below\*;
- Where a pupil is in receipt of \*Free School Meals or whose parents/carers are in receipt of the \*maximum level of Working Tax Credit and they are attending one of the three qualifying secondary schools closest to their home, where the shortest walking distance to the school is between 2 and 6 miles from their home; **OR**
- To the nearest school preferred by their parents/carers on the grounds of religion or belief, and the shortest walking distance to the school is between 2 and 15 miles from their home address.

### Qualifying school for transport eligibility

Eligibility for transport is not automatically linked to a schools individual admissions criteria e.g. if a child is admitted to a high school because they attended a feeder school, this does not necessarily mean the child can be considered as eligible for transport.

In general the qualifying school for transport purposes will be the school closest to your home if you do not live in a catchment area.

If you live in an identified catchment area for a school (e.g. Meols Cop High School), that school will be considered as your child's qualifying school for the purposes of transport eligibility.

If your child is attending a Voluntary Aided or Voluntary Controlled faith school which is of your family's own religious denomination, usually the qualifying school for transport is the one which serves the Parish where you live.

In some circumstances, the Local Authority may ask for additional information e.g. a letter from the appropriate minister of religion. This is because the Local Authority must establish admission on the grounds of faith, in order to confirm that the school is the qualifying school for transport eligibility.

Once a qualifying school is established, the eligible distance criteria will then be applied.

For families in receipt of Free School Meals the 3 nearest schools to your home will be considered as your 3 qualifying schools (irrespective of Local Authority Boundaries or faith).

For families in receipt of Free School Meals who are attending a school on the grounds of faith, the qualifying school will be the closest faith school to where you live (irrespective of Local Authority Boundaries). Once a qualifying school is established the relevant distance criteria will then be applied.

### **If you live in Hightown or Ince Blundell areas**

For primary school pupils transport is provided by the Local Authority, without charge, as follows:

- between Hightown, Ince Blundell and St Mary's Catholic Primary School, Little Crosby
- between Ince Blundell, Hightown and Formby Primary Schools

### **If you live in Aintree or Melling Parish / local area of Waddicar**

There are currently local agreements for residents of Aintree & Melling parishes and the Waddicar local area which include criteria for home to school transport with regards to qualifying schools linked to catchment areas and/or the safety of walking routes. In most cases the **statutory distance criteria** is still applied. Please note that residents of these areas (who live outside of the Deyes High School Catchment Area) are considered as either resident in the **catchment area for Maghull High School (or Maricourt Catholic High School on the grounds of faith)**.

### **Additional support Sefton Local Authority provides:**

Sefton Local Authority may also pay travelling expenses in the following circumstances:

- a) If our medical advisers recommend the child goes to a particular school for special medical reasons**
- b) If a pupil continues attending a school after the family has left the neighbourhood of that school**

In most circumstances we will not pay travel expenses if you choose to keep your child at that school. In general, we will only accept the school the child attended before the change of address, as the qualifying school, if a pupil has already started in Year 6 or Years 10 & 11, and meets the statutory distance criteria. This will only apply if the distance or time taken to travel to the school is not regarded by the Local Authority as excessive and harmful to the pupil. The child must have moved house once they have already started school in Year 6, or Years 10 & 11 (i.e. not moved house during the summer holidays beforehand).

### **Other situations where your child travels further than the statutory distances, not covered above**

We will consider these cases on an individual basis. Evidence of exceptional circumstances may be required before consideration can be given.

## Circumstances when a travel pass/transport would not be provided

**There is no entitlement to school transport when parents/carers choose to send their child to a school other than the nearest qualifying school (except where the school has been recommended by the Local Authority medical advisers).**

## Routes for children living within the statutory walking distances from home to school

This applies to:-

Pupils who attend a qualifying school and live less than the distances above and whose parents apply for us to pay the cost of transport to school.

When considering whether to pay transport costs, we will consider the age of the pupil and the nature of the route or alternative routes, along which he or she could reasonably be expected to walk to school, accompanied as necessary by a parent or guardian. If we consider that a child cannot use a route on their own, we will take account of whether or not there were any circumstances, which prevented it being reasonably practical for the child to be accompanied.

However, we will normally consider a route which involves any of the following features as being suitable for a child to use if he or she is accompanied by a parent or carer.

- 1) Crossing any main road (for example, a dual carriageway or trunk road) where there are one or more of the following:
  - A school crossing patrol
  - A pelican crossing
  - A pedestrian crossing
  - Traffic lights
  - A pedestrian footbridge
  - A subway
  - A police officer, traffic warden or other responsible adult (for example, a parent or teacher)
- 2) As long as the road is maintained by the Local Authority; all unclassified roads (that is, roads which are not A, B or C roads) are regarded as being safe to cross even if there are none of the facilities named in 1)
- 3) The presence of a pavement in a built-up or rural area
- 4) The presence of street lighting on a route in a built-up or rural area
- 5) As long as the area is maintained by the Local Authority; the use of appropriate passageways which are properly paved and lit

**This policy applies throughout the year as public lighting is altered to meet the changes in daylight hours**

We will not normally consider a route which involves any of the following as suitable for a child to use.

- Any pathway not maintained by the Local Authority e.g. privately owned land
- Paths on canal banks for a child of any age
- Footpaths in rural areas will not be regarded as being safe without detailed investigation
- A road system on the approach to a motorway

## Sustainable Travel & Transport to and from School

Sefton Council promotes the use of sustainable travel and transport to and from school by:

- encouraging every school to develop a travel plan;
- promoting and assisting schools to run travel to school reward schemes, including: Walk to School week, Walking Buses, car sharing and prevention of inconsiderate parking around the school gate;
- continuing to develop the safer routes to school programme which aims to build a safer environment for children walking, cycling and travelling by school transport to and from school.

For further details on travelling to school please visit Merseytravel's website: [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk)

## Payment of Transport/Travelling Expenses

Travelling expenses are usually given in the form of an annual travel pass e.g. Trio Ticket or Arriva bus ticket, where this is cheaper than a separate payment for each journey (unless stated otherwise).

- All families should adopt the most economic method of travelling.
- The Local Authority's responsibility to pay travelling expenses will be in respect of one journey each way on each date on which the pupil attends school.
- The Local Authority sometimes authorises private arrangements with a parent/carer to enable a child to travel to and from school. In these circumstances claims may be made within the amount equivalent to the cost to the Authority of a travel pass by public transport. Payments will be made termly in arrears.

## Application forms and further details

You can find the full Home to School Transport Policy and access the relevant application forms on the Sefton Council website at [www.sefton.gov.uk/schooltransport](http://www.sefton.gov.uk/schooltransport) .

Forms should be returned by the date stated on the application form. Alternatively you can request an application by contacting the Admissions Team by email: [admissions@sefton.gov.uk](mailto:admissions@sefton.gov.uk) or telephone **0151 934 3590**.

## Travelling arrangements for young people aged 16 and over

The Local Authority does not provide financial support to pupils attending Sixth Form or FE provision. Some Schools/Colleges have support funds available to assist pupils with transport costs. Please contact the School/College directly for more information.

The Local Authority does, in some cases provide transport for young people aged over 16 who have an Education, Health and Care Plan or Special Educational Needs. The details for this are included in the Sefton Post 16 Transport Policy Statement at [www.sefton.gov.uk/schooltransport](http://www.sefton.gov.uk/schooltransport) .

## SECTION C – ADDITIONAL INFORMATION

### In Year Admissions and School Transfers

#### Applications made for admission to a Sefton school during the academic year for any age group

If you wish to apply for a place at a Sefton school during the academic year, please go to our website where you can access an application form and guidance notes [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions)

Alternatively you can contact the Admissions Team at:

#### **School Admissions Team**

Schools Regulatory Services, Town Hall, Oriol Road, Bootle, L20 7AE

**Tel:** 0151 934 3590

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

#### Fair Access Protocol

By law, each Local Authority must have and implement an Admissions Fair Access Protocol. The Fair Access Protocol applies to applications made outside of the normal admissions round and it supports unplaced children and families who have difficulty in accessing a school place or appropriate provision.

The Admissions Team may refer an application for a school place to Sefton's Fair Access Panel, who will review applications and recommend admission to a school or appropriate person. As the panel meets regularly, this allows a recommendation regarding a school place or relevant education provision, to be made quickly.

#### **Some examples of applications for school places that would be referred to the panel are:**

- Sefton pupils requesting a Secondary School transfer in Years 10 and 11 (without a house move);
- Existing Sefton pupils 15% or more absence in a rolling year (for most pupils this will also include the use of attendance records from the previous academic year);
- Children with special educational needs, disabilities or medical conditions (but without a Statement or Education, Health & Care Plan);
- Children who have been out of education for two months or more;
- Children who have been permanently excluded from school;
- Children whose parents have been unable to find a place after moving to the area, because of a shortage of places.

For further information regarding Sefton's Fair Access Panel, please contact the Admissions Team.

You will be informed in writing if your application for a school place has been referred through the Fair Access Protocol. You will also be informed of the Fair Access Panel's decision or recommendation. If the decision of the Panel is not to admit a child to your preferred schools, you will still have the right to appeal for a place at those schools.

#### Attendance & Welfare Service

Regular attendance is essential if children are to succeed in the education system. School life is not always easy. Sometimes things can go wrong which will result in poor attendance. The Attendance & Welfare Service can provide advice and support by establishing links between home and school. They can be contacted at:

#### **Attendance & Welfare Service**

Town Hall, Oriol Road, Bootle, L20 7AE

**Tel:** 0151 934 3359 **Email:** [welfare.officers@sefton.gov.uk](mailto:welfare.officers@sefton.gov.uk)

## In Year Appeals Procedure (during the academic year)

### All Community Schools, Voluntary Controlled Schools, Academy Schools including the Hawthornes and St Michaels Church of England High School.

You may apply for a place for your child at any of the above schools, during the academic year (normally because you have moved into the area). If we have to refuse your request, you have the right to appeal against that refusal, to an Independent Appeal Panel. You should give us written notice of your appeal within 20 school days of receiving your refusal letter. Further details will be included in the refusal letter.

The appeal hearing will take place within **30 school days\*** of the appeal being lodged. The Clerk to the Independent Appeal Panel will inform you of the time, date and place of the appeal hearing, where the appeal panel will consider your case. The Clerk to the Independent Appeal Panel will normally give you at least 10 school days\* notice of the appeal hearing.

\*School days refers to Sefton's standard school term dates. **Therefore appeals are not heard during school holidays.**

You will receive an appeal information leaflet with the decision letter, explaining the appeals process. The leaflet is also available on the Sefton website at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions). We encourage you to attend the appeal hearing in person. This gives you the opportunity to present your case and also helps the appeal panel should they have any questions for you.

### Church of England Voluntary Aided Primary Schools

Similarly, you may appeal against any decision made by the Governors of a Church of England aided school by writing to the Clerk of the Governors at the school in question.

### Catholic Voluntary Aided Primary and Secondary Schools

Similarly, you may appeal against any decision made by the Governing Body of a Catholic aided school via Liverpool Archdiocese, (Schools Department) and you can do this by completing an appeal form online at: [www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place](http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place).

In respect of Maricourt Catholic High School **only**, arrangements for you to appeal can be made by writing to the school directly: Maricourt Catholic High School, Hall Lane, Maghull, Liverpool L31 3DZ; email: [hunterm@maricourt.net](mailto:hunterm@maricourt.net).

## What happens if your appeal is not successful?

### Community and Academy Schools including The Hawthornes and St Michaels Church of England High School

If your appeal is refused, you do not have the right to a second appeal for the same school during the same academic year, unless the Admission Authority accepts a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school. Examples of a significant and material change in circumstances may include:

- a) If a sibling link has been created at the preferred school, which was not there at the time of the appeal hearing
- b) You have moved house and the Admission Authority accepts that you can no longer attend the existing school due to the distance

You may, of course, also request a further appeal to be heard if there are other reasons which you feel should be taken into account and these will be given due consideration. If a request for a further appeal is considered and allowed, a fresh appeal may be heard.

However, if a request for a further appeal is denied by the Admission Authority no further appeal can take place in the same school year.

If you want to request a further appeal, please write to the School Admissions Team (contact details can be found on page 3 of this booklet).

## Help with School Expenses

### School Meals

School meals are available to pupils in all our schools. Schools offer a wide choice of meals and other refreshments. You can get more details with regard to menus and costs from individual schools.

### Free School Meals

To qualify for Free School Meals families must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

### Free School Meals & Pupil Premium

The Pupil Premium takes the form of additional funding allocated to schools based on the number of children **entitled to and registered for** free school meals and children who have been looked after continuously, by the Local Authority for more than six months. The premium helps support the financial and unique challenges that children from low income households and children in care face at school where they can often struggle to keep up with their peers at both Primary and Secondary level.

The schools can decide how to spend this money 'since they are best placed to assess what additional provision should be made for the individual pupils within their responsibility'. It is therefore important that each school can claim the entire pupil funding for eligible pupils.

If your child is due to start school this year and would be eligible for Free School Meals using the eligibility criteria above, please contact the Admissions & Pupil Support Team who can ensure that the school receives the appropriate funding without the need for parents to contact the school. Your child does not have to take up their free meal entitlement to ensure that the school receives the pupil premium funding.

You can get more details and an application form from:

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

**Email:** [education.benefits@sefton.gov.uk](mailto:education.benefits@sefton.gov.uk)

**School Admissions & Pupil Support Team**

Schools Regulatory Services, Town Hall, Oriol Road, Bootle L20 7AE

**Tel:** 0151 934 3456

### Universal Infant Free School Meals

From September 2014 every child in Reception, Year 1 & Year 2 in state funded schools in England will receive a free school lunch. The government will fund the schools to provide every child in infant classes with a hot, nutritious meal at lunch time. Infant and Primary Schools in Sefton have made arrangements for all infant class children to access a free meal at lunchtime.

Older children in junior school classes (Years 3-6) will continue to be eligible for Free School Meals using the national eligibility criteria shown above.

## Free School Meals for students over the age of 16

The Local Authority will continue to assess eligibility for Free School Meals for pupils over the age of 16 who are studying in Sixth Form at Schools and at Sixth Form Colleges. To qualify for Free School Meals families must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

Students attending Further Education Colleges may also be entitled to Free Meals, however, eligibility will be assessed by the college itself. You should contact the college directly for further advice.

## Support Funds for students over the age of 16

Discretionary Support Funds or Bursaries may be available in colleges and school sixth forms to help with learning costs and transport. The funds are ordinarily prioritised for those who face financial hardship. Schools and Colleges set their own criteria and manage their own procedures.

## Amendments to Information

**The information in this booklet relates to admissions for the academic school year 2018-19. We have done all we can to make sure it is accurate and correct at the time of printing. We may need to make changes from time to time, because of things beyond our control. However, the Local Authority cannot include in this booklet any changes that come into effect during the school year beginning September 2017.**

## Glossary

### Definitions of terms used in this booklet

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition. If you would like further clarification, please contact the School Admissions Team who are always happy to assist. Contact details can be found at the front of this booklet.

- ❖ **Admissions Authority** – This is the body responsible for deciding which pupils are admitted to a school. In Community Schools, this is the Local Authority (LA). In Voluntary Aided (VA) Schools, it is the Governing Body.
- ❖ **Admission number** – This is the maximum number of places available at the school for pupils in the new Reception.
- ❖ **Admissions Criteria** – This is the method used to allocate places to pupils for a particular school if there are more children wanting places than there are places available. These do vary between the different kinds of school.
- ❖ **Admissions Team** – LA officers who implement the admissions criteria and procedures for Community and Voluntary Controlled (VC) Schools, and co-ordinate the offers of places.
- ❖ **Appeal** – When it is not possible to offer a place to a child in a particular school, parents have the right to submit an appeal. An appeal hearing normally takes place some weeks later in front of an independent panel. The panel can decide that a place should be offered above the admission number.
- ❖ **Appeal Panel** – An independent body, usually of 3 people, who hear admission appeal cases.
- ❖ **Appellant** – The person who has submitted an appeal.
- ❖ **Brothers and Sisters or Sibling** – Includes step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent/carer's partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in **September 2018**.
- ❖ **Co-ordinated Scheme** – This is where the Local Authority shares and exchanges school applications with neighbouring Local Authorities in order to offer a school place.
- ❖ **Community Schools** – Schools which are run by the Local Authority and the LA is responsible for admissions to these schools.
- ❖ **Distance** – Distance will be measured (by the shortest walking route), from the child's home to the nearest school gate. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). If two or more applicants meet the distance criteria exactly (e.g. they live in the same block of flats or are exactly the same distance away from the school), the Authority will carry out a random allocation to decide which applicant will be given the place. This will be carried out in a public place with the required names placed in the box. The allocated name will be drawn out by a senior manager within Young People & Families.
- ❖ **Education, Health & Care Plan (EHCP)** - A small number of children have special educational needs (SEN). In some cases, a formal document is prepared to make special educational provision to meet the needs of the child or young person and to secure the best possible outcomes for them across education, health and social care. This document is called an Education, Health & Care Plan (EHCP). There are different application and appeal procedures for pupils who have an EHCP.
- ❖ **Equal Preference Scheme** – This means that each preference expressed by a parent for a school will be considered using that school's individual school admissions criteria.
- ❖ **Local Authority (LA)** – This refers to the department within the Local Authority that administers School Admissions. In Sefton this is within Young People & Families.

- ❖ **Looked after Children and previously Looked After Children** – These are children and young people (under 18) currently in the care of the Local Authority or are subject to a legal Care Order sharing parental responsibility with the LA. This includes children who were previously looked after but ceased to be so because they became subject to an adoption, residence or special guardianship order.
- ❖ **Online admissions** – Using the Sefton website to complete and submit your admissions application form.
- ❖ **Oversubscribed** – When there are more pupils wanting a place than there are places available.
- ❖ **Parents/Carers** – A parent or carer is any person who has parental responsibility or care of a child.
- ❖ **Sibling** – see Brothers and Sisters or Sibling
- ❖ **Statement of SEN** – See Education, Health & Care Plan.
- ❖ **Supplementary Information Forms (SIF)** – A supplementary information form is the form used to provide Voluntary Aided faith schools with additional information (such as Baptism details). This will enable the school to consider the application under their faith criteria.
- ❖ **Voluntary Aided (VA) Schools** – Faith schools linked to a particular Church or parish.