

In Year Admissions to Sefton Schools

Guidance Notes for parents/carers for children moving in to Sefton or moving house to another area within Sefton



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Introduction

This booklet will give you all the information you need to apply for a school place for your child if you have moved in to Sefton or moved areas within Sefton during the academic year and require a new school place for your child(ren).

We know that a number of families will need to move their child to another school because of a house move during the academic year and we want to make this move as smooth as possible for every child.

We have therefore developed arrangements for the admission of children outside the normal transfer time. These school moves are called 'In Year' Admissions.

This booklet is for parents who wish to apply for a place at a Sefton School

If you require a place at a school outside of the Sefton authority area, please contact the appropriate Local Authority where the school is located.

Please Note

The Local Authority will consider an A1 application submitted for a school place because of a house move where it is too far and would take too long for the child to continue travelling in order to attend their current school.

For those moving inside of Sefton or more locally, Sefton Local Authority (LA) will use the current best practice for home to school transport arrangements as a guide to evaluate whether the LA has an obligation to allocate a new school place because of a house move (rather than a request to just transfer to a new school). This states that a maximum each way length journey to school for a primary age child should be 45 minutes and 75 minutes for secondary age children.

Therefore if you have moved house many miles away from your current home and school, it is likely that you will require a new school place.

If you have moved less than half a mile away and in the same area your application may not automatically be considered as a house move requiring a new school place. If this is the case you will be contacted by the School Admissions Team.



Key Contacts

Sefton Local Authority In Year - Admissions Team

In Year Admissions Team
Town Hall
Oriol Road
Bootle
Liverpool
L20 7AE

Tel: 0151 934 3590
Fax: 0151 934 3122

Email: iyadmissions@sefton.gov.uk
Website: www.sefton.gov.uk/schooladmissions

Office Hours

Monday – Thursday	9.00 – 17.00
Friday	9.00 – 16.00

Other contacts

Advisory Centre for Education
(ACE) www.ace.ed.org.uk

Schools finder directory
<http://schoolsfinder.direct.gov.uk>

Ofsted
www.ofsted.gov.uk

School Performance Tables
<http://education.gov.uk/schools/performance>



Please read these guidance notes before completing the application form
Important Information

Matters for you to consider before applying

• **During the School Year**

Please do not apply for your school place several months in advance of a proposed house move during the school year. The Local Authority cannot pend places and will not be able to process an application for a school place without a proposed move address and proposed move date.

• **Places required for the start of the next academic year**

Applications should be submitted from June onwards once a home address and proposed move date is confirmed.

If the school you require for the next academic year is full please be aware that appeals are only heard during term time and that your appeal may not be heard until the new academic year has started.

- Sefton Local Authority's (LA) In Year Admissions Team processes all applications in the strict date order that they are received and accepted within the 4 weeks of requiring the school place. In the unusual circumstances where there are more applications received on the same day for one particular school place, the admissions criteria will be applied to each application received, in order to allocate the place available.
- During term time, Sefton LA will check if there are places available for schools you have requested. If there are vacancies in the school you have requested and your application is being considered as a standard admission (not through the Fair Access Protocol (page 11) we will pass your information to the school. You will usually be contacted directly by the new school you have requested in order to make arrangements for your child to be admitted. **You should allow up to three weeks from start to finish for this process.**

The Application Process

- If any school you have requested does not have any places available, we will write to you, refusing a place and advise you of the arrangements for submitting an appeal. The child can be added on to the school's waiting list if requested.
- If you cannot be offered any of your preferred schools named on your application, at this stage the Local Authority will offer you a place at an alternative school closest to your home (irrespective of school type or faith) where there is a vacancy, which we are obliged to do, by law.
- If an application for a school place is identified as an application that should be processed through the Fair Access Protocol, the application is no longer considered through the standard admissions process and is processed in accordance with the recommendations of the Fair Access Panel (Page 11).



How to complete the A1 In Year application form

Section 1: Child's details

- Please enter the child's legal name as shown on their birth certificate and circle their current year group.
- The child's current home address must be the child's current address.

Section 2: Change of Address

- Please indicate the date you have moved house, or the proposed date of moving.
- You will need to send us proof of your address or a proposed address (see 'what documents do I need to provide (on page 9)).
- The new home address cannot be a childminder's or business address.

Section 3: Current/Previous School and Free school meal entitlement

- Please provide the full name and address of your child's most recent school.
- We will usually contact the current school before processing an application.
- If your child no longer attends this school, please enter the date of their last day of attendance.
- Please indicate if you are currently receiving Free School Meals for your child and include your NI number and date of birth. This will help the admissions team ensure that any eligibility for FSM is automatically transferred for when you child starts at their new school.

Section 4: Reason for Application

- We need to know a little bit about your request for a new school place so that we can process your application.
- If you have just moved in to Sefton, or moved house within Sefton and require a new school place, please tick the appropriate box.
- If your child has been permanently excluded from another school, please enter the name of the school.
- If your child is being home educated please tick and include the dates.
- If you are UK service personnel and the place is required as you are being redeployed please tick (Official MOD letter will also be required).



Section 5: School Preferences

- You can list up to 3 schools in the order you prefer them.
- We may ask for a copy of the child's passport to verify date of birth (DOB) if you have moved in to Sefton from another country.
- You can enter the reasons for your preference(s) in the space provided if you wish (optional).
- If your child has a sibling who is attending any of the schools you have listed, please enter their full name and date of birth. 'Sibling' refers to brother or sister and includes half, step, adopted or foster siblings, provided they live at the same address.
Cousins or other relatives are not siblings.
- Please be aware that some Sefton schools may already be full and that if a vacancy does arise, the individual school's admission criteria will be applied to applicants on the schools waiting list in order to allocate the vacancy.

Section 6: Parents/Carers Details

- Please enter details of a person with parental responsibility for the child and indicate the relationship to the child.
- The application will be processed using the new or proposed new address.
- **You will need to provide your e-mail address so we can acknowledge receipt of the application form and contact you if we require any further information.**

Section 7: Children in Care

- If you are a foster carer looking after a child who is in the care of a local authority and you require a school place, you must indicate this and give the name of the authority. You will also need to ask your social worker to complete the application form.
- Children in care of those adopted from care have the highest priority in the admissions criteria for all maintained schools in Sefton.

Section 8: Social / Medical / Education, Health and Care Plan (EHC Plan) or SEN

- If your child has an EHC Plan you should contact the SEN Team.
- If your child has special educational needs but does not have an Education, Health and Care Plan, you should complete this form in the normal way.



- If you believe that a particular school is the most suitable to meet your child's needs, you **should attach a letter** explaining this and also provide supporting evidence from a doctor, social worker or other appropriate professionals. Your evidence should set out the reasons why the school you have chosen is most suitable and the difficulties that could be caused if your child were to attend another school.
- Please note that any medical condition of the parents or other family member or difficulties with child care because of other commitments would not be grounds for admission under this section.

Section 9: Faith Information

- Please state your child's faith/religion if you are applying for a faith school.

Section 10: Fair Access

- If any of the Fair Access categories listed apply to your child, please tick the appropriate box(es) and **provide written evidence** as applicable. If you are unsure or have any queries, contact the Sefton Admissions Team.

Section 11: Checklist

- Please check that you have completed all parts of the form and that you have enclosed proof of your address or your proposed address and that you are applying at the correct time.

Section 12: Data Protection

- Please read this section as it contains important information about how we deal with the information you supply on the application form.
- The Schools and Families Department maintains a database in respect of Education, which relates to the administration of pupils. All personal information provided on the admissions application form is treated in strict confidence in accordance with the requirements of the Act. We may verify information you have provided on this form. This could involve contacting other Council Departments who maintain appropriate records. The data may be shared with other Local Authorities and the DfE, or appropriate agencies involved with the provision of services to a child.



Section 13: Declaration & Signature of Parent/Carer

- You must sign and date the declaration and print your full name, before submitting your application.

What documents do I need to provide with my application?

- You must provide proof of your new address if you have already moved into Sefton or moved house within Sefton or evidence of your proposed address if you are scheduled to move:-
- We will require a solicitor's letter confirming that contracts have been exchanged and signed on the new property or that you have a long term tenancy of at least 6 months, together with evidence that you are residing at the new 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 or we will not be able to process your application.
- You may also be asked to provide evidence of the disposal of your previous property.
- If you are moving in with family members or friends, we will require proof that the family are residing at the address eg. Bank Statements, driving licence.
- Please do not send original documents.

What happens next?

- If we are able to offer you a place at more than one of the schools you have listed, we will offer you the school named highest on your application. You will be contacted by the school directly to arrange and agree a start date for your child.
- If it is not possible to offer you any of the schools you have requested, we will send you the decision letter and offer you the right of appeal for those schools. We will also offer you an alternative place at a school closest to your home with a vacancy. We can also provide you with information, if requested relating to other schools which have places available.



Appeals and waiting lists

Appeals

- If you have not been offered a place at a school you have named as a preference on your application form, you have the right of appeal to an Independent Appeals Panel.
- Information about how to appeal will be sent to you with the decision letter.

For further information regarding the Admission Appeals process please read the leaflet '*School Admission Appeals - Information for Parents*' which can be accessed at www.sefton.gov.uk/schooladmissions

Waiting lists

- If we are not able to offer a place at your preferred school, you will be offered the option of adding your child's name to the schools waiting list.
- Waiting lists, by law must be held in order of where each application falls within the schools admissions criteria and not the date they are added to the list.
- The length of time spent on a waiting list is not taken into account.
- Your child's position on a waiting list can go up or down.
- If a vacancy arises and your child is at the top of a waiting list we will contact you to see if the place is still required.



Sefton Fair Access Protocol

By law, each Local Authority must implement a School Admissions Fair Access Protocol, which supports families and schools in ensuring children who may have difficulty in accessing a school place, are offered an appropriate place fairly and without delay.

In Sefton, the Protocol is administered by two panels one for primary school applications and one for secondary school applications. You will be informed in writing if your application for a school place has been referred through the Sefton Fair Access Protocol and will be considered by a panel.

Sefton Admissions Team or an individual school may request that an application for a school place is referred to the appropriate Fair Access Panel if it meets the requirements

The Fair Access panels meet regularly, which allows recommendations for a school place or relevant education provision to be made quickly. The offer or recommendation may not be for the school originally requested.

There are some children that **MUST, by law** be included in a Fair Access Protocol. These are:-

- 1) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- 2) Children who have been out of education for two months or more;
- 3) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- 4) Children who are homeless;
- 5) Children with unsupportive family backgrounds for whom a place has not been sought;
- 6) Children who are carers;
- 7) Children with special educational needs, disabilities or medical conditions (but without a statement).

In addition to the above statutory Fair Access categories, the Sefton Protocol will include:

- 8) Children that have been permanently excluded from one school;
- 9) Existing Sefton pupils with 85% or less attendance at their current school;
- 10) Children in Year 10 requesting a school transfer (not a house move);
- 11) Children in Year 11 requesting a school transfer (not a house move). These children would be dual registered and remain on the roll of the existing school for their GCSE exam results;
- 12) Children with a history of fixed term exclusions over the last 2 years; (e.g 3 or more exclusions);
- 13) Request or referrals for alternative provision for a Sefton pupil;
- 14) Request for a managed transfer initiated by a school;



- 15) Pupils who have moved in to the area and there is not an available school place within a reasonable distance of their home (address to be validated).

Fair access outcomes

The outcome of the Fair Access Panel meetings for applicants would be:-

- 1) Agree/offer admission to the preferred school;
- 2) Offer admission to an alternative school;
- 3) Recommend alternative provision or suggest an alternative curriculum of a practical nature. (Where this is the case the appropriate panel member will contact the child and the family to discuss this further).



Sefton Schools

Primary Schools

Sefton has 75 Primary Schools in total

34 are Community Primary Schools

35 are Voluntary Aided Primary Schools

6 are Voluntary Controlled Primary Schools

Secondary Schools

Sefton has 19 Secondary Schools in total

2 are Community High Schools

10 are Academies

6 are Voluntary Aided High Schools

1 is a Free School

Types of Schools

- Community Schools are funded by the Local Authority, and the Local Authority is the admissions authority for those schools.
- Voluntary Aided schools are managed and governed by religious bodies and funded by the Local Authority.
- Academies are independent schools but no fees are charged.
- Free schools are set up by groups (e.g. parents, charities, voluntary groups) and are funded directly by central government.

Admissions Criteria

- Each Voluntary Aided school and Academy has their own oversubscription criteria which are set by the school governors.
- Information about Individual Schools and the admissions criteria used for each School (which will be applied to applicants on a waiting list) can be found in our School Admissions - Schools Booklet, which is available on Sefton's website www.sefton.gov.uk/schooladmissions

