
Metropolitan Borough of Knowsley

Education Improvement Team

COORDINATED ADMISSION SCHEME FOR KNOWSLEY SECONDARY SCHOOLS 2021/22

CONTEXT

The scheme set out below seeks to comply with the requirements of the 1998 Act, as subsequently amended, and the School Admissions Code 2014 and any further updates. The scheme will come into force for admissions in September 2021 and will apply to the admission of pupils who are of age to be admitted to reception classes in September 2021 or at later points in the school year 2021/22.

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

COORDINATED SCHEME FOR SECONDARY ADMISSIONS IN KNOWSLEY 2020/21

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

The following named schools participate in the scheme:

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

APPLYING FOR A PLACE IN THE YEAR 7 CLASS OF A SECONDARY SCHOOL FOR 2021/22 ADMISSION

No later than 12 September 2020, Knowsley Local Authority will publish a composite admission prospectus 'Knowsley Secondary Education Admissions 2021/22– Information for Parents'.

An electronic version of the composite prospectus will be available on the School Admissions area of the Knowsley Council website.

Knowsley resident parents/carers are requested to make an online application via the parent portal accessed via the Knowsley Council website, which will be available no later than 12 September 2020. A paper copy of the application form will be made available for those who cannot access the online application.

Non-Knowsley residents can download a copy of the composite prospectus from the Knowsley Council website or request a hard copy from the Local Authority School Admissions Team. However, they should apply by completing the CAF provided by the local authority in which they are resident. This is the case even where they wish to apply for one or more Knowsley secondary schools and/or their child currently attends a Knowsley primary school.

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

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

Knowsley Authority's CAF allows parents/carers to state up to three preferences in ranked order. Knowsley schools and those in other authority areas can be named as preferences.

The online application should be submitted via the parent portal accessed via the school admissions pages of the Knowsley Council website. Alternatively, a paper application form can be returned to any Knowsley primary school or directly to the Local Authority School Admissions Team at the address stated on the form. In all cases, a receipt should be provided to confirm submission - this should be kept safely by the applicant in case of query.

Some schools request applicants to complete a Supplementary Information Form (SIF) to gather information specific to their school oversubscription criteria. In Knowsley, this currently relates only to schools with a religious character (Catholic) It should be noted that any such form is *not* a valid application on its own; the school must also have been named as a preference on the local authority CAF and the school will validate this before considering the application. The SIF should normally be returned directly to the school concerned by the closing date or any other date specified by the school. Applicants who name a school that operates a SIF as a second or third preference should be aware this also applies to their application. Where a SIF is not completed, the application will be considered on the basis of information provided on the local authority CAF.

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

If naming a school/s in other authority areas as preferences, parents/carers need to check the requirements of that individual school in relation to supplementary information forms.

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

Places will be allocated according to the information provided on the CAF and, where relevant, the SIF. If the applicant is indicating that the child is LAC/previously LAC, evidence of the child's current or previous looked after status as defined in the school admission arrangements must be submitted at the time of application. If the applicant is indicating that they are UK service personnel or Crown Servant taking up a posting, confirmation of a posting address and relocation date must be provided at the time of application.

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

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

Applications should be submitted no later than the national closing date of **31 October 2020**.

STAGE 2 – CONSIDERATION BY ADMISSION AUTHORITIES

As required by regulation, this is an equal preference inter-authority coordinated scheme. This means that each preference – up to a maximum of three – expressed by any applicant will be considered by the relevant admission authority against their oversubscription criteria without consideration of the level of preference.

Following the closing date of **31 October 2020**, Knowsley authority will send to other coordinating authorities, relevant application information for Knowsley resident pupils wishing to be considered for their schools. Similarly, application preferences for Knowsley

schools from children resident elsewhere will be sent by their home authority to Knowsley for consideration. This initial exchange of application information between local authorities should be undertaken by **Friday 20 November 2020**.

Each admission authority will ensure the applications are considered according to their published admission policy and in line with the equal preference scheme. The Local Authority will apply the published admission policy on behalf of those academy schools who have agreed to adopt the local authority admission policy. The relevant Admission Authorities of Knowsley Voluntary Aided Schools will consider applications for their schools against their admission policies.

By **Friday 4 December 2020**, Knowsley schools which are their own admissions authorities will be sent information by the local authority of all applicants of any preference level. These admission authorities should therefore arrange meetings of their admission committees to consider applications during the period **Monday 7 December to Friday 11 December 2020**. In order to achieve the agreed coordinated timetable and the offer date, it is essential that this is planned for and achieved on time.

By **Friday 18 December 2020**, each admission authority should have applied their oversubscription criteria, placed applications in ranked order, and returned this allocation ranking to the Local Authority (School Admissions Team).

The Local Authority will conduct the same process for participating academies by applying the oversubscription criteria from the authority admission policy to all preferences expressed.

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

Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the home authority who will treat the result in accordance with their scheme. Other coordinating authorities will provide the outcome of allocations for schools in their areas for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any final exchanges of information between local authorities should be completed, where possible, by **Friday 12 February 2021**.

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

The Local Authority area will endeavour to notify schools in the authority area of the details of applicants confirmed as being allocated a place in the school and, if relevant, those forming the waiting list by **24 February 2021**. This date will be dependent on inter-authority coordination dates being achieved to finalise allocations. This information is not to be shared by schools and they should not make any direct contact with allocated pupils until the Local Authority has released allocation results on 1 March 2021.

STAGE 3 - ALLOCATION RESULTS

Allocation results will be issued to all Knowsley resident applicants on behalf of the relevant admission authority by the Local Authority, on **1 March 2021**. Where a place is to be offered to a resident of another authority in a Knowsley school, the result will be issued by that authority.

Parents/carers who have applied online, and have requested an email result, should receive their allocation result by email on **1 March 2021**. Online applicants can also access the portal directly on this date to see their allocation result.

For other applicants who have used the paper application, a letter will be issued confirming the school allocation. Letters will be posted by first class post on 1 March but parents/carers should note that an exact date of delivery cannot be stated.

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

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

Applicants who are not satisfied with the school offer they have been made are strongly advised not to refuse a place offered until they have confirmation of an alternative school place.

ADDITIONAL INFORMATION

(1) Waiting Lists

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

Where a vacancy occurs below the admission number, the admission authority will fill the place from the waiting list, in priority order, offering the available place first to the child who is top of the waiting list at the time the vacancy is confirmed.

The Local Authority will continue to undertake any communication with applicants in relation to waiting list offers until September 2021 at which point the waiting lists will become integrated with the in-year transfer process.

The annual allocation waiting lists for year 7 held by the Admission Authority will normally close at the end of the Autumn term in December 2021. Any parent/carer who wishes their child to continue to be considered for a place will normally need to re-apply under in-year admission/transfer procedures.

(2) Late applications

Applications received after the closing date of 31 October 2020

Applicants have no guarantee that late applications will be included in the initial allocation and are strongly advised to abide by the national closing date.

Application forms completed after the closing date should be submitted directly to the home local authority. This will typically be a paper application as the online application facility will not be available after the national closing date.

¹ The short birth certificate is the appropriate document.

Late applications naming Knowsley schools as preferences received following the national closing date but before the allocation process begins will be included in the initial allocation of places where practicable. For Knowsley schools this will typically mean preferences received up to 1 December. However, this will be dependent on the volume of late applications received therefore parents/carers have no guarantee that any application submitted after the closing date will be included in the initial allocation.

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

Applications received after the initial allocation process has begun

Late applications received after the initial allocation process has begun will not normally be considered by Knowsley schools until the initial allocation process is complete.

Only where the admission body accepts there are exceptional circumstances - e.g. a family moving into the area - will late applications normally be considered in the initial round. However, this is subject to practicalities and applicants should note that if the application is received at a very late stage in the process, it may not be possible to include it.

If parents/carers believe that there are exceptional circumstances for the application being submitted late, it is their responsibility to state these reasons in writing when submitting the application and provide supporting documentation wherever possible – e.g. proof of exchange of contracts or tenancy agreement to confirm a house move.

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

If a school in another authority has been named, the details will be forwarded to the appropriate admission authority for consideration and it will be for the relevant admission body to determine whether or not the application will be included in the initial allocation of places.

Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on 1 March 2021. Letters will be issued as soon as possible, but this may be at a later date.

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

The inter-authority coordinated process continues and applications from Knowsley residents should be submitted to the School Admissions Team in the local authority who will ensure they are considered by the appropriate admission authority.

Applications will be considered as described above and an allocation letter issued as soon as possible. Parent/carers should note that, immediately following the initial allocation, there will be a short delay in processing new applications due to the volume of enquiries received by the Admissions Team following the publication of offers. After 1 March, the admissions

team will not process late applications received any earlier than week commencing 15 March 2021 at the earliest.

(3) Making changes to your application

Change of circumstance

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

During the usual application period (12 September to 31 October 2020) online applicants can make changes to information supplied on their common application form by revisiting the portal and making the change directly.

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

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

If you are unsure about what is a relevant change please contact Knowsley for advice/verification.

Parents/carers should be aware that if a change of circumstance occurs very close to the allocation date, it may not be possible to make any changes to the original application until after the initial allocation is complete – you will normally be advised in writing how any change will be considered.

Change of school preference/s

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

Other applicants can complete and return a new application form which will replace any previous dated application submitted.

Change of preference during the allocation period

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

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

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

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

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

The new application will replace the original application, therefore, any applicant who wishes for their child's name to remain on the waiting list for a school/s where a place has been refused must name that school again as the higher preference on the new application form.

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

Parent/carers should note that, immediately following the initial allocation, there may be a short delay in processing change of preference applications due to the volume of enquiries received by the Admissions Team following the publication of offers. After 1 March, the admissions team will not process late applications received any earlier than week commencing 15 March 2021 at the earliest.

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

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

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

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

(6) In-year admission and school transfer applications

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

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

Parents/carers should complete the In-Year Application form and submit it to the School Admissions Team in the Local Authority at the address stated on the application. The

Admissions Team will coordinate and monitor the progress of the application by liaising with the school/s of preference. The agreement between the Local Authority and Knowsley secondary schools is that in-year admission/transfer requests will be processed within 20 school days.

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

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

Where places are refused due to the year group being full, the Local Authority will inform parents/carers of this in writing, including their right to an independent appeal against the refusal, and the child's name will be placed on a waiting list.

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

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

Fair Access Protocol (FAP)

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

The Knowsley FAP document is published in a separate document which was updated in the Autumn term 2019.

**PROPOSED TIMETABLE FOR ANNUAL SECONDARY ADMISSION APPLICATIONS
FOR SCHOOL YEAR 2021/22**

