



Knowsley Council

Primary In-Year Admissions 2016/17 Information for parents and carers

PLEASE READ THESE NOTES CAREFULLY BEFORE MAKING YOUR APPLICATION

The information provided in this leaflet aims to help parents/carers follow the in-year application process for Knowsley Primary school places. This is when you are requesting a school place or transfer during the school year.

If your child is applying to start reception class in school for the first time or is transferring from primary to secondary education, DO NOT use these procedures. There are separate forms, application dates etc. Check with your local school or with Knowsley School Admissions – (0151) 443 3372/3373

If your child has a Statement of Special Educational Needs or Education Health & Care Plan, you must follow SEN procedures to request a change of school – contact (0151) 443 5145 for advice.

1. Transfer request if moving house

If you are moving house into the local area and you wish to apply for a place for your child/ren in a Knowsley primary school, you are advised to check the likely availability of school places with Knowsley School Admissions in advance of your move taking place and allow time for your application to be processed. This is particularly important if the move means that your child/ren cannot continue to attend their current school due to distance.

2. Local Transfer request – without a house move

Things to consider before applying for a transfer

Sometimes a change in circumstances may lead to a request for a transfer to an alternative school, even though you are not moving house.

Before making a transfer application, we would strongly advise you do the following:

- Discuss your reasons for considering a move with the Headteacher of your child's current school as, often, any issues of concern can be rectified without a transfer being necessary.
- Look carefully at the advantages and disadvantages of moving and think carefully **before** applying for a transfer. Your child/ren will have to make new friends, get used to new school staff and procedures etc. What will the transport arrangements be? What will be the costs for new uniform/transport? Are the issues you have with the current school likely to re-occur at the new school?

Please note a local move would normally take place at the beginning of the following term to allow for the planned admission of your child.

3. How do I apply?

- You must complete the Knowsley in-year application form. You can only name Knowsley schools on this form.
- The in-year form is available on line at www.knowsley.gov.uk/schooladmissions or from Knowsley School Admissions or any Knowsley primary school.
- Once your application is complete, please return it to the school named on the form.

We would advise you to check beforehand to see whether it is likely that there will be places available. However, no place is guaranteed until a formal application has been submitted and an offer made.

4. Allocating a place

Allocation

- Generally, if a place is available within the admission number, it will be offered.
- If there is no place available, you will be offered the right of appeal. *(Certain schools do have the possibility in very limited circumstances of refusing a place where one is available, but this will be explained if this is the case. Some exceptional applications may be considered under the Fair Access Protocol).*
- If more applications are received than there are places available, the oversubscription criteria, which forms part of the school's admission policy, will be applied to decide who will be offered a place. Copies of the relevant admission policies are available in the Knowsley primary admission booklet or online at www.knowsley.gov.uk/schooladmissions. Each school can also provide you with a copy of their own admission policy if requested.
- Children who are currently looked after by a local authority have a very high priority for all schools. This category includes children who have moved from being looked after to being adopted or subject to residence orders or special guardianship. The definition is as in the School Admissions Code – available online at www.gov.uk

Parents/Carers would need to provide evidence of this to the school at the time of application.

Offer/Refusal Letter

- Your offer/refusal letter will come from the school you applied to.
- If you are refused a place at the school requested, details of your right of appeal to an independent appeal panel will also be enclosed with your letter.
- The school can tell you if they have a waiting list.
- If you cannot be offered a place at your school of preference and your child is not already on roll at a school, please contact Knowsley School Admissions on (0151) 443 3372.

Timescales

You should expect a response within approximately 10 school working days from the date the school received your application.

5. Accepting the place

- When you are offered a place, you will usually be asked to confirm acceptance. If you do not confirm acceptance within the timescale indicated the school may re-offer the place to another child.
- The school will agree an admissions date with you and provide any further admission details e.g. uniform and start time
- You may also be requested by the school to produce evidence of the details you provided when you made your application – e.g. *proof of address, proof of Catholic baptism* – if these have played a part in the decision to offer a place. If you cannot provide proof of the information given, or if the information is found to be false, your offer may be withdrawn.

6. The Fair Access Protocol

Schools are required to access the Fair Access Panel (FAP) if they feel unable to meet the needs of a pupil requesting in-year admission. The Knowsley protocol seeks to ensure that all schools admit a fair share of pupils requiring a high level of support or offering particular challenges. To achieve this, the protocol allows the authority to make admissions in excess of the admission number or to refuse where places are available.

7. Local Authority Contact Details

Knowsley School Admissions can assist with general queries regarding school places and procedures, please contact:-

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

Telephone:- 0151 443 3372/3373

E-mail:- schooladmissions@knowsley.gov.uk

Visit Website:- www.knowsley.gov.uk/schooladmissions

NOTE: IT IS THE PARENTS'/CARERS' RESPONSIBILITY TO ENSURE THE APPLICATION FORM IS RETURNED TO THE SCHOOL NAMED ON THE FORM.

If you do not receive an offer/refusal letter within ten school working days, please contact Knowsley School Admissions on (0151) 443 3372/3373