

KNOWSLEY PRIMARY EDUCATION ADMISSIONS



2017-18



Apply online www.knowsley.gov.uk/schooladmissions
or use the paper form at the back of the booklet

THE INFORMATION CONTAINED IN THIS BOOKLET IS IMPORTANT.

IF YOU NEED ANY FURTHER HELP OR INFORMATION ON APPLYING FOR A PRIMARY SCHOOL PLACE PLEASE CONTACT:

Knowsley School Admissions
Education Improvement Team, Knowsley Council
PO Box 21, Municipal Buildings, Archway Road, Huyton, Knowsley, L36 9YU
Telephone: (0151) 443 5143/3372
Email: schooladmissions@knowsley.gov.uk

The headteacher of the school can also assist with information about the school and how to apply. Where the term 'school' has been used in this booklet, this also applies to Academies.

Privacy notice

Knowsley Council is committed to dealing with your information safely and securely. We need to collect and keep information to deliver our service efficiently. We will always treat your information with confidentiality and will not pass it to third parties for commercial use. We take our responsibility to protect your information seriously and we will always ensure it is used fairly, correctly and safely in line with the legal requirements of the Data Protection Act 1998.

The information you provide to us on your admission application form and in any supporting documents, will be used to process your application. There may be a requirement to share this information with governing bodies of primary and secondary schools and neighbouring local authorities etc. This will only be when necessary and where the law allows it. This will be to:

- Ensure the efficient co-ordination and fair allocation of school places
- Make sure the information is accurate
- Prevent or detect crime
- Protect public funds
- Meet our key aims and legal duties

Information about your child may also be shared with Members of Parliament or Borough Councillors, but only if you have asked them to act on your behalf.

We may also use the information you have provided to develop statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. We ensure that the statistics are developed in such a way that individual children cannot be identified from them.

For more information on how we deal with your personal information please look at our website <http://www.knowsley.gov.uk/system-pages/privacy-policy.aspx> or contact any member of the service.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS APPLICABLE TO THE SCHOOL YEAR 2017/18. EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION CONTAINED IS CORRECT AT THE TIME OF PUBLICATION. HOWEVER, PLEASE DO NOT ASSUME THERE WILL BE NO CHANGE TO THE INFORMATION GIVEN.



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Welcome

Dear Parents and Carers

Deciding what school you would prefer your child to attend is a very important decision to make. It is essential that you are aware of what you need to do when applying for a school place. I would urge you to read this booklet thoroughly and carefully, as it sets out information to help you through the admission process.

Parents/carers are welcome to visit primary schools and are encouraged to make an appointment. Each school publishes detailed information about its facilities and activities. More information is available from the school's individual website.

Headteachers and staff are committed to ensuring there are high standards of teaching and learning delivered across the primary curriculum. Knowsley primary schools want to work in partnership with parents/carers, to provide your child with the best possible education and are committed to helping children reach their potential, whatever their race, sex, religion or disability. Our commitment is to make Knowsley the best place to be educated.

We want to assist you in making a very important decision for your child's future - deciding on your preferences for primary education. We can help in a number of ways:

- this booklet gives you information about all the Knowsley primary schools and contacts for other areas;
- the application form for Knowsley residents is included in the booklet and you can also apply online.
- Knowsley school admissions can give you information and guidance by telephone or email (0151) 443 5143/5142/3372/3373 schooladmissions@knowsley.gov.uk

We would encourage you to read this booklet carefully before completing your application. Whether you use an on-line or paper application, please ensure this is completed and returned by the closing date of **15 January 2017**.

Finally, may I take this opportunity to assure you of the full support of Councillor See, Cabinet Member with lead responsibility for Children's Services, and of myself and our staff. We all wish your child every success in their school career.



Paul Boyce

Paul Boyce
Executive Director
(Children)



Gary See

Cllr Gary See
Cabinet Member for
Children's Services

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Applying for a primary school reception class place for September 2017

Please take time to read the information in this booklet very carefully to ensure that you are aware of the correct application and allocation procedures before making your application for a reception class place for your child.

General information

- If your child's date of birth falls on or between 1 September 2012 and 31 August 2013, they are eligible to start reception class of school in September 2017.
- Parents/carers have a right to say which primary schools they would prefer their child to attend, but there is no guarantee that a place can be allocated at one of these preferences.

IT IS VERY IMPORTANT THAT YOU COMPLETE THE CORRECT APPLICATION FORM. NATIONAL PROCEDURES MEAN THAT YOU MUST APPLY USING THE APPLICATION FORM OF THE LOCAL AUTHORITY IN WHICH YOU AND YOUR CHILD LIVE, AND YOU SHOULD ONLY COMPLETE ONE FORM.

Do you live in Knowsley? - YES

- You must apply using the Knowsley application form - no matter what schools you are naming as preferences.
- You can apply on-line at www.knowsley.gov.uk/schooladmissions or, alternatively, you can complete the paper application at the back of this booklet.
- You can name up to three school preferences in ranked order, naming the school you want most as preference one - please read the section on page 9 which explains how the inter-authority co-ordinated scheme is applied and why your order of preference is important.
- You can name schools in Knowsley and/or those in other areas. If you are naming schools outside Knowsley, we strongly recommend that you obtain the primary admissions booklet from the relevant authority so you have all the information you need about their school policies (contact details on page 67).

Do you live in Knowsley? - NO

- You must apply using the application form supplied by the authority in which you live, e.g. Halton, Lancashire, Liverpool, Sefton, St Helens or any other.
- You can obtain an application form from your home authority - the contact details for local neighbouring authorities are provided on page 67 of this booklet.
- You cannot apply on-line via the Knowsley website (although your home authority may have a similar facility), neither should you complete the application form in this booklet.
- If you complete a Knowsley application and you are not a Knowsley resident, your application will normally be disregarded.

- You can, of course, name Knowsley primary schools as preferences on your own authority's form, and this means your child will be considered, along with all other applicants, for a place in those Knowsley primary schools.
- If you are naming Knowsley primary schools on your application form, this booklet includes information that will be useful to you, including school contact details and admission policies.

Important things to remember

The closing date for returning your completed application form to your home authority is:

15 JANUARY 2017

- Applicants **MUST** only complete one local authority application form (the authority in which you and your child live).
- Applicants should only receive one school offer.
- If you complete an application form for more than one authority, the authority where you **do not** live will normally disregard your application.

Children arriving from overseas

While children who are living in Britain with their parents/carers normally have a right to a school place, there are some categories of children who are not entitled to a place in a maintained school. These are:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (e.g. as tourists or to visit relatives), and not to study; and
- children from non-EEA countries who have permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school.

The admission authority may request to see appropriate documentation to clarify the status of a particular child e.g. right of abode certificate, passport or entry visa. Applications are not normally accepted from children still living abroad, but cases will be considered individually.

Children of British nationals who are living overseas but planning to return to the UK may apply for a school place for their child if the application is accompanied by documentary evidence of British national status and a date of return to the UK. However, any application will be processed from the overseas address until such time as the child is resident in the UK.

Children of UK service personnel (UK armed forces)

This applies to families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area.

Where places are available, the authority will normally allocate a place in advance of a family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address. Other applications for these groups of children will be considered in line with the guidance in the School Admissions Code and Knowsley arrangements. Where deemed appropriate by the authority, children may be considered under the medical/welfare criterion of the community school admission policy. Governing bodies for voluntary aided schools will consider applications as appropriate and in line with the code and their own admission arrangements.

The on-line application

Before making an on-line application, you are strongly advised to read the information contained in this booklet.

Knowsley council offers an on-line service to parents/carers applying for a reception class place in a primary school for September 2017. Parents/carers can complete the primary application form on-line by visiting **www.knowsley.gov.uk/schooladmissions** You will need access to a computer linked to the internet and a current email account. Internet access is available through any Knowsley library where staff can assist you and help you set up a free email account.

Some of the benefits of applying on-line are:-

- It's quick and easy to use
- This service is normally available 24 hours a day, 7 days a week
- There is no risk that the application will be lost in the post
- The system guides you through the application and alerts you if any errors have been made
- You will receive an email confirmation that your application has been received
- You can make changes to your application up to the closing date - **15 January 2017**
- The same day the allocation letters are posted - **Tuesday 18 April 2017** - you should receive an email with the results of your application (providing that your email address has not changed).
- Online applicants will also receive an offer letter - posted **Tuesday 18 April 2017**,

Please note: If you submit an on-line application, please do not also complete a paper application.

Completing the on-line application form

- Access the internet on your computer in the normal way or via a Knowsley library.
- Type the website address **www.knowsley.gov.uk/schooladmissions** into the browser - this will take you to the school admissions homepage from where you can access the on-line application.
- The on-line facility includes guidance through the process. Initially you will be asked to 'create an account' by entering a valid email address and creating a password. A space has been provided on the next page should you wish to make a note of your login details - please keep this in a safe place as you will need these details if you wish to make changes to your application (you can do up to the closing date).
- The on-line application will ask you for the same information as the paper form.
- Once you have completed the form, by following the instructions on the screen, you will be asked to declare the information to be correct and then submit the application.
- When you have submitted your application successfully, you should receive an email confirming receipt. If you do not receive an email confirmation (having checked your junk/spam folders) please contact (0151) 443 5143/5142 and a member of the team will be happy to assist.
- If you are submitting additional documentary information to accompany your application, this should be sent by post by the closing date of **15 January 2017**. Please ensure your child's name and date of birth are clearly stated at the top of each page of the additional documentation. The information should be returned to: Knowsley School Admissions, Knowsley Metropolitan Borough Council, PO Box 21, Archway Road, Huyton, L36 9YU
- If you wish to receive confirmation that this information has been received, contact (0151) 443 5143/5142 to request a receipt.
- If you are applying after the closing date of **15 January 2017**, the website link will be closed. Please complete the paper application form from this booklet.

PLEASE KEEP THIS SAFE

This space has been provided for you to keep a note of your email address and password. If you wish to log back into your on-line application and make a change you will need these details.

Email address

Password

Making changes to your on-line application after you have submitted it

Changes to your application can only be made via the on-line facility up to the closing date. If you decide that you would like to make a change to your on-line application after submitting it, you will need your email address and password details to log back in to your account.

- Return to www.knowsley.gov.uk/schooladmissions and, once in the on-line application facility, click on 'login'. You will be asked to enter your email address and password to take you back in to your application.
- Follow the on screen instructions to make the change/s. When you are happy with your changes, you **must** re-submit your application - you will receive a further email confirmation.
- If you wish to make a change to your on-line application after the closing date, you will need to contact Knowsley School Admissions directly.

Please note: see page 12 for more information about making changes to your school preferences

Forgotten password

If you have not written your password in the space provided and you can't remember it, click on '**forgotten password**', type in your email address and enter your secret question and answer. You will receive an email prompting you to re-set your password. Please allow a few minutes to receive the email as there may be a slight delay. Once you have re-set your password details you should be able to login and make your changes.

The paper application

- Guidance notes on completing the application form can be found at the back of this booklet on page 68, before the application form itself.
- If you complete the paper application form, you can return it directly to Knowsley School Admissions at the address stated on the application form, or hand it in to the administrator of any Knowsley primary school. In either case, you should be issued with a receipt - keep it safe as proof you have submitted your application form.
- If you are submitting additional documentary information to accompany your application, please ensure additional papers are secured to the main application form and your child's name and date of birth is clearly marked at the top of each page.
- If you have not had a receipt within two weeks of submitting your application, please contact Knowsley School Admissions on (0151) 443 5143/5142.
- The closing date for applications is **15 January 2017**. We strongly advise that you submit your application on time - please do not be late as this could result in you missing out on the place that you want.

General Application Guidance

For advice or support regarding the completion of your application, please contact (0151) 443 5143/3372 between 9am and 5pm Monday to Friday or email us at schooladmissions@knowsley.gov.uk

Additional information and supplementary forms

- It is the responsibility of the parent/carer to read the individual school policy and ensure that all relevant information is provided with the application. If parents/carers are unsure what is required, they should check with an Admissions Officer in the local authority of the school in question or contact the individual school.
- If you are submitting additional documentary evidence specific to your application to support your reasons for requesting a particular school, this should be submitted to Knowsley School Admissions by the closing date of **15 January 2017**. Please see the relevant section on on-line applications (page 5) and paper applications (page 6) for further instruction.
- Some of Knowsley's voluntary aided schools and some schools in other authority areas may require extra information which is not requested on the local authority application form - this is because the admission policies for these schools include criteria on religious commitment. Parents/carers who wish for their child to be considered for a place under such criteria may need to complete a supplementary school form.
- Supplementary forms should be completed **in addition** to the Knowsley application form and should be returned directly to the individual school by the closing date of **15 January 2017**. Supplementary forms for Knowsley schools can be obtained from the individual schools, from Knowsley School Admissions or by visiting www.knowsley.gov.uk/schooladmissions. For schools in other authority areas, parents/carers should contact the individual school or the relevant local authority admissions team for further advice about obtaining a supplementary form.
- Parents/carers who do not complete a supplementary application form, and name the school as a preference on the local authority application form, will still be considered for a place in the school (but not under the particular faith criteria). However, if you complete an individual school supplementary form, but do not also name that school as a preference on the local authority application form, your child would not normally be considered for a place - only school preferences named on the local authority application form will be considered.

Home Address

- The address given must be where the pupil normally lives during the school week. If a child lives between two addresses, the household in receipt of the child benefit would normally be the address taken and the Council reserves the right to request other proof as fits the individual circumstances. It may be necessary for the Admission Officer to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address. Please do not give a childminder or other relative's address.
- Any change of address during the application/allocation period (September-April), must be notified to Knowsley School Admissions and supporting documentary evidence may be requested. Similarly, if you are unsuccessful in your application for your preferred schools and move address after the offer date, you should notify Knowsley School Admissions as it may affect your child's position on the waiting list(s).
- The authority reserves the right to make enquiries as necessary with other agencies, e.g. Council Tax, Electoral Roll, to verify information provided.

Multiple applications

- Parents/carers should only submit one application form per child.
- Please **do not** complete both an on-line application and a paper application.
- Please **do not** submit an application form to more than one authority - you must only apply to the authority in which you live (see page 3).
- Where multiple applications are submitted, Knowsley authority will normally accept the preferences stated on the latest dated application form for the purpose of the allocation and disregard any earlier dated application.
- Where care is split, the local authority can only accept one application. This can be completed by either parent, provided they have parental responsibility for the child, and the correct home address for the child is stated on the application form (see page 7 for guidance regarding application address). In such cases, it is advisable for parents to agree which school/s will be named as preference/s before submitting the application form.

The inter-authority coordinated equal preference admission scheme

In accordance with national admissions legislation, Knowsley Council uses an inter-authority coordinated 'equal preference' scheme for reception class admission to all primary and infant schools in the borough.

What is an equal preference scheme?

The equal preference scheme is a national framework for all admissions procedures. All local authorities across the country use equal preference schemes. The advantage of this is that all your school preferences are considered at the same time and you will always be made the highest available offer.

How does an equal preference system work?

When parents/carers apply for a place, they can name up to three schools on the application form. The school that is named as the highest preference would normally be the one that parents/carers want the most.

e.g.:

1. Brownfield School - this is the school you want most
2. Greenfield School
3. Bluefield School

The admission policy for each school is applied to the child's application along with all the other applications for the same school. At this point, it doesn't matter whether the school has been listed as preference 1, 2 or 3 - that is not considered at this stage. All applicants for a particular school are put into order according to the school's oversubscription criteria (admission policy). The school fills its places (i.e. up to the admission number), taking those at the top of the list first. Knowsley School Admissions will receive the allocation results for each school - the answer for each child will either be **yes, a place is available** or **no, the child's name is placed on the waiting list**.

If more than one school can offer a place to the same child, then **and only then** will the order of the preferences be considered. Only one school offer will be made - the highest of those able to offer a place. If all three schools can offer a place, you will be offered your highest available preference.

Sometimes not all schools can offer a place;

e.g.:

- | | | |
|----|-------------------|--------------------|
| 1. | Brownfield School | No |
| 2. | Greenfield School | Yes |
| 3. | Bluefield School | No longer required |

In this case, the child's name will normally be placed on the waiting list for Brownfield School. An offer will be made of Greenfield School - the highest available. The place at Bluefield will be offered to someone else.

- If your child cannot be offered a place in any of the schools you have named as a preference, Knowsley local authority will normally offer Knowsley resident children an alternative place in the nearest community or voluntary controlled school to the home address with an available place, but this may also be in any other Knowsley primary school. If parents/carers are not satisfied with the offer they receive, it is possible for their child to be considered for other Knowsley schools, including voluntary aided schools, by completing a new application form.
- Non-Knowsley residents who can not be offered a Knowsley school of their preference will normally be made an alternative offer by their home authority.
- In all cases, the child's name will be placed on a waiting list/s for the Knowsley school/s where a place has been refused and informed or their right of appeal against the decision to refuse a place at **any** school/s (for further information on appeals see page 60).
- Sometimes, there is movement after the initial allocation; if parents/carers refuse a place at a school where their child has been offered a place, this place can then be re-allocated from the waiting list.

Naming school preferences

- You can name up to three schools of your preference and should do so in ranked order.
- You can name schools in other authorities, but you are strongly advised to read the relevant local authority booklet and gather information about the school you are interested in.
- Please do not name independent (fee paying) schools on your application form; you should apply directly to the school/s concerned and complete their own application.
- Some Knowsley primary schools will be able to offer places to everyone who applies. However, as allocations can vary from year to year, and no-one can guarantee in advance which schools will be oversubscribed, it is wise to name more than one preference.
- If you decide to apply for a school that is often over-subscribed, look carefully at the admission policy to see which criterion your child would come under. Talk to the school or an Admissions Officer in the relevant local authority about how places were allocated in previous years (see also page 55 of this booklet for allocation details for Knowsley Schools from September 2016).
- Please do not name the same school more than once - this will not increase your chances of obtaining a place.
- Stating only one preference **does not** increase your chance of gaining a place in that school - it means you have possibly wasted two preferences as, if you do not obtain a place at that school, you may lose priority for another school where you might otherwise have obtained a place.
- Naming more than one preference will not disadvantage you in any way during the allocation process. **REMEMBER** - you will always be made an offer of the highest preference school available.
- Consider all your preferences carefully - if you have named a school as a second or third preference it must be assumed that you will accept such an offer should it be made.

Naming preferences for schools in different authorities

- Some parents/carers name schools in more than one authority. Knowsley authority works in partnership with other authorities to co-ordinate reception class offers.
- All authorities operate an inter-authority equal preference scheme.
- Where Knowsley resident parents/carers name a school in another authority as a preference, the information will be passed to that authority to be considered. When they have taken a decision, they will inform Knowsley of the result. In the same way, other authorities will send information to Knowsley authority about children who need to be considered for places in Knowsley schools.
- It may be that another authority can offer a place at one of their schools and a place can also be offered in a Knowsley school. In such cases, wherever practicable, only the school that you have ranked higher will be offered. The other school will not be offered. This means the order of your preferences is very important.
- If a parent/carer receives two or more offers of a place, they must contact both authorities immediately and state which offer is being accepted.

e.g., if a parent/carer states preferences as follows:

1. A Knowsley school
2. A Liverpool school
3. A St Helens school

If all three could offer a place, only the Knowsley school will normally be offered as it is the top preference. If the Knowsley school could not offer a place, but the Liverpool and St Helens schools could, the Liverpool school would be offered, Knowsley would place your child's name on the waiting list and offer the right of appeal for their school and St Helens would be advised the offer in their school is no longer required.

Late applications

Knowsley resident parents/carers **will not** be able to make a late application on-line as the facility is not available after the closing date. **A paper application form must be completed** and should be sent directly to Knowsley School Admissions, Knowsley Metropolitan Borough Council, PO Box 21, Archway Road, Huyton, L36 9YU

Note: Each authority has its own rules about late applications - parents/carers naming preferences for schools in other authorities need to check with the relevant authority how that individual school preference may be considered if named on an application form submitted after the closing date.

Applications received after the closing date of 15 January 2017

- Applications naming Knowsley schools as preferences that are received after the closing date but before the initial allocation process begins, will be included where possible. However, as the exact date of allocation for individual schools cannot be given, parents/carers have **no guarantee** that any application submitted after the closing date will be included in the initial allocation and are **strongly advised** to abide by the closing date.

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.
- Where places remain available in schools following the initial allocation, they will be offered to late applicants. Where schools are already full, 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.
- Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on **Tuesday 18 April 2017**. Letters will be issued as soon as possible but this may be at a later date.
- 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.
- 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.

Applications received after allocation letters are posted on 18 April 2017 and before the start of the new school year

- Applications will be considered and an allocation letter issued as soon as possible. If parents/carers have not received a response within 10 working days of submitting the application, they may wish to make contact with Knowsley School Admissions for an update on how their application is progressing.
- Where places remain available in schools, they will be offered. Where schools are already full and a place cannot be offered, 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 applicants will be informed of the outcome as soon as possible once the home authority has been advised of the outcome.
- Please note that, after the offer letters have been posted, Knowsley School Admissions receive a large amount of change requests. These will be dealt with accordingly along with any telephone and on-line queries received. Due to the high volume of enquiries received at this time it is not possible to state how long it will take to process these requests, but every effort will be made to deal with your application as quickly as possible.

Making changes to your application

Change of circumstance

Once you have submitted your application, it is important to remember that you should notify Knowsley School Admissions of any change of circumstance that could affect your application, e.g. a change of address, a baptism or a sibling moving to a different school. **If you do not notify Knowsley School Admissions directly of any change, this may affect how your application is considered and you could miss out on a place at a school of preference or risk having a place withdrawn.**

You can contact Knowsley School Admissions by telephone or in writing / by email to confirm the change that you wish to make to your application (in some cases, you may be asked to provide evidence of the change). If you are unsure about what is a relevant change please contact us 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

You can make a change to the school preference/s you have named up to the closing date of **15 January 2017** by completing a new application or contacting Knowsley School Admissions on (0151) 443 5143/5142. On-line applicants please refer to page 6 for further instruction.

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 write to Knowsley School Admissions 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**, therefore parents/carers must ensure they are aware of how late applications are treated (see page 11).
- 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.

After allocation letters are posted on 18 April 2017 and before the start of the new school year

- After initial allocation letters have been received, parents/carers who wish to change their preference can do so by making a new application. **Please note** the new application will replace the original application made, 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 schools are already full and 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.

Waiting lists

- If your child is refused a place in a school - because the school is oversubscribed and other children have a higher priority for a place - your child's name will normally be placed on the waiting list. If a place is refused in a Knowsley school, your child's name will automatically be placed on the school waiting list.
- Waiting lists are ordered according to the relevant oversubscription criteria (admission policy). If a place becomes available, it will be refilled from the waiting list strictly in priority order.
- Your child's place on a school waiting list can change, both up and down, according to the movement of other applicants, e.g. a family may move in to the area and make a late application - if the child meets a higher priority, they will be added to the waiting list above other children already on the list.
- As waiting lists are 'live' documents, parents/carers **must** inform Knowsley School Admissions immediately of any change of circumstance that may affect their child's place on the waiting list, e.g. a change of address.
- If the appeals process leads to the admission of children over the admission number, places will not be re-offered from the waiting list until numbers once again fall below the published admission number.
- The formal waiting lists for Knowsley schools will remain open until the end of the Autumn term of the year of entry (**December 2017**). After the closure of the formal waiting lists, parents/carers who still wish to be considered for a place will normally need to re-apply using in-year transfer application procedures (see page 62).
- Your child's name will only be removed from a waiting list if a place is offered in a higher preference school, when the formal waiting list closes or at your request. Therefore, provisionally accepting an offer of an alternative school place will not affect your child's place on the waiting list for a higher preference school.

Receiving your allocation result

- Knowsley local authority will write to all Knowsley residents to confirm the school place that has been allocated, whether this is a Knowsley school or a school in another authority.
- If you live in another authority, but have applied for and been allocated a place in a Knowsley school, your home authority will notify you of the outcome.
- Initial allocation letters for on-time applicants will be posted on the national offer date of **Tuesday 18 April 2017**.
- Knowsley residents who have applied on-line should receive an email with the result of their application on **Tuesday 18 April 2017** (a letter will also be sent by post).
- Where applicants have been refused a place at a school/s of preference, they will be told of their right of appeal and how an appeal can be made.

Please note: No information regarding the allocation of places will be given to applicants prior to allocation letters being issued. The result of the application will not be given over the telephone unless it is clear that the applicant has not received their allocation letter after allowing a reasonable time for it to arrive, and they will be asked security questions to authenticate who they are.

Withdrawal of an offer of a school place

Knowsley Council will normally withdraw a school place where it is found that false information has been used to obtain an offer at a school that is oversubscribed. The authority reserves the right to make investigations and may require appropriate evidences from the relevant time period to confirm any information stated in order to secure a place.

In order to avoid the disappointment of places being withdrawn, parents/carers are strongly advised to seek clarification from an Admissions Officer in the local authority regarding any query they may have relating to information they are stating on their application form.

Flexible offer and deferring entry to primary school

Most children join school reception classes in the September of the school year in which they turn five. When the offer of a reception class place is made, the expectation is that the child will normally start on a full-time basis in the Autumn term. However, the law states that a child must be in education from the beginning of the term following their fifth birthday. For this purpose, end of term dates are defined as 31 December, 31 March and 31 August.

If a child is not of compulsory school age, parents/carers can request delayed admission and part-time attendance. Dependent on your child's date of birth, if you apply for and accept a school place at the normal time, you could discuss with the school where a place has been offered the possibility of deferment or part time education for one or two terms - i.e. your child stays with their normal chronological year group, doesn't start school in September or on a full time basis but does take up the place before the end of that school year.

For a child born during the summer term (from 1st April to 31 August inclusive), the whole of the reception year does not constitute compulsory education. Therefore, if you do not wish for your child to start school until the beginning of year 1 - i.e. your child stays with their normal chronological year group but does not attend during the reception year - you can apply for a Year 1 place for the following September under in-year application procedures (see page 62). You must be aware that availability of places will vary from school to school. A further option is requesting to defer admission for the full year - i.e. your child would start reception class the following September with a cohort of children who are up to a year younger. Subject to the school/s admission authority agreeing it is appropriate for your child's development based on the information you provide in support of this request, it may be agreed for you to apply for a reception place at the school/s the following year. You should be aware that whether you then obtain a place at any school of preference is still subject to the normal admission policy and process for the following year - the process is a deferment of the right to apply for a reception place and does not guarantee the school place itself.

Any parents/carers considering making a deferment request should contact Knowsley School Admissions in the first instance - telephone (0151) 443 5143 - to request the relevant application forms. Applications and supporting information/evidence should normally be received by 15 January 2017.

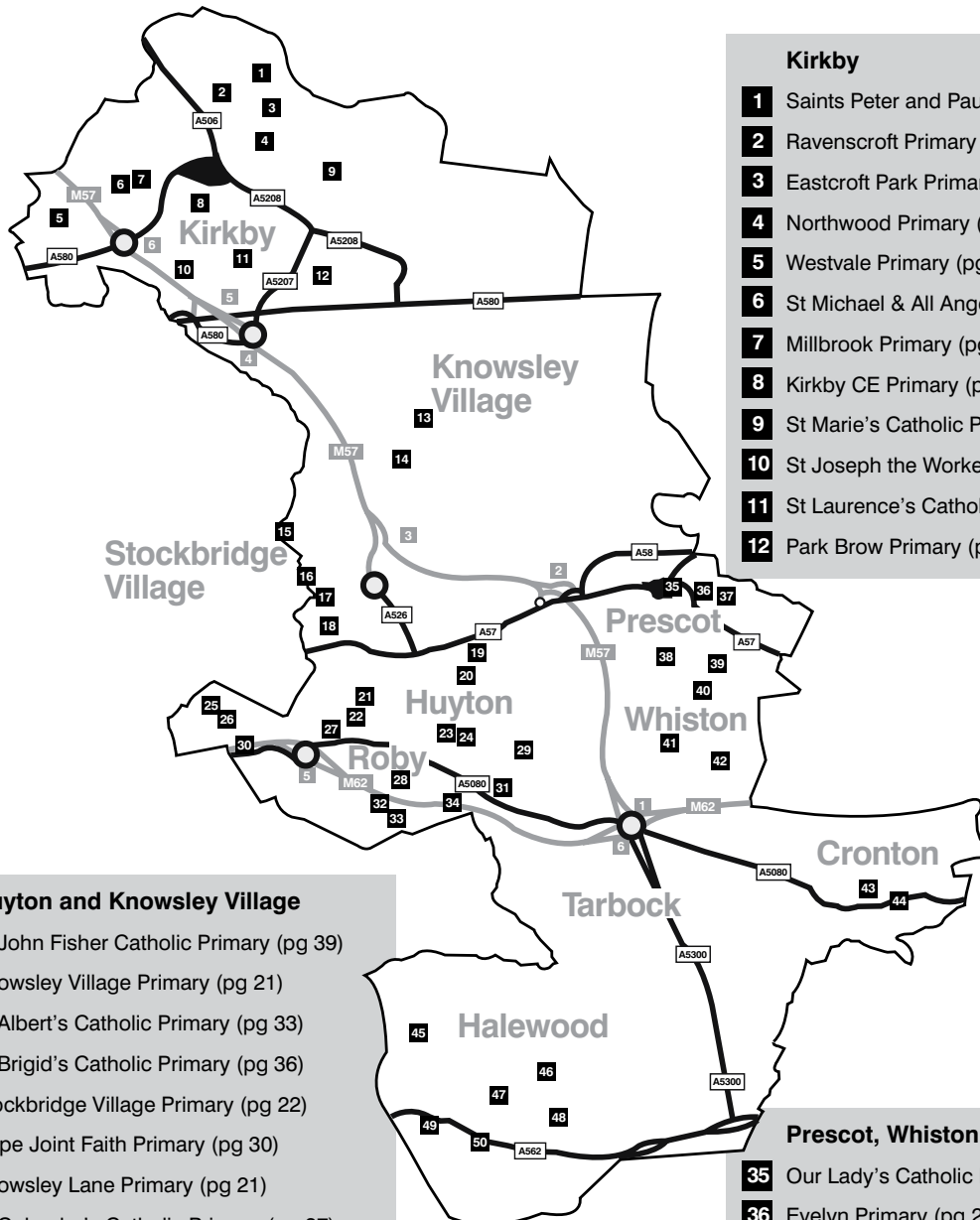
The Department for Education has also produced a document, 'Advice on the admission of summer born children - December 2014', available at www.gov.uk/government/publications/summer-born-children-school-admission

Please note: If a child attends a school nursery class, parents/carers should be aware that it cannot be guaranteed that a continuing place will be available in that school nursery if they defer admission to reception class/full-time education.

Applications to St Margaret Mary's Catholic Junior School

- St Margaret Mary's Infant and Junior schools are two separate schools. Although the majority of children who have attended the infant school often wish to move on to the junior school, there is no automatic transfer.
- Parents/carers of children in year 2 of the infant school **must** apply for a place in year 3 of the junior school and will be sent an application form to do so during the primary application period (September 2016 to 15 January 2017).
- Parents/carers of children who do not currently attend the infant school may also apply and can request a junior transfer application form from Knowsley School Admissions by contacting (0151) 443 5143/5142, or apply on-line at **www.knowsley.gov.uk/schooladmissions**
- Allocation letters will be posted to parents/carers no later than **Tuesday 18 April 2017**.

Locations of Knowsley schools



Kirkby

- 1** Saints Peter and Paul Catholic Primary (pg 29)
- 2** Ravenscroft Primary (pg 21)
- 3** Eastcroft Park Primary (pg 20)
- 4** Northwood Primary (pg 20)
- 5** Westvale Primary (pg 21)
- 6** St Michael & All Angels Catholic Primary (pg 28)
- 7** Millbrook Primary (pg 20)
- 8** Kirkby CE Primary (pg 20)
- 9** St Marie's Catholic Primary (pg 27)
- 10** St Joseph the Worker Catholic Primary (pg 25)
- 11** St Laurence's Catholic Primary (pg 26)
- 12** Park Brow Primary (pg 20)

Huyton and Knowsley Village

- 13** St John Fisher Catholic Primary (pg 39)
- 14** Knowsley Village Primary (pg 21)
- 15** St Albert's Catholic Primary (pg 33)
- 16** St Brigid's Catholic Primary (pg 36)
- 17** Stockbridge Village Primary (pg 22)
- 18** Hope Joint Faith Primary (pg 30)
- 19** Knowsley Lane Primary (pg 21)
- 20** St Columba's Catholic Primary (pg 37)
- 21** Park View Primary (pg 22)
- 22** St Aloysius Catholic Primary (pg 34)
- 23** St Joseph's Catholic Primary (pg 40)
- 24** St Aidan's Catholic Primary (pg 32)
- 25** St Margaret Mary's Catholic Junior (pg 42)
- 26** St Margaret Mary's Catholic Infants (pg 41)
- 27** Roby Park Primary (pg 22)
- 28** Huyton with Roby CE Primary (pg 31)
- 29** Mosscroft Primary (pg 22)
- 30** Malvern Primary (pg 21)
- 31** St Gabriel's CE Primary (pg 38)
- 32** Blacklow Brow Primary (pg 21)
- 33** St Anne's Catholic Primary (pg 35)
- 34** The Sylvester Primary (pg 22)

Prescot, Whiston and Cronton

- 35** Our Lady's Catholic Primary (pg 45)
- 36** Evelyn Primary (pg 22)
- 37** Prescot Primary (pg 23)
- 38** St Mary and St Paul's CE Primary (pg 48)
- 39** St Luke's Catholic Primary (pg 47)
- 40** Whiston Willis Primary (pg 23)
- 41** Halsnead Primary (pg 22)
- 42** St Leo's and Southmead Catholic Primary for the community (pg 46)
- 43** Cronton CE Primary (pg 43)
- 44** Cronton Holy Family Catholic Primary (pg 44)

Halewood

- 45** Holy Family Catholic Primary (pg 50)
- 46** Halewood CE Primary (pg 49)
- 47** Plantation Primary (pg 23)
- 48** St Mark's Catholic Primary (pg 52)
- 49** St Andrew The Apostle Catholic Primary (pg 51)
- 50** Yew Tree Primary (pg 23)

Knowsley school details and admission policies

General Information

	Community / controlled page	Voluntary aided page
Kirkby primary schools	22 - 23	27 - 31
Huyton and Knowsley Village primary schools	23 - 24	32 - 44
Prescot, Whiston and Cronton primary schools	25	45 - 50
Halewood primary schools	25	51 - 54

All Knowsley primary schools are mixed, taking both boys and girls, and admit pupils from age 4-11 years, except for St Margaret Mary's Infant (4-7 years) and St Margaret Mary's Junior (7-11 years).

Types of primary school in Knowsley:

- **Community and voluntary controlled schools (includes Kirkby CE)**

Knowsley local authority **determine** and apply one admission policy that is used by all community and controlled schools - details of which can be found on page 20.

- **Academy Schools**

The governing bodies of Knowsley Lane Primary (Academy) Park View Primary have elected to use the admission policy determined by the local authority.

- **Voluntary aided schools (Catholic and Church of England schools)**

The governing body of each individual school determine and apply the individual admission policy - see page 26.

Please refer to page 53 of this booklet for details of school allocations for September 2016.

Admission policy

An admission policy is used to decide which children will have priority for places - but **only** if the school receives more applications than the number of places available. If the school receives fewer or the same number of applications as its admission number everyone gets a place.

Admission number

Each school has an admission number - this is the number of places available in the reception year group. Once the admission number has been reached, the admissions body of the school can not normally admit more children. In many primary schools, the admission number is 30 or a multiple of 30 because, by law, no infant class should normally have more than 30 pupils with one qualified teacher. This is a national requirement and applies to all Knowsley infant and primary schools. Headteachers are responsible for ensuring that classes are organised to comply with this requirement and this is monitored by the local authority. There are some very limited exceptions.

Indicated admission limits

When setting the admission numbers for community and controlled schools, the local authority has taken into account the indicated admission limit for each school - a suggested admission number based on the measured teaching space in the school. In some cases, the admission number has been set at a lower level than the indicated admissions limit, this is usually to comply with infant class size requirements - e.g. where the indicated admission limit is 32, an admission number of 30 may have been agreed. Similarly, the governors of voluntary aided schools have set their admission numbers to ensure they comply with class size rules.

Statements of Special Educational Need (SEN) or Education Health Care Plan (EHCP)

A statement of SEN/EHCP is a document which states the provision to be made for individual pupils who have more needs than the average pupil. Where a pupil has a final statement of SEN/EHCP and the authority has named a particular school as provision, the child must 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.

Knowsley community, voluntary controlled and participating Academy primary schools admission policy (oversubscription criteria)

If there are more applicants than the number of places available in a particular school, this is known as being oversubscribed.

If oversubscription occurs, the following criteria will be applied to all applicants in strict priority order to decide how places will be allocated:

1. Children who are cared for by the local authority or who were, in certain circumstances, previously looked after by the local authority. (See note 1)
2. Children for whom the local authority accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)
3. Children with a brother or sister already attending the preferred school and who will still be attending at the time of admission. (See note 3)
4. Distance from the child's home to school measured in a straight line. Those nearest the school have priority. (See note 4)

Notes:

1. As defined in the School Admissions Code - **'looked after (under Children Act 1989 section 22i) at the time of application and expected time of admission or who were looked after and ceased to be so because they immediately became adopted or subject to a residence order or a special guardianship order'**. Parents/carers who wish to have their child considered under criterion 1 need to provide evidence of this to the local authority **at the point of application**. (on-line applicants should post supporting evidence immediately after submission).
2. Strong supporting documentary evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. This information should be submitted **at the point of application**. Parents/carers should note the exceptional nature of cases accepted.
3. The brother or sister must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Brother or sister" includes half/step brothers and sisters as well as fostered and adopted children, provided they live with the same family at the same address. This does not include younger siblings attending the nursery class if the school or cousins/other family relationships.
4. i. This is the address where the child normally lives during the school week - a childminder's / other relative's address etc will not be accepted.
ii. Where a child lives equally between two addresses, the address in receipt of child benefit is normally taken, but the Local Authority reserves the right to request other proofs as fit the individual circumstances.
iii. The local authority carries out straight line measurements ('as the crow flies') based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Tie-break:

If there are more applicants than places within criterion 1, 2 or 3, the distance from home to school, as defined in criterion 4, will be used as a “tie-break”.

There may be rare cases where the geographic tie-break does not assist, e.g. due to twins or siblings from a multiple birth living in the same house or two families in a block of flats. In an infant class, where to admit another pupil would have implications for the class size limit of 30 at any point during the infant years, random selection will be used to determine the allocation of places (however, before a final decision is taken, all such cases will be considered under the provisions of para 2.15 of the School Admissions Code). Where there are no class size implications, an additional place will normally be allocated.

Note: In line with the Knowsley co-ordinated admissions scheme for primary schools, proof of date of birth and home address will normally be requested following the allocation of places. If false information has been given on the application form, a place may be withdrawn. Parents/carers must notify Knowsley School Admissions directly, in writing, of any change of address or other relevant change of circumstance that occurs after they have submitted their application as this may affect their application.

Note: Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools will make reasonable adjustments to ensure that pupils with disabilities are not at a substantial disadvantage. However, when deciding on a preference, parents/carers should note that the school is not required to provide auxiliary aids and services or to make physical adaptations to buildings.

All schools listed in this section use the admission policy as stated on page 20.

The number on roll is the expected number of children who will be attending in all years (excluding nursery) in September 2016. This information is taken from the May 2016 school census and the 2016 reception allocation. This information is correct at the time of print but is subject to change.

Kirkby

Eastcroft Park Community Primary School	Admission No. Sept. 2017	30
Hollinghurst Road	Headteacher	Miss J Withey
Towerhill	Telephone	(0151) 477 8210
Kirkby	Website	www.eastcroftpark.co.uk
L33 1EB	Expected no. on roll Sept. 2016	191

This school was oversubscribed for entry to reception class in September 2013

Kirkby Church of England

Voluntary Controlled Primary School	Admission No. Sept. 2017	35
Hall Lane	Headteacher	Miss M Hindmarsh
Kirkby	Telephone	(0151) 477 8510
L32 1TZ	Website	www.kirkbyce.webplus.net
	Expected no. on roll Sept. 2016	244

This school was oversubscribed for entry to reception class in September 2011, 2012, 2014, 2015 and 2016

Millbrook Community Primary School

Millbrook Community Primary School	Admission No. Sept. 2017	40
Kirkby Row	Headteacher	Ms J Maloney
Westvale	Telephone	(0151) 477 8160
Kirkby	Website	www.millbrookprimaryknowsley.co.uk
L32 0TG	Expected no. on roll Sept. 2016	259

This school was oversubscribed for entry to reception class in September 2016

Northwood Community Primary School

Northwood Community Primary School	Admission No. Sept. 2017	60
Roughwood Drive	Headteacher	Mr J Hollywood
Northwood	Telephone	(0151) 477 8630
Kirkby	Website	www.northwoodcommunityprimaryschool.co.uk
L33 8XD	Expected no. on roll Sept. 2016	414 (includes DSP)

This school was oversubscribed for entry to reception class in September 2011, 2013 and 2016

Park Brow Community Primary School

Park Brow Community Primary School	Admission No. Sept. 2017	60
Broad Lane	Headteacher	Miss V Roberts
Southdene	Telephone	(0151) 477 8540
Kirkby	Website	www.parkbrowprimary.co.uk
L32 6QH	Expected no. on roll Sept. 2016	399

This school was oversubscribed for entry to reception class in September 2012 and 2014

Ravenscroft Community Primary School	Admission No. Sept. 2017	30
Ebony Way	Headteacher	Miss J Hegarty
Tower Hill	Telephone	(0151) 477 8290
Kirkby	Website	www.ravenscroftcp.co.uk
L33 1XT	Expected no. on roll Sept. 2016	201

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013 and 2016

Westvale Community Primary School	Admission No. Sept. 2017	30
Melverley Road	Acting Headteacher	Mrs A Afflick
Westvale	Telephone	(0151) 477 8470
Kirkby	Website	www.westvaleprimary.co.uk
L32 0RQ	Expected no. on roll Sept. 2016	184

This school was oversubscribed for entry to reception class in September 2012

Huyton and Knowsley Village

Blacklow Brow Community Primary School	Admission No. Sept. 2017	30
Tarbock Road	Headteacher	Mr B Bridden
Huyton	Telephone	(0151) 477 8010
L36 5XW	Website	www.blacklowbrow.co.uk
	Expected no. on roll Sept. 2016	204

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Knowsley Lane Primary School (Academy)	Admission No. Sept. 2017	45
Astley Road	Executive Headteacher	Mr S T Bramwell
Huyton	Headteacher	Mrs C Antwis
Knowsley	Telephone	(0151) 556 9999
L36 8DB	Expected no. on roll Sept. 2016	230

Knowsley Village

Community Primary School	Admission No. Sept. 2017	25
Sugar Lane	Headteacher	Mrs J Barlow
Knowsley	Telephone	(0151) 289 5349
L34 0ER	Website	www.knowsleyvillageschool.co.uk
	Expected no. on roll Sept. 2016	169

This school was oversubscribed for entry to reception class in September 2012, 2013, 2014, 2015 and 2016

Malvern Community Primary School	Admission No. Sept. 2017	60
Willoughby Road	Headteacher	Mrs J Peach
Huyton	Telephone	(0151) 477 8230
L14 6XA	Website	www.malvernprimaryschool.co.uk
	Expected no. on roll Sept. 2016	387

This school was oversubscribed for entry to reception class in September 2012, 2013, 2015 and 2016

Mosscroft Community Primary School	Admission No. Sept. 2017	25
Bedford Close	Headteacher	Mrs P France
Huyton	Telephone	(0151) 477 8190
L36 1XH	Website	www.mosscroftprimary.co.uk
	Expected no. on roll Sept. 2016	119

Park View Academy	Admission No. Sept. 2017	45
Twig Lane	Headteacher	Ms R Harrison
Huyton	Telephone	(0151) 477 8120
L36 2LL	Website	www.deantrustparkview.co.uk
	Expected no. on roll Sept. 2016	255

Roby Park Community Primary School	Admission No. Sept. 2017	30
Easton Road	Headteacher	Mr S Hatton
Huyton	Telephone	(0151) 477 8340
L36 4NY	Website	www.robyparkprimary.co.uk
	Expected no. on roll Sept. 2016	183

This school was oversubscribed for entry to reception class in September 2012

Stockbridge Village Community Primary School	Admission No. Sept. 2017	30
The Withens	Headteacher	Mrs J Albertina
Stockbridge Village	Telephone	(0151) 477 8020
L28 1AB	Website	www.stockbridgevillageprimary.co.uk
	Expected no. on roll Sept. 2016	209

This school was oversubscribed for entry to reception class in September 2015 and 2016

The Sylvester Community Primary School	Admission No. Sept. 2017	30
St John's Road	Headteacher	Mrs J Brown
Huyton	Telephone	(0151) 477 8320
L36 0UX	Website	www.sylvesterprimaryschool.co.uk
	Expected no. on roll Sept. 2016	201

This school was oversubscribed for entry to reception class in September 2012, 2015 and 2016

Prescot, Whiston and Cronton

Evelyn Community Primary School	Admission No. Sept. 2017	35
Evelyn Avenue	Headteacher	Mrs C Arnold
Prescot	Telephone	(0151) 477 8570
L34 2SP	Website	www.evelyncpschool.co.uk
	Expected no. on roll Sept. 2016	235

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2015 and 2016

Halsnead Community Primary School	Admission No. Sept. 2017	60
Pennywood Drive	Headteacher	Mrs A Abdous
Whiston	Telephone	(0151) 477 8130
L35 3TX	Website	www.halsnead.co.uk
	Expected no. on roll Sept. 2016	315

This school was oversubscribed for entry to reception class in September 2012

Prescot Community Primary School	Admission No. Sept 2017	60
Maryville Road	Headteacher	Mr S George
Prescot	Telephone	(0151) 432 7100
L34 2TA	Website	www.prescotprimary.org.uk
	Expected no. on roll Sept. 2016	390

This school was oversubscribed for entry to reception class in September 2011, 2012 and 2013

Whiston Willis Community Primary School	Admission No. Sept. 2017	40
Milton Avenue	Headteacher	Mr I Cooper
Whiston	Telephone	(0151) 477 8270
L35 2XY	Website	www.whistonwillis.co.uk
	Expected no. on roll Sept. 2016	270

This school was oversubscribed for entry to reception class in September 2012, 2014 and 2016

Halewood

Plantation Community Primary School	Admission No. Sept. 2017	60
Hollies Road	Headteacher	Mr S Hanley
Halewood	Telephone	(0151) 487 5678
L26 0TH	Website	www.plantationprimary.com
	Expected no. on roll Sept. 2016	533

Yew Tree Community Primary School	Admission No. Sept. 2017	30
The Avenue (off Wood Road)	Headteacher	Mrs J Wright
Halewood	Telephone	(0151) 477 8950
L26 1UU	Website	www.yewtreeknowsley.co.uk
	Expected no. on roll Sept. 2016	214

This school was oversubscribed for entry to reception class in September 2015 and 2016

Knowsley voluntary aided primary schools

The schools listed in this section are either Catholic or Church of England primary schools. Each school has an individual admission policy which is the responsibility of the school governing body. A summary of each policy is given, but parents/carers can obtain full details from the individual schools. The governing bodies of the schools listed in this section have agreed to follow Knowsley local authority's coordinated scheme for admission to primary school.

The number on roll is the expected number of children who will be attending in all years (excluding nursery) in September 2016. This information is taken from the May 2016 school census and the 2016 reception allocation. This information is correct at the time of print but is subject to change.

- In the admission policies of the Catholic schools listed in this section, the definition of a 'Baptised Catholic' (as defined by the Liverpool Archdiocese) is normally as follows:

"any child who, before the date of application, is a Baptised Catholic or who, having been Baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church"

- With the exception of St Gabriel's Church of England Primary School, all Knowsley voluntary aided primary schools who use home to school distance as an element of their oversubscription criteria have opted to use the measurement system employed by the local authority. This means a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Knowsley Catholic schools - supplementary form

If you are a Knowsley resident completing the Knowsley local authority application form, you do not need to complete a supplementary form for any Knowsley Catholic primary school, as the local authority application form includes all the information that Knowsley Catholic primary schools require to apply their policies.

If you are resident in another authority area and are naming Knowsley Catholic primary schools as preference/s, your home authority application form may not request all the information required by Knowsley primary schools to apply their policies. You should complete a Knowsley Catholic primary school supplementary form to provide faith information if you wish for your application to be considered under the faith criteria of the school policy.

There is a standard supplementary form used by all Knowsley Catholic primary schools - this can be obtained from the Knowsley Catholic primary school, by contacting Knowsley School Admissions to request a copy/ copies or can be downloaded from the Knowsley website www.knowsley.gov.uk/schooladmissions

It is the responsibility of the parent/carer to obtain and complete the supplementary form and return it directly to the school/s of preference (a separate form should be completed for each Knowsley Catholic primary school of preference)

Knowsley Church of England schools - supplementary form

Most Knowsley Church of England primary schools give some priority based on church affiliation/attendance and have a supplementary form so that, any applicant naming a Knowsley Church of England primary school as a preference, who wishes to provide information for consideration under such criteria, can do so. Each school has its own individual supplementary form and these can be obtained from the individual school, by contacting Knowsley School Admissions to request a copy or can be downloaded from the Knowsley website www.knowsley.gov.uk/schooladmissions

It is the responsibility of the parent/carer to obtain and complete the supplementary form and return it directly to the school/s of preference.

Kirkby

St Joseph the Worker Catholic Primary School

Bewley Drive	Admission No. Sept. 2017	30
Southdene	Headteacher	Mrs J Ryan
Kirkby	Telephone	(0151) 477 8170
L32 9PF	Website	www.stjosephtheworkercps.co.uk
	Expected no. on roll Sept. 2016	201

This school was oversubscribed for entry to reception class in September 2012, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Joseph and St Laurence (the part of the parish formally referred to as St Joseph The Worker) and Holy Name, Fazakerley.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Laurence's Catholic Primary School

Leeside Avenue	Admission No. Sept. 2017	50
Southdene	Headteacher	Mrs S McConnell
Kirkby	Telephone	(0151) 546 4733
L32 9QX	Website	www.stlaurences.co.uk
	Expected no. on roll Sept. 2016	350

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Joseph and St Laurence (the part of the parish formally referred to as St Laurence).
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Marie's Catholic Primary School

Bigdale Drive	Admission No. Sept. 2017	40
Northwood	Headteacher	Miss S O'Keeffe
Kirkby	Telephone	(0151) 477 8480
L33 6XL	Website	www.stmariescps.co.uk
	Expected no. on roll Sept. 2016	240

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Mary, Mother of God.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Michael and All Angels Catholic Primary School

Sidney Powell Avenue	Admission No. Sept. 2017	60
Westvale	Headteacher	Miss A Bowman
Kirkby	Telephone	(0151) 477 8400
L32 0TP	Website	www.smaaa.info
	Expected no. on roll Sept. 2016	349

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Michael and All Angels and Most Holy Redeemer and St Kentigern.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Saints Peter & Paul Catholic Primary School

Moorfield	Admission No. Sept. 2017	45
Tower Hill	Headteacher	Mrs J Mousley
Kirkby	Telephone	(0151) 477 8205
L33 1DZ	Website	www.saintspeterandpaulcps.org.uk
	Expected no. on roll Sept. 2016	292

This school was oversubscribed for entry to reception class in September 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of Saints Peter and Paul, Kirkby.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Huyton and Knowsley Village

Hope Primary A Joint Catholic & Church of England School

Lordens Road	Admission No. Sept. 2017	60
Huyton	Co-Headteachers	Mrs B Basnett
L14 8UD		Mr J Casson
	Telephone	(0151) 477 8300
	Website	www.hopeprimary.com
	Expected no. on roll Sept. 2016	283

Main section of 2017 admission policy (oversubscription criteria):

1. Children who are in the care or interim care of a Local Authority (looked after children), including children who were previously looked after*.
2. Children with a sibling in the school. (See note 1)
3. Children living in the New Deal for Communities area and/or baptised Catholic children living in the area of the Catholic parish of St Dominic. (Maps of the two areas are available from school.)
4. Children who are baptised into the Church of England.
5. Other children whose parents express a preference for a place.

Where a tie-break is required within or following criteria 1, 2, 3, 4 and 5, the following distance tie-break will be used.

Children living nearest the Primary School will have priority. The distance from home to school is measured by Knowsley Authority's computerised system which uses a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates.

Where it is not possible to differentiate between applicants on distance, e.g. in the case of twins or children living in the same block of flats, random selection will be used.

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

Section 4 on the Knowsley common application form has a number of questions to be completed by applicants who wish to be considered under criteria which require information about religious affiliation. Parents who wish to submit information about their religious affiliation, should complete the question(s) relevant to their application. The information provided will be used in the allocation process. Applications where the relevant questions in section 4 are not completed will still be considered on the information given in the rest of the form.

A supplementary form is available from the school for non-Knowsley residents whose home authority application form does not have a section with the required information. If in doubt, applicants should check carefully with the school what information is required before applying.

Definition of sibling includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, provided they live with the same family at the same address. They should be on roll at the time of application and at the time of expected admission.

Definition of home address: where the child normally lives during the school week. If time is split equally between two addresses, it is normally the address where the child benefit is claimed that will be accepted but the admission body reserve the right to request other proofs as fit the individual circumstance. It must be the parent/official carer's address not that of another relative or a child minder.

Huyton with Roby Church of England Primary School

Rupert Road	Admission No. Sept. 2017	60
Huyton	Headteacher	Mrs J Stratford
L36 9TF	Telephone	(0151) 477 8460
	Website	www.huytonwithrobyce.co.uk
	Expected no. on roll Sept. 2016	390

This school was oversubscribed for entry to reception class in September 2012 and 2013

Main section of 2017 admission policy (oversubscription criteria):

1. Children in care. This includes any 'looked after child' and any child who was previously looked after but immediately after became subject to an adoption, residence or special guardianship order.
2. Children whose parents worship regularly at St Michael's Church, Huyton; St Bartholomew's Church, Roby and Trinity Church, Huyton. (See note 1)
3. Children whose parents worship regularly at other Christian churches in Huyton or Roby. (See note 1)
4. Children who have an older brother or sister on roll at the time of application and who will still be attending the school at the time of their admission. This includes full, half or step brothers and sisters, foster brothers or sisters and children who are living at the same address and are part of the same family unit.
5. Other applicants.

In the event of a tie-break within any of the criteria, children living the shortest distance from the school will have priority; this distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

If there are two or more children who have exactly the same distance measurement, random selection will be applied. Where the distance tie-break does not assist due to twins or siblings from a multiple birth wanting admission and only a single place left within the admission number, the governing body will exercise as much flexibility as possible within the requirements of infant class size.

The address which receives child benefit will normally be used if the child's time is split between two homes, but the governing body reserves the right to request other proofs as fit the individual circumstances.

Note 1 Regular attendance is taken to mean a minimum of fortnightly attendance at church or public worship for at least one year prior to seeking a clergy reference. Regular attendance of a parent or guardian must be provided by a member of the clergy or other designated church officer on the form provided.

If parents or carers choose to submit a faith reference from the clergy, then it is their responsibility to return it to the school by the closing date. Where no faith reference has been handed in, applicants will be considered on the information on the common application form.

St Aidan's Catholic Primary School

Adswood Road	Admission No. Sept. 2017	30
Huyton	Headteacher	Miss M Kenneway
L36 7XR	Telephone	(0151) 477 8370
	Website	www.staidanscatholicprimary.com
	Expected no. on roll Sept. 2016	193

This school was oversubscribed for entry to reception class in September 2012

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Aidan.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Albert's Catholic Primary School

Steers Croft	Admission No. Sept. 2017	30
Stockbridge Village	Headteacher	Mrs L McEvoy
L28 8AJ	Telephone	(0151) 477 8560
	Website	www.stalbertsprimary.co.uk
	Expected no. on roll Sept. 2016	186

This school was oversubscribed for entry to reception class in September 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Albert.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Aloysius Catholic Primary School

Twig Lane	Admission No. Sept. 2017	45
Huyton	Headteacher	Miss S Wrigley
L36 2LF	Telephone	(0151) 477 8110
	Website	www.stalloysius.co.uk
	Expected no. on roll Sept. 2016	308

This school was oversubscribed for entry to reception class in September 2012 and 2015

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Aloysius.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Anne's Catholic Primary School

Marina Crescent	Admission No. Sept. 2017	40
Huyton	Headteacher	Mrs M Keating
L36 5XL	Telephone	(0151) 477 8260
	Website	www.stannesprimaryknowsley.co.uk
	Expected no. on roll Sept. 2016	281

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Agnes.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Brigid's Catholic Primary School

Waterpark Drive	Admission No. Sept. 2017	30
Stockbridge Village	Headteacher	Mrs R Tyler
L28 7RE	Telephone	(0151) 477 8150
	Website	www.stbrigidprimary.co.uk
	Expected no. on roll Sept. 2016	184

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Albert.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Columba's Catholic Primary School

Hillside Road	Admission No. Sept. 2017	30
Huyton	Headteacher	Miss M Evans
L36 8BL	Telephone	(0151) 477 8360
	Website	www.stcolumbasknowsley.co.uk
	Expected no. on roll Sept. 2016	198

This school was oversubscribed for entry to reception class in September 2011 and 2013

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Columba.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Gabriel's Church of England Primary School

Ellis Ashton Street	Admission No. Sept. 2017	30
Huyton	Headteacher	Mrs K Sawyer
L36 6BH	Telephone	(0151) 477 8250
	Website	www.stgabrielshuyton.info
	Expected no. on roll Sept. 2016	192

This school was oversubscribed for entry to reception class in September 2011, 2012 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Children in care or previously in care. (See note 1)
2. Children whose parent(s) are committed members of and who regularly attend worship at St Gabriel's Parish Church, Huyton Quarry. (See note 2)
3. Children whose parent(s) or carers wish them to have a faith based education, and who regularly attend worship at their own church within the parish of Huyton Quarry (a map is available for inspection from the Vicar).
4. Children with a brother or sister already attending St Gabriel's school at the proposed date of admission. (See note 4)
5. Children living nearest to the main entrance of the school in Ellis Ashton Street, measured using a computerised mapping system, limited to adopted pathways and highways maintained by the local authority.

Where it is necessary to choose between applicants in a particular category, priority will be determined on the basis of distance using the same method as in criterion 5 with the highest priority being given to children living closest to the school. If distance cannot distinguish between applicants, random selection will be used.

Where the distance tie-break does not assist due to twins or siblings from a multiple birth wanting admission and only a single place left within the admission number, the governing body will exercise as much flexibility as possible within the requirements of infant class size.

Note 1 This includes any 'looked after child.' as defined in S.22 of the children's act 1989 and any child who was previously looked after but immediately after became subject to an adoption, residence or special guardianship order. Evidence would be required at the time of application.

Note 2 Regular attendance at worship shall mean attendance at a Sunday church service (for a period of at least 6 months immediately prior to application) 2 out of 4 weeks in a month excluding vacations. Ministerial references must be submitted at the time of application (directly to the school) as evidence to support admission under criteria 2 and 3 using the schools own supplementary information form.

Note 3 Parent shall also mean legal guardian.

Note 4 Children are siblings if they are half or full brother/sister; they are adoptive brother/sister; they are children of the same household.

St John Fisher Catholic Primary School

Tithebarn Road	Admission No. Sept. 2017	30
Knowsley Village	Headteacher	Mrs M Forrest
L34 0HA	Telephone	(0151) 477 8590
	Website	www.stjohnfisherprimary.co.uk
	Expected no. on roll Sept. 2016	194

This school was oversubscribed for entry to reception class in September 2015

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St John Fisher.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Joseph's Catholic Primary School

Edenfield Crescent	Admission No. Sept. 2017	30
Huyton	Headteacher	Mr C Newstead
L36 6DS	Telephone	(0151) 489 4072
	Website	www.stjosephshuyton.co.uk
	Expected no. on roll Sept. 2016	206

This school was oversubscribed for entry to reception class in September 2011, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Aidan.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Margaret Mary's Catholic Infant School

Pilch Lane	Admission No. Sept. 2017	120
Huyton	Headteacher	Mrs L Byrne
L14 0JG	Telephone	(0151) 228 4024
	Website	www.stmargaretmarysinfant.com
	Expected no. on roll Sept. 2016	474

This school was oversubscribed for entry to reception class in September 2012, 2013, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the infant or junior school at the time of admission.
3. Baptised Catholic children resident in the parish of St Margaret Mary.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Margaret Mary's Catholic Junior School

Pilch Lane	Admission No. Sept. 2017	120
Huyton	Interim Headteacher	Mrs M Armstrong
L14 0JG	Telephone	(0151) 477 8490
	Website	www.smmj.co.uk
	Expected no. on roll Sept. 2016	473

Please note: *St Margaret Mary's operate as separate infant and junior schools, but they are located on adjacent sites. Children normally transfer to the junior school in the September following their seventh birthday following a formal application process. (See page 16 for application details.)*

This school was oversubscribed for entry to year 3 in September 2011

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the infant or junior school at the time of admission.
3. Baptised Catholic children resident in the parish of St Margaret Mary.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Prescot, Whiston and Cronton

Cronton Church of England Primary School

Smithy Lane	Admission No. Sept. 2017	30
Cronton	Headteacher	Mrs S Thomson
WA8 5DF	Telephone	(0151) 424 3881
	Website	www.cronton.wordpress.com
	Expected no. on roll Sept. 2016	208

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Children who are cared for by a Local Authority or previously cared for by a Local Authority. (See note 1)
2. Children of families resident in Cronton Village at the time of allocation. (See note 2)
3. Brothers and sisters of children who are on roll at the time of allocation and are expected to be attending the school at the start of the academic year in which the proposed new child entrant will start. (See note 3)
4. Children of parents/carers who attend worship at Cronton CE Mission Church. (See note 4)
5. Children of parents/carers who attend worship at St Luke's Church, Farnworth, St John's Widnes, St Ambrose Widnes. (See note 4)
6. Children of parents/carers who attend worship at other Anglican Churches. (See note 4)
7. Children of parents/carers who attend worship of another Christian denomination. (See note 4)
8. Children who are on roll at Cronton Church of England School nursery no later than 12 September of the year before normal reception admission and are still attending the nursery throughout the application and allocation process.
9. Children living nearest the school. The distance from home to school is measured in a straight line (as the crow flies) from the home address using the geographical information system employed by the Local Authority that carries out measurements based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Should there be more applicants than places within any of criteria 1 to 8 above, the Governors will use the distance from home to school, as stated in criterion 9 above, as a tie-break.

In the rare cases where a distance tie-break does not assist, e.g. two children with the same distance measurement, random selection will be used.

Where there are siblings of multiple birth (e.g. twins, triplets) wanting admission and there is only a single place left within the admission number, the Governing body will exercise as much flexibility as possible within the requirements of infant class size legislation.

Note 1 This includes any child who was 'looked after' by a local authority immediately prior to being adopted or becoming subject to a residence or special guardianship order. Evidence of looked after or previously looked after status should be submitted at the point of application.

Note 2 Cronton Village means the area inside the boundary marked on the map of the defined area agreed by the governing body and is available in school for parents/carers to view by request.

Note 3 Brothers and sisters includes half /step brothers and sisters as well as fostered and adopted children, provided they live at the same family address. This does not include cousins or other family relationships.

Note 4 'Parents who attend worship' is normally taken to mean a minimum of monthly attendance at church for a minimum of 12 months prior to the closing date for applications. This excludes school based worship that takes place during the school week. Applicants who wish to provide information to be considered under criteria 4, 5, 6 or 7 should note that the form confirming regular attendance should be completed by the appropriate minister and returned with the original application. It is the responsibility of the applicant to return the form to the school by the closing date. The Governors reserve the right to contact the minister in order to verify the authenticity of the completed form.

Note 5 An offer of a place is subject to applicants providing evidence of information provided e.g. proof of date of birth and proof of residency. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Governing Body reserves the right to request other proofs as fit the individual circumstances.

Note 6 Pupils with a Statement of Special Educational Need or Education Health Care Plan which names the school will normally be admitted. Where such pupils are known about at the time of the annual allocation, they will be placed within the admission number with priority over others.

Holy Family Catholic Primary School

Hall Lane	Admission No. Sept. 2017	30
Cronton	Headteacher	Mrs J Cook-Hannah
WA8 5DW	Telephone	(0151) 424 3926
	Website	www.holyfamilycronton.co.uk
	Expected no. on roll Sept. 2016	217

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parishes of Holy Family, Cronton and the part of St Wilfrid's parish, Widnes formerly referred to as St Pius X.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Our Lady's Catholic Primary School

Ward Street	Admission No. Sept. 2017	30
Prescot	Headteacher	Mr H Boyle
L34 6JJ	Telephone	(0151) 477 8220
	Website	www.ourladyprescot.com
	Expected no. on roll Sept. 2016	209

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of Our Lady Immaculate and St Joseph, Prescot and Our Lady Help of Christians, Portico.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Leo's & Southmead Catholic Primary School Serving the Community

Lickers Lane	Admission No. Sept 2017	30
Whiston	Headteacher	Mrs J Grundy
L35 3SR	Telephone	(0151) 477 8410
	Website	www.stleossouthmead.co.uk
	Expected no. on roll Sept. 2016	192

This school was oversubscribed for entry to reception class in September 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Other than Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of St Leo's.
5. Other children living in the parish of St Leo's.
6. Other Catholic children.
7. Children from other Christian denominations.
8. Children of other faiths.
9. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Luke's Catholic Primary School

Shaw Lane	Admission No. Sept. 2017	35
Prescot	Headteacher	Mr A Crist
L35 5AT	Telephone	(0151) 477 8580
	Website	www.stluke.knowsley.sch.uk
	Expected no. on roll Sept. 2016	193

This school was oversubscribed for entry to reception class in September 2012

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Luke the Evangelist.
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Mary & St Paul's Church of England Primary School

Bryer Road	Admission No. Sept. 2017	30
Prescot	Acting Headteacher	Mr P Brooksbank
L35 5DN	Telephone	(0151) 426 6869
	Website	www.stmaryandstpauls.org.uk
	Expected no. on roll Sept. 2016	188

Main section of 2017 admission policy (oversubscription criteria):

1. Children in the care of a Local Authority or previously in the care of a Local Authority. (See note 1)
2. Children who already have a brother or sister in the school at the time of the proposed admission. (See note 2)
3. Children whose parents/carers worship regularly at either The Parish Church of St Mary the Virgin, Prescot or St Paul's Church, Prescot. (See note 3)
4. Children whose parents/carers worship regularly at any other Christian Church that is a member of 'Churches Together in England'. (See note 3)
5. Other children.

Where it is necessary to distinguish between applicants in a particular category, children living nearest the school, as measured in a straight line by the computerised measuring system used by the Local Authority will have priority. On the rare occasions when the distance tie-break does not assist, random selection will be used to determine the allocation of places.

Where there are siblings of multiple birth (e.g. twins, triplets) wanting admission and there is only a single place left within the admission number, the Governing body will exercise as much flexibility as possible within the requirements of infant class size legislation.

Children who have a statement of Special Educational Need or an Education Health Care Plan where St Mary and St Paul's is the named school will have precedence for a school place.

Note 1 Evidence that a child is looked after or previously looked after status must be provided at the point of application. A looked after child is a child who is in the care of a Local Authority or being provided with accommodation by a Local Authority (under section 22 of the Children's Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order

Note 2 'Brothers or sisters' will be considered to include half/step brothers and sisters, foster children and children living at the same address who are considered to be family members.

Note 3 'Worshipping regularly' is taken to mean a minimum of monthly attendance at scheduled church services for a period of at least six months prior to the closing date for applications. For applications being made under criteria 3 or 4, parents/carers should complete the school's supplementary information form, which must be signed by a member of the clergy at their church and then returned directly to the school before the closing date for applications.

Note 4 Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Halewood

Halewood Church of England Primary School

Church Road	Admission No. Sept. 2017	30
Halewood	Headteacher	Mr D Smith
L26 6LB	Telephone	(0151) 487 5673
	Website	www.halewoodcofe.co.uk
	Expected no. on roll Sept. 2016	215

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014, 2015 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Children in the care of a Local Authority or previously in the care of a Local Authority. (See note 1)
2. Children with a sibling in school at the time of admission (this includes half brothers and sisters, foster children and step siblings living at the same address).
3.
 - i. Children of parents/carers who are regular worshipping members of Halewood St Nicholas' or St Mary's Churches and are resident within the ecclesiastical parish of Halewood. (See note 2)
 - ii. Children of parents/carers who are regular worshipping members of St Hilda's Church, Hunts Cross, and are resident within the ecclesiastical parish of Halewood. (See note 2)
 - iii. Children of parents/carers who are regular worshipping members of another Anglican Church and are resident within the ecclesiastical parish of Halewood. (See note 2)
4. Children of parents/carers who are regular worshipping members of another Christian church for which there is no denominational education available within the ecclesiastical parish of Halewood and are resident within the ecclesiastical parish of Halewood. (See note 2)
5. Children living the shortest distance from the school. This will be measured from the school to the child's home address in a straight line "as the crow flies".

Where it is necessary to distinguish between applicants in a particular category children living the shortest distance from school will have priority; this will be measured from the school to the child's home address in a straight line "as the crow flies". The measurement is done by the Authority's computerised system using co-ordinate points. In rare cases where the distance tie break does not assist e.g. if there are 2 or more children at the same address or 2 or more children who have a different address but the same distance measurement, priority will be given according to random selection.

In the exceptional circumstance where there are siblings from a multiple birth requesting admission and there are insufficient places left within the admission number to admit them all, then the governing body will normally offer places up to a maximum class size of 32 (under the provisions of para 2.15 of the 2012 School Admissions Code).

Note 1 This includes any 'looked after child' and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

Note 2 Parents/carers are asked to substantiate their church connection by filling in an additional form, which can be obtained from the school or the authority or found on the school website. This form requires Clergy verification of 'regular' worship 'Regular' is defined as 2 out of 4 weeks in a month, excluding vacations, for a minimum of 2 years. If a tie-break within these categories is needed, priority will be given to those who have been regular worshippers for the longest period of time. A map detailing the parish boundaries can be inspected in the school or parish office. Children who do not meet criteria 3 or 4 will be considered under criterion 5.

The definition of 'Christian church' as stated in criterion 4 is 'an assembly of Christian believers who accept the doctrine of the Trinity and the Bible as the source of Christian faith.

Any offer of a school place is subject to the parent/carer providing relevant proof documents of information they have stated on the application form. If the documents cannot be provided, or if false information has been given, the offer of a place may be withdrawn.

Holy Family Catholic Primary School Serving the Community

Arncliffe Road	Admission No. Sept. 2017	40
Halewood	Headteacher	Mrs G Holland
L25 9PA	Telephone	(0151) 282 8971
	Website	www.holyfamilyhalewood.org.uk
	Expected no. on roll Sept. 2016	281

This school was oversubscribed for entry to reception class in September 2011, 2012, 2013, 2014 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and Previously Looked After Children*.
2. Up to a maximum of 30 places will then be allocated with the following priorities:
 - i. Baptised Catholic children who have a sibling in the school at the time of admission.
 - ii. Baptised Catholic children resident in the parish of St John Vianney (the part of the parish formerly referred to as Holy Family).
 - iii. Other baptised Catholic children.
3. Up to a maximum of 10 places will be allocated with the following priorities:
 - i. Other children who have a sibling in the school at the time of admission.
 - ii. Children who are other than Catholic resident in the parish of St John Vianney (the part of the parish formerly referred to as Holy Family).

Where places remain available:

4. Children with proven exceptional medical or social needs (appropriate evidence from a professional must be submitted with the application)
5. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Andrew the Apostle Catholic Primary School

Higher Road	Admission No. Sept. 2017	30
Halewood	Headteacher	Mrs J Cunningham
L26 1TD	Telephone	(0151) 288 8940
	Website	www.standrewapostle.co.uk
	Expected no. on roll Sept. 2016	206

This school was oversubscribed for entry to reception class in September 2012, 2014 and 2016

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St John Vianney (the part of the parish formerly referred to as St Andrew the Apostle).
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

St Mark's Catholic Primary School

Fir Avenue	Admission No. Sept. 2017	25
Halewood	Headteacher	Mr R Coakley
L26 0XR	Telephone	(0151) 288 8910
	Website	www.stmarkshalewood.org.uk
	Expected no. on roll Sept. 2016	173

This school was oversubscribed for entry to reception class in September 2014 and 2015

Main section of 2017 admission policy (oversubscription criteria):

1. Looked After Children and previously Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St John Vianney (the part of the parish formerly referred to as St Mark's).
4. Other Baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations.
7. Children of other faiths.
8. Other children.

If it is not possible to offer places for all applications within any criteria above, then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority and will be a straight line measurement (as the crow flies) based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Need or Education Health Care Plan that names the school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

It is the duty of the governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the last child admitted within the admission number (under the provisions of para 2.15 of the School Admissions Code).

* A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a Local Authority (under section 22(1) of the children Act 1989). A previously looked after child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order.

For the child to be considered as a Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the Local Authority preference form, non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. For other Christian denominations, proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required. For children of other faiths, an appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

Primary school reception class allocation statistics 2016

The following tables show how many applications were made for each school at the time of the initial allocation of places and, where schools were oversubscribed at the time of the initial allocation of places, how places were allocated according to the admissions policy (oversubscription criteria).

As there is often movement following the initial allocation of places, the tables also show the final number of places allocated (correct at the time of print) following changes such as late applications received, changes of preference and appeals.

These tables will provide parents/carers with a guide as to how places have been allocated previously, but please remember that allocations can vary on a year to year basis and oversubscription criteria may also be different in previous years.

Community and voluntary controlled primary schools

School	September 2016 admission number	Initial number of applications received			How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		1st Preference	2nd Preference	3rd Preference		
Blacklow Brow	30	36	43	17	Exceptional medical/welfare needs 1 Siblings 11 Home to school distance 18 The last place allocated under this criterion was measured as 0.593 miles	30
Eastcroft Park	30	24	15	11	Places were available for all who required them.	29
Evelyn	35	43	49	37	Named School (EHCP) 2 Siblings 12 Home to school distance 21 The last place allocated under this criterion was measured as 0.683 miles	35
Halsnead	60	28	31	10	Places were available for all who required them.	41
Kirkby CofE	35	43	55	33	Siblings 13 Home to school distance 22 The last place allocated under this criterion was measured as 0.700 miles	35
Knowsley Lane	45	25	2	4	Places were available for all who required them.	37
Knowsley Village	25	28	14	4	Looked after children 1 Siblings 10 Home to school distance 14 The last place allocated under this criterion was measured as 2.047 miles	26
Malvern	60	57	19	17	Siblings 28 Home to school distance 32 The last place allocated under this criterion was measured as 1.162 miles	60
Millbrook	40	37	27	13	Named School (EHCP) 1 Siblings 17 Home to school distance 22 The last place allocated under this criterion was measured as 1.178 miles	40
Mosscroft	25	14	2	6	Places were available for all who required them.	20

School	September 2016 admission number	Initial number of applications received			How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		1st Preference	2nd Preference	3rd Preference		
Northwood	60	63	19	9	Looked after children 4 Siblings 27 Home to school distance 29 The last place allocated under this criterion was measured as 0.634 miles	60
Park Brow	60	50	12	31	Places were available for all who required them.	61
Park View	45	25	28	6	Places were available for all who required them.	30
Plantation	90	52	30	16	Places were available for all who required them.	83
Prescot	60	50	29	26	Places were available for all who required them.	58
Ravenscroft	30	28	13	15	Siblings 11 Home to school distance 19 The last place allocated under this criterion was measured as 0.540 miles	32
Roby Park	30	15	9	14	Places were available for all who required them.	23
Stockbridge Village	30	29	6	11	Looked after children 1 Siblings 9 Home to school distance 20 The last place allocated under this criterion was measured as 0.595 miles	30
The Sylvester	30	37	8	7	Looked after children 1 Siblings 11 Home to school distance 18 The last place allocated under this criterion was measured as 0.430 miles	31
Westvale	30	19	8	9	Places were available for all who required them.	28
Whiston Willis	40	46	32	18	Looked after children 1 Siblings 23 Home to school distance 16 The last place allocated under this criterion was measured as 0.352 miles	40
Yew Tree	30	30	14	13	Exceptional medical/welfare needs 1 Siblings 15 Home to school distance 14 The last place allocated under this criterion was measured as 0.657 miles	30

Voluntary aided primary schools

School	September 2016 admission number	Initial number of applications received			How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		1st Preference	2nd Preference	3rd Preference		
Cronton CofE	30	34	25	24	Named school (EHCP) 1 Cronton Village residents 8 Siblings 5 Cronton CE church involvement 1 St Luke's/St John's/St Ambrose church involvement 1 Anglican church involvement 1 Children on roll of Cronton CE nursery 7 Home to school distance 6 Distance tie-break applied under this criterion and last place allocated was measured as 0.906 miles	30
Cronton Holy Family	30	44	17	8	Catholic siblings 19 Catholics in the parish 11 Distance tie-break applied under this criterion and last place allocated was measured as 0.904 miles	30
Halewood CofE	30	53	22	15	Looked after children 1 Siblings 10 Regular members of St Nicholas or St Mary's Churches 15 Halewood residents who are regular members of church where no denominational education 4 Tie-break not required	33
Halewood Holy Family	40	47	21	11	Catholics with a sibling 11 Catholics resident in the parish of St John Vianney 10 Other Catholics 9 Non-Catholics with a sibling 8 Non-Catholics resident in the parish of St John Vianney 2 Distance tie break applied in criterion 3ii and the last place allocated was measured at 0.089 miles	50
Hope Joint Faith	60	31	10	7	Places were available for all who required them.	38
Huyton-with-Roby CofE	60	53	25	11	Places were available for all who required them.	60
Our Lady's	30	35	19	12	Looked after children 2 Catholics with a sibling 15 Catholics in the parish 11 Other Catholics 2 Distance tie-break applied under this criterion and last place allocated was measured as 0.772 miles	30
St Aidan's	30	24	23	13	Places were available for all who required them.	29
St Albert's	30	45	9	7	Catholics with a sibling 15 Catholics resident in the parish 15 Distance tie-break applied under this criterion and last place allocated was measured as 0.381 miles	30
St Aloysius	45	39	15	15	Places were available for all who required them.	45
St Andrew's	30	37	14	7	Catholics with a sibling 14 Catholics in the parish 8 Other Catholics 6 Non-Catholics with a sibling 2 Distance tie-break applied under this criterion and last place allocated was measured as 0.260 miles	35
St Anne's	40	40	30	13	Catholics with a sibling 9 Catholics in parish 28 Other Catholics 3 Distance tie-break applied under this criterion and last place allocated was measured as 1.550 miles	40

School	September 2016 admission number	Initial number of applications received			How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		1st Preference	2nd Preference	3rd Preference		
St Brigid's	30	21	26	9	Places were available for all who required them.	30
St Columba's	30	26	5	5	Places were available for all who required them.	30
St Gabriel's CofE	30	31	14	11	Regular worship at St Gabriel's church 5 Siblings 13 Distance 12 Distance tie-break applied under this criterion and last place allocated was measured as 0.683 miles	30
St John Fisher	30	25	18	7	Places were available for all who required them.	29
St Joseph the Worker	30	35	37	21	Catholics with a sibling 11 Catholics in former St Joseph parish and Holy Name 12 Other Catholics 7 Distance tie-break applied under this criterion and last place allocated measured as 0.309 miles	30
St Joseph's	30	34	27	17	Looked after children 1 Catholics with a sibling 9 Catholics from the parish 13 Other Catholics 4 Non-Catholics with a sibling 3 Tie-break not required	30
St Laurence's	50	57	65	15	Catholics with a sibling 21 Catholics in former St Laurence parish 20 Other Catholics 9 Distance tie-break applied under this criterion and last place allocated measured as 0.571 miles	51
St Leo's and Southmead	30	36	5	7	Catholics with a sibling 3 Other children with a sibling 7 Catholics in the parish of St Leo's 8 Children living in the parish of St Leo's 12 Distance tie-break applied under this criterion and last place allocated measured as 0.552 miles	31
St Luke's	35	25	12	15	Places were available for all who required them.	25
St Margaret Mary's Infant	120	125	35	25	Looked After Children 1 Catholics with a sibling in infant or junior school 45 Catholics in the parish 37 Other Catholics 24 Non-Catholics with sibling 6 Other Christian denominations 3 Others 4 Distance tie-break applied under this criterion and last place allocated measured as 0.155 miles	120
St Margaret Mary's Junior	120	120	-	-	Places were available for all who required them who applied on time.	120
St Marie's	40	28	18	11	Places were available for all who required them.	36
St Mark's	25	24	13	15	Catholics with a sibling 5 Catholics resident in parish of St John Vianney 7 Other Catholics 2 Children with a sibling 7 Other Christian denominations 1 Others 3 Distance tie-break applied under this criterion and last place allocated measured as 0.490 miles	26
St Mary and St Paul's CofE	30	26	4	3	Places were available for all who required them.	29
St Michael & All Angels	60	56	17	11	Places were available for all who required them.	60

School	September 2016 admission number	Initial number of applications received			How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		1st Preference	2nd Preference	3rd Preference		
Saints Peter and Paul	45	49	15	6	Catholics with a sibling 19 Catholics in the parish 11 Other Catholics 1 Non-Catholics with sibling 8 Other Christian denominations 4 Others 2 Distance tie-break applied under this criterion and last place allocated measured as 0.213 miles	50

Admission appeal procedures

Schools will admit pupils until they have filled all the places they have available in the relevant year group (until they have reached their admission number). To admit children over the admission number would prejudice the provision of efficient education and the efficient use of resources in the school.

Those applicants who cannot be offered a place at their preferred school/s will be told of their right of appeal against the refusal.

At an appeal hearing, the panel members who take decisions are independent; they have no involvement with the school where a place has been refused and have had no involvement with the process of allocating places. The appeal panel can either turn down your appeal or they can agree to make an extra place available for your child. To help them come to their decision, they will check how the admission authority has applied its policy (oversubscription criteria). They will listen to the reasons why there is no more room in the year group and your reasons for wanting your child to attend that particular school.

There are two types of appeal for primary school:

Prejudice appeals: The panel consider whether the age group is full. If so, they will then look at the problems caused to the family if the pupil is not admitted and also at the problems caused to the school if they were to admit a further pupil.

Class size appeals: The law requires infant pupils to be taught in groups of no more than 30 pupils with one qualified teacher. If a 31st child were admitted, the school would normally have to arrange to employ a second teacher and/or create another teaching group during the infant years - this is known as "taking qualifying measures." This legislation restricts the grounds on which an appeal can be upheld and the panel look mainly at whether the admission body applied its admission policy (oversubscription criteria) correctly and whether the decision to refuse was unreasonable in the circumstances.

If you are refused a place at a Knowsley primary school, information provided with your refusal letter will normally make it clear what type of appeal you should expect it to be. You can submit an appeal for each school where you have been formally refused a place, if you wish.

Community and voluntary controlled schools

If you wish to appeal against a decision not to admit your child to a particular Knowsley community or voluntary controlled primary school, you should contact Knowsley School Admissions on (0151) 443 5143/5142 who will provide you with an appeal form. Your appeal should then be submitted to Knowsley Democratic Services who are responsible for organising the independent panel hearing.

Academy schools

If you wish to appeal against a decision not to admit your child to an Academy school, you should contact the school directly who will direct you as to how an appeal can be made.

Catholic schools (voluntary aided)

If you wish to appeal against a decision not to admit your child to a particular Knowsley Catholic primary school, you should contact Liverpool Archdiocese to request an appeal form.

Secretary for Appeals, Director of School
LACE, Croxteth Drive, Sefton Park, Liverpool, L17 1AA
Tel: (0151) 522 1071

Church of England schools (voluntary aided)

If you wish to appeal against a decision not to admit your child to a particular Knowsley Church of England school, you should put your request for an appeal in writing to the clerk of governors of the school. Arrangements will then be made for an independent appeal to be heard. If you have any general queries regarding this process or require more information, you may wish to contact the Diocese at the following address:

Diocesan Board of Education, Schools Advisor (Governance)

St James House, 20 St James Road, Liverpool, L1 7BY

Tel: (0151) 705 2190

In general, the following arrangements will be made for all appeals:

- At least 10 school days prior to the hearing, the clerk will notify you of the date and arrangements for the hearing. It is expected that appeals for September 2017 reception class places in Knowsley primary schools will be held during June and July 2017.
- Approximately 5 school days before the appeal, you will receive a confirmed time slot for your appeal together with an agenda and supporting paperwork for the hearing (this will include names of panel members, a copy of your written appeal submission and the case for the school).
- The appeal will be heard before an independent panel who will have a copy of the written appeal submitted by parents/carers. However, parents/carers are encouraged to attend the hearing to present their case in person - if you wish, you can be represented or accompanied at the hearing e.g. by a friend or relative. If you do not wish to or cannot attend, the appeal panel will make a decision based on your written submission.
- You will be notified in writing of the appeal panel's decision and the grounds upon which it was made.
- The decision of the appeal panel is binding on all parties.

*Appeal panel members are trained and must act in accordance with the School Admissions Appeals Code. However, if parents/carers feel that maladministration has taken place on the part of an appeal panel they can make a complaint to the Local Government Ombudsmen (LGO). **A complaint to an Ombudsman is not a further appeal and must relate to the administration of an appeal rather than the appeal decision.***

To make a complaint, please refer to the LGO website www.lgo.org.uk or email advice@lgo.org.uk

The Advisory Centre for Education (ACE) provide free independent advice on the admissions process and a range of education issues including exclusions at www.ace-ed.org.uk

Free, independent advice is available from Coram Children's Legal Centre (for those eligible for legal aid) telephone 0345 345 4345 Monday to Friday between 9am and 6pm or visit www.childrenslegalcentre.com

Please note if your child has a Statement of Special Educational Need (SEN) or an Education Health Care Plan (EHCP), you use SEN procedures rather than the appeal process to decide whether a place can be offered. Parents/carers should speak to their SEN officer if they require further information.

Admissions: further applications to all Knowsley schools

In some cases, parents/carers who have appealed against refusal without success may seek to apply again for a place at the same school in the same school year. The policy of the local authority is **not** to consider repeat appeals unless the Executive Director (Children), on behalf of the local authority, is of the opinion that there have been significant and material changes in the circumstances of the parent/carer or school, which would justify considering a further application.

An appeal can be made for subsequent school years.

In-year applications and transfers

Parents/carers thinking of transferring their child to another primary school

Generally, a child admitted as a reception pupil would remain in that school until they are of age to transfer to secondary education (with the exception of children transferring from an infant school to a junior school as part of an annual allocation process).

However, a change in circumstances could lead to a request for a transfer to a different primary school - if parents/carers wish to apply for a transfer to a Knowsley primary school, the following procedures apply:

Where pupils are already on roll at a school, but parents/carers are considering moving their child to another school, the following procedures apply:

- In the first instance, parents/carers are recommended to discuss the matter with the Headteacher of your child's school in order to try to resolve the issue. Changing schools is not always the best way forward; parents/carers need to think about the advantages and disadvantages of moving.
- Where parents/carers decide to go ahead with the move and would like to apply for a Knowsley primary school, an In-year application form should be completed.
- An In year application is available directly from any Knowsley primary school, on request from school admissions on (0151) 443 3372 or can be downloaded from the Knowsley website www.knowsley.gov.uk/schooladmissions .
- Where parents/carers wish to apply for a school in another local authority, please contact that authority directly for their application form - for neighbouring local authority details, please see page 67.
- If a place can be offered at a Knowsley school, it will normally be made available from the beginning of the term following receipt of the application. This allows for an organised transfer. Only in exceptional circumstances and where both schools agree will an earlier move take place.
- In some cases, applications may be referred for consideration under the Fair Access process (See page 63).
- If a place is refused parent/carers will be advised of their right to appeal.

Parents/carers should also be aware that the authority will not normally pay additional costs of transport.

Families moving into the area

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, the same procedures apply as detailed above. Wherever possible, you are advised to make your application in advance of your move taking place to allow time for your application to be processed, and particularly if the move means that your child/ren cannot continue to attend their current school due to distance. It is advisable to check the likely availability of school places with the school or Knowsley School Admissions.

Parents/carers should be aware that the local authority will not normally pay additional costs of transport or uniform associated with an in-year transfer.

If your child has a Statement of Special Educational Need (SEN) / Education Health Care Plan (EHCP) and you are considering requesting a school transfer, you should contact your local authority SEN officer before making any request for transfer.

For further information about in-year transfer applications, visit www.knowsley.gov.uk/schooladmissions and read the section on in-year transfers where an information leaflet is available to download, or contact Knowsley School Admissions on (0151) 443 3372/3373.

Procedures for applying for a transfer to a primary school in another authority area may be different. Please contact the relevant authority or the individual primary school for advice.

Fair access protocol

Each authority must have a protocol which aims to ensure vulnerable and hard to place pupils are able to access school places. The Department for Education has strongly advised that all schools should play their part in the admission of such pupils. This includes year groups that are full to their published admission number.

Schools are required to access the Fair Access Panel (FAP) when they feel unable to meet the needs of a pupil requesting an 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.

The 2016/17 fair access protocol document is available from Knowsley school admissions and on our website.

Children with Special Educational Needs (SEN)

Some children have special educational needs (SEN). This usually means they have learning difficulties that require special educational provision to be made for them. For the majority of children their school will meet their needs at the 'school support' stage.

However, for children with significant/complex learning difficulties, the local authority may be required to assess their educational needs and, if appropriate, make an Education, Health and Care Plan (EHCP), previously known as a Statement of Special Educational Need. They describe a child's needs and the special educational provision made to meet their needs. Before this EHCP is issued, there will be a careful assessment of the child's educational needs. Parents/carers are involved in every stage of this procedure and have a right to appeal to an Independent Tribunal if they are dissatisfied with the proposals made by the local authority.

If your child already has a final Statement of SEN/EHCP, please tick the box on your admission application form to indicate this. You should note that the local authority has a duty to determine and review the provision for a child with a Statement/EHCP. You should discuss your choice of primary school with a local authority SEN officer. **The preference/s you express will be considered by the authority in accordance with the legislative requirements laid down in the Special Educational Needs and Disability Act and the guidance issued in the Special Educational Needs Code of Practice.**

You will be informed of the school to be named in your child's statement of special educational needs/EHCP. If, however, you disagree with the school named, you will be informed of your right of appeal to an independent tribunal. For further assistance on special educational needs matters, telephone (0151) 443 5145.

Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHCP)

Where a pupil has a Statement of SEN/EHCP and the authority have named this school as provision, the child must be admitted. Where such pupils are known about at the time of the annual allocation procedures for community, voluntary controlled and voluntary aided schools, they will be placed within the admission number, with priority over all others.

Special schools and Designated Specialist Provision

Knowsley authority has a number of special schools and designated specialist provision. **Children are placed there by the authority.** In most cases, the school's admission policy allows for the admission only of children with Statements of SEN/EHCP, or those undergoing a statutory assessment.

The schools are listed below.

Pupils at these schools have complex and/or significant special educational needs and a Statement of Special Educational Needs/EHCP.

Transfer to special schools is the result of a statement/EHCP being issued, or a statement/EHCP being amended following discussions at an annual review meeting at school.

Places at each specialist provision are not locality based, schools take from all over Knowsley.

For further information on admission to special schools, please telephone (0151) 443 5145.

Kirkby

Bluebell Park School

Cawthorne Close
Kirkby
L32 3XQ

Headteacher: Ms M Slater
Acting Headteacher: Mr J Campbell
Telephone: (0151) 477 8350
Age range: 2-19
Capacity: 190
Type of need: PMLD / SLD / SI / ASC

Northwood Designated Special Provision (DSP)

Northwood Community Primary School
Roughwood Drive
Kirkby
L33 8XS

Headteacher: Mr J Hollywood
Telephone: (0151) 477 8630
Age range: 2-11
Capacity: 48
Type of need: All needs

Huyton

Knowsley Central School

Mossbrow Road
Huyton
L36 7SY

Headteacher: Ms D Buxton
Telephone: (0151) 477 8450
Age range: 2-14 (11 to 14 for ASC)
Capacity: 92
Type of need: All needs
+ specialist base for ASC

Halewood

Yew Tree Designated Special Provision (DSP)

Yew Tree Community Primary School
The Avenue (off Wood Road)
Halewood
L26 1UU

Headteacher: Mrs J Wright
Telephone: (0151) 477 8950
Age range: 2-11
Capacity: 28
Type of need: All needs

Stockbridge Village

Meadow Park School

Haswell Drive
Stockbridge Village
L28 1RX

Headteacher: Mr M Marshall
Telephone: (0151) 477 8100
Age range: 8-16 (Year groups 3-11)
Capacity: 113
Type of need: BESD
+ pupils vulnerable to exclusion

Key to type of need:

BESD - behavioural, emotional and social difficulties

SLD - severe learning difficulties

ASC - autistic spectrum condition

PMLD - profound and multiple learning difficulties

MHD - mental health difficulties

SI - sensory impairment (hearing/visual)

There are special schools which take only secondary age pupils - details can be found in the secondary education admission booklet.

Education support services

Knowsley Area Support Teams

The Area Support Teams are made up of a range of professionals including Educational Psychologists, specialist teachers for learning (via school service level agreements) and a Specialist Advisory Teacher for Autistic Spectrum Conditions. They work closely with the local authority to offer support and advice to parents and carers in developing the emotional, social and educational development of their child. Requests for involvement from the Area Support Teams are usually made through the child's school, ask the school SEN coordinator (SENCo) for more information.

The Area Support Teams can be contacted on the telephone numbers below, but we recommend you discuss any potential referral with your child's school:

(0151) 477 8635 - Northern Area Support Team

(0151) 443 5771 - Central Area Support Team

(0151) 443 2057 - Southern Area Support Team

Knowsley School Attendance Service

The School Attendance Service in Knowsley works in partnership with schools to support parents/carers of children who may be experiencing difficulties in maintaining regular attendance.

If your child is experiencing any difficulties with regard to school attendance, in the first instance it is always advisable to contact your child's school to discuss the issue.

Every school within Knowsley has access to a School Attendance Improvement Officer and they can be contacted by telephoning the School Attendance Service on (0151) 443 5147.

Getting to a school in Knowsley

Find ways to get to school by visiting Knowsley's getting to school website

<http://riamapping.knowsley.gov.uk/ria/Knowsley/GetToSchool/Travel.jsp>. Whether you wish to walk, cycle, take the train or bus, we hope this site helps you to get to school quickly, safely and on time.

The aim of Knowsley's getting to school website is to provide sustainable travel information for parents and young people when travelling to, from and between education sites in Knowsley. To download the sustainable modes of travel strategy document visit the above webpage.

To contact the School Transport Team, please call (0151) 443 2500.

Financial support for primary age pupils

Home to school transport

When choosing a primary school for your child, you need to consider how you will travel to that school and the costs involved. You can choose to send your child to any school, subject to availability of places, but there are certain conditions that have to be satisfied to qualify for free transport.

A primary age child will normally be entitled to travel support if any of the following criteria apply:

- The school is more than 2 miles from the home address and there are no places available in a closer school. This includes children aged 8-11 from low income families.
- The school is less than 2 miles from home but the journey could be classed as unsafe, even if the child is accompanied by an adult.

- Children with special educational needs who meet the transport assessment eligibility criteria.
- Children who have a temporary medical problem, or there are exceptional circumstances to be taken into consideration.

*Low income families are those who are entitled to free school meals or who receive their **maximum** level of working tax credit.*

Contact details:

Service: Home to School Transport
 Telephone: (0151) 443 2500
 Email: haveyoursay@knowsley.gov.uk
 Website: www.knowsley.gov.uk (search for school bus pass)

Free school meals

School meals are free to pupils whose parent/carer receives one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- An Income-Related Employment and Support Allowance
- Child Tax Credit and income of less than £16,190*
(but not parents who receive Working Tax Credit - see below)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999
- Universal Credit*

*Correct at the time of publication. The law governing free school meals states that pupils from families who receive Working Tax Credit are not entitled to free school meals even if income is less than £16,190.

If you currently receive Universal Credit then you will qualify for free school meals, but this may change in the future if the Government change policy.

Contact details for free school meals

Telephone: (0151) 443 4042
 Website: www.knowsley.gov.uk (search for school meals service)

Charging for school activities

Schools can make charges for activities only in clearly defined circumstances. Governing bodies of individual schools can provide details of their policies about charging for school activities.

Contact details for other local education authorities

Details of Knowsley's neighbouring authorities are listed below. You may wish to contact these authorities if you require information about schools in these areas.

Liverpool City Council

Children & Young People's Service
Municipal Building
Dale Street
Liverpool
L2 2DH
Telephone: (0151) 233 3006
www.liverpool.gov.uk
Email: Admissions@liverpool.gov.uk

Halton Borough Council

Child Place Planning
Children and Enterprise
Rutland House
Halton Lea, Runcorn
WA7 2GW
Telephone: (0151) 511 7271/7338
www.halton.gov.uk/schooladmissions
Email: schooladmissions@halton.gov.uk

Sefton Council

Admissions Section
Schools and Families
Schools Regulatory Services
Bootle Town Hall
Oriol Road
Bootle
L20 7AE
Telephone: (0151) 934 3590
www.sefton.gov.uk
Email: admissions@sefton.gov.uk

St Helens Council

Children and Young People's Services
School Admissions Section
Atlas House
Corporation Street
St Helens
WA9 1LD
Telephone: 01744 671029
www.sthelens.gov.uk
Email: schooladmissions@sthelens.gov.uk

Lancashire County Council

Pupil Access Team
Area Education Office (South)
East Cliff
Preston
Lancashire
PR1 3JT
Telephone: 01772 532191
www.lancashire.gov.uk

Advice on completing the Knowsley primary application form

Please read the booklet before filling in the application form. Please write clearly and complete the form in ink.

SECTION 1 Child's details

- The surname is that stated on the child's birth certificate. If your child is known by another surname you can give the chosen name but please also provide the legal surname (from the birth certificate).
- If you do not state a date of birth that falls within the relevant age range (01/09/12 to 31/08/13) your application may be disregarded. Following allocations, schools will request proof of birth date, e.g. a birth certificate, to confirm the child is of the correct age to start reception.
- The address given **must** be where the pupil normally lives, therefore, the address of a childminder or other relative etc should not be given. If a child lives between two addresses, e.g. if there is split care, the household in receipt of child benefit would normally be the address used for allocation purposes but the Local Authority reserve the right to request other proofs as fit the individual circumstance.
- If you are expecting to move address after the closing date, you should apply using your current address and it is your responsibility to notify Knowsley School Admissions once the move takes place (proof of change of address will normally be required).
- Following allocations, oversubscribed schools will request proof of address, e.g. a council tax or utility bill in the name of the applicant dated during the relevant allocation period. The local authority reserve the right to make investigations should a query be raised relating to address details provided by the applicant.
- If your child has a Statement of Special Educational Need/EHCP, you will have been involved in assessment and reviews and have a link officer in the Special Needs Team.
- Children in the care of the local authority are normally those as defined in section 22 of the Children's Act. They may live with a foster family, in a children's home or in their own home - Social Services will be involved. Check with your Social Worker if you are not sure. Also, as defined in the School Admissions Code - '*children who were looked after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders*'. It is the responsibility of Parents/carers who wish to have their child considered as a current or previous child looked after by the local authority to provide evidence of this to the local authority **at the point of application**.
- If you wish to be considered under exceptional medical/welfare grounds you must submit supporting professional evidence with your application. The evidence should be directly relevant to admission to the school concerned and explain why the pupil should be admitted.
- For children whose parents are service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area please provide a copy of an official letter showing the relocation date and unit postal address or quartering address - see page 4 for more information.
- For children arriving from overseas - see page 4 for more information.

SECTION 2 Parent/Carer details

- Please provide a daytime contact telephone number as this will assist Knowsley School Admissions if they need to contact you regarding your application for any reason and prevent delays in processing.
- Please read the declaration and ensure you sign and date your application form before returning it.

SECTION 3 School preferences

- You can name up to three schools of your preference and should do so in ranked order.
- Some schools will be able to offer places to everyone who applies. However, allocations can vary each year and no-one can guarantee which schools will be oversubscribed, it is wise to name more than one preference.
- If you are applying for a school that is often over-subscribed, look carefully at the admission policy to see which criterion your child would come under. Talk to the school or an Admissions Officer in the relevant local authority about how places were allocated in previous years (see also page 55 for allocation details for Knowsley primary schools from September 2016).
- Do not name the same school more than once - this will not increase your chances of obtaining a place.
- Only stating one preference does not increase your chance of gaining a place in that school. You have wasted two preferences and may lose priority for another school where you might otherwise have got a place.
- Naming more than one preference will not disadvantage you during the allocation process in any way as the authority will always offer the highest available preference.
- Consider all your preferences carefully - if you have named a school as a second or third preference the authority will assume you will accept such an offer should it be made.
- If you have named a preference/s for school/s in another authority area, it is your responsibility to check whether you are required to complete a supplementary form or provide any other evidence at the point of application.

SECTION 4 Faith

- If you are applying for a Knowsley voluntary aided (church) school and want to be considered under the relevant faith criterion by indicating your child is baptised Catholic, Church of England or belongs to another faith, you should answer the relevant questions in this section.
- Some Knowsley Church of England schools who give priority based on church affiliation/attendance may have a supplementary form which you should complete **in addition** to the Local Authority preference form if you wish to be considered under such criterion. These forms can be obtained from the individual school/s, from Knowsley School Admissions or downloaded from the Knowsley website and should be returned directly to the individual school/s by the closing date of **15 January 2017**.
- If you do not answer the questions in section 4 or do not complete a supplementary school form, your child will still be considered for a place in the school, but it may not be possible for them to be considered under certain criteria of some school policies.
- Schools may request proof of faith information provided.
- If you have named a preference/s for school/s in another authority area, it is your responsibility to check whether you are required to complete a supplementary form or provide any other evidence at the point of application.

SECTION 5 Siblings

- If you have a child currently in the school/s named, please give their details. Siblings currently on roll but who will no longer be in September 2017 (those currently in year 6) and siblings in nursery classes will not normally give priority.
- For Knowsley schools, siblings are normally defined as full, half or step brothers and sisters as well as fostered and adopted children, provided they live with the same family at the same address. This does not normally include cousins or other family relationships. For schools in other authorities you need to check the admission policy of the school.

SECTION 6 Reasons for preference

- You may state reasons why you want your child to attend the school/s named as preference/s.
- If you are attaching additional documents, please ensure your child's name and date of birth is clearly stated on each sheet and secured to your application form.
- If you are applying for a voluntary aided (church) school, check the policy to see if you are required to make any statement about religious commitment or any other requirement of their policy if you wish for your child to be considered under a particular criterion or speak to the school directly for advice.
- Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case (if the individual school policy allows for the consideration of exceptional cases). The evidence must be directly relevant to admission to the school concerned and submitted at the same time as the application form. On-line applicants should send documents by post to Knowsley School Admissions immediately after submission of the application and before the application closing date. Parents/carers should note the exceptional nature of applications agreed under such grounds and should be aware that not all schools have an exceptional circumstances criterion within their admission policy.
- You do not have to state a reason for your preference if you do not wish to.

SECTION 7 Returning the application form

- The application form is perforated so it can be removed easily from the booklet. Please take your completed application form to any Knowsley Primary School or return it by post to Knowsley School Admissions, Knowsley Metropolitan Borough Council, Po Box 21, Archway Road, Huyton, L36 9YU **no later than 15 January 2017.**
- You should be issued with a receipt- keep it safe as proof your application has been submitted. If you return your application by post and you have not received a receipt within 2 weeks, please contact Knowsley School Admissions on (0151) 443 5143/5142.

The information you provide on your application is very important. If a place is offered, admission bodies will normally request proof of the information stated and may withdraw a school place where it is found that false information has been used to secure an offer.

Parents/carers are strongly advised to seek clarification from an Admissions Officer in the local authority regarding any query they may have relating to information they are stating on their application form.

If any of the information you have stated on your application changes, you **MUST** directly notify Knowsley School Admissions immediately as this may affect the allocation.



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Admission to Primary School Reception Class 2017/2018

FOR KNOWSLEY RESIDENTS ONLY

Only one application per child can be made. Please read the accompanying booklet carefully **before** completing this form, particularly the notes on the adjacent page. Please write clearly in black ink.

Section 1 - Child's details

First name(s) _____ Middle name(s) _____ Surname _____

Legal Surname (if different from above) _____ Date of birth ____/____/____ Male Female (please tick)

Child's home address _____

_____ Post code _____

Does the child have a final statement of Special Educational Needs/EHCP? Yes No (please tick)

Is the child currently 'looked after' by a local authority (in care)? Yes No (please tick)

or Was the child previously 'looked after' and is now subject to an adoption, residence or special guardianship order? Yes No (please tick)

If YES to 'looked after' or previously 'looked after', please state which authority the child is/was in the care of _____

Do you want this application to be considered under exceptional medical/welfare grounds? (If the admission policy of the school allows for this) Yes No (please tick)

If yes - Please supply relevant professional evidence with your application the evidence must be directly relevant to admission to the school concerned.

Is the parent/carer a member of UK service personnel or a crown servant returning/moving to the above address to take up a posting? Yes No (please tick)

If yes - Please provide a copy of an official letter showing relocation date and unit postal address or quartering area address.

Section 2 - Parent/carer details

Mr/Mrs/Miss/Ms _____ First name(s) _____ Surname _____

Parent/carer's address (if different from overleaf) _____

_____ Post code _____

Daytime contact telephone no _____ Relationship to child _____

I have parental responsibility for the child named. I have read the information in the Knowsley Primary Admissions Booklet (including the privacy statement). I confirm that all the information I have given is accurate and I will inform Knowsley School Admissions of any change of circumstances affecting my application (e.g. change of address) without delay. I am aware that any school place offered on the basis of false information may be withdrawn.

Signed _____ Dated _____

Section 3 - School preference/s

Please name up to three schools in order of preference (NB: This does not guarantee you a place at one of these three)

This list can include schools both in Knowsley and in other boroughs (see notes)

School Name	In which Authority is the school?
Preference 1: _____	_____
Preference 2: _____	_____
Preference 3: _____	_____

Section 4 - Faith information (see notes and school policy)

If you have named a Catholic school, please answer the relevant questions:

1. Is your child a baptised Catholic? Yes No (please tick)
2. In which Catholic parish do you live? _____
3. Is your child baptised into the Church of England? Yes No (please tick)
4. If your child belongs to another faith or Christian denomination, please state which: _____

NB: Some Knowsley Church of England schools, who give priority based on church affiliation/attendance, have a supplementary form which you are requested to complete in addition to the local authority preference form if you wish to provide information for consideration under such criteria. These forms can be obtained from the individual schools or Knowsley School Admissions and should be returned directly to the individual schools by closing date of 15 January 2017.

Section 5 - Siblings

Please give details of any brothers and sisters who are currently on roll at the schools you have named as preferences who will still be on roll in September 2017 and live at the same home address (see note).

Name	Date of birth	Gender	School name
_____	____/____/____	M / F	_____
_____	____/____/____	M / F	_____

Section 6 - Reasons for preferences

If you want to give a reason why you prefer the schools you have listed, please do so. (See notes on adjacent page). You can attach additional sheets if required.

Preference 1: _____

Preference 2: _____

Preference 3: _____

Section 7

Please return this form to a Knowsley primary school or Knowsley School Admissions at the address below no later than

Friday 15 January 2017

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

DON'T BE LATE

You may miss out on a place in the school you want. If you need help completing this form, ring
(0151) 443 5143/5142

Office / School use only

Date received
(office / school stamp)

Address as on school roll? Yes No

Sibling on school roll? Yes No

Receipt issued Receipt No. _____

Summary timetable for admission to primary school in Knowsley for the school year 2017/18

The arrangements for the admission of pupils to reception class of primary schools in September 2017 will, as far as possible, follow the timetable below:

12 September 2016	Booklets including preference forms available from primary schools, Knowsley School Admissions and to download at www.knowsley.gov.uk/schooladmissions Online application available on Knowsley Council website at www.knowsley.gov.uk/schooladmissions
No later than 15 January 2017	Completed application forms to be returned to a primary school, direct to the Knowsley School Admissions or submitted via online facility. The online application cannot be used after the closing date.
18 April 2017	Allocation letters will be posted by the local authority. If an online application was submitted, an email on this date will give you the result of the reception place offer.
June 2017 onwards	Appeals process
September 2017	Admission to schools
December 2017 (End of Autumn Term)	Formal waiting lists close

Useful contacts

Knowsley School Admissions (reception)	(0151) 443 5143
Knowsley School Admissions (year 7)	(0151) 443 5142
Knowsley In year school admissions and transfers	(0151) 443 3372/3373
School admission appeals	
Knowsley Catholic schools	(0151) 522 1071
Knowsley community & controlled schools	(0151) 443 3521
Special Educational Needs (SEN)/EHCP	
Parent Partnership	(0151) 443 3283
Knowsley Early Years and Childcare Information Service	0800 085 2022
School Attendance Service	(0151) 443 5147
English as an Additional Language	(0151) 443 5136
Central Area Support Team	
Central Area Support Team	(0151) 443 5771
Northern Area Support Team	
Northern Area Support Team	(0151) 477 8635
Southern Area Support Team	
Southern Area Support Team	(0151) 443 2057
Free school meal enquiries	
Free school meal enquiries	(0151) 443 4042
Assistance with travel	
Assistance with travel	(0151) 443 2500

You can also get this information in other formats.
Please phone Customer Services on 0151 443 4031,
or email customerservices@knowsley.gov.uk



Knowsley Council