

Moving School? Seeking a new school place?

## Primary In-Year Admissions 2017/18 A leaflet for parents and carers

**PLEASE READ THESE NOTES CAREFULLY AND SEE CHECKLIST ON THE BACK PAGE BEFORE RETURNING YOUR APPLICATION**

The information provided in this leaflet aims to help parents/carers follow the in-year application process for school places. This is when you are requesting a school transfer mid-way through the school year.

**IMPORTANT INFORMATION** - *If your child is applying to start reception class in school for the first time or is transferring from primary to secondary education, **DO NOT** use these procedures. There are separate forms, application dates etc. Check with your local school or with Knowsley School Admissions – (0151) 443 3372/5143*

**If your child has a Statement of Special Educational Needs or Education Health & Care Plan, please talk to the school SENCO or your SEN Officer before taking any steps.**

### 1. Transfer request if moving house

If you have recently moved house, or are about to move and your child is no longer able to access the current school, due to distance, please contact Knowsley School Admissions on (0151) 443 3372/5143. You will be asked to complete an in-year application form. Proof of the new address may be required.

### 2. Local Transfer request – without a house move

#### Things to consider before applying for a transfer

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

**Before** filling in any forms, we would strongly advise you to do the following:

- Discuss your reasons for considering a move with the Headteacher, as moving schools may not always be in the child's best interest.
- Look carefully at the pros and cons of moving. Your child/ren will have to make new friends, get used to new school staff and procedures etc. What will the transport arrangements be? What will be the costs for new uniform/transport? Are the issues you have with the current school likely to re-occur at the new school?
- We would strongly advise you to talk to both the current and the possible new school and think carefully **before** applying for a transfer.

- A move might be right for your child/ren, but you need to remember, children who move school can find it stressful, so don't rush into anything.

Please note a local move would normally take place at the beginning of the following term.

### 3. How do I apply?

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

We would advise you to check beforehand to see whether it is likely that there will be places available – although this can change from day to day.

### 4. Allocating a place

#### Allocation

- Generally if a place is available within the admission number, it will be offered.
- If there is no place available, you will be offered the right of appeal. *(Certain schools do have the possibility in very limited circumstances of refusing a place where one is available, but this will be explained if this is the case. Some exceptional applications may be considered under the Fair Access Protocol).*
- If more applications are received than there are places available, the admissions body will apply the oversubscription criteria, which forms part of the school's admission policy, to decide who will be offered a place. Copies of the relevant admission policies are available in the Knowsley primary admission booklet or online at [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions). Each school can also provide you with a copy of their own admission policy if requested.

#### **Children looked after by a local authority or adopted after being looked after**

Children who are currently looked after by a local authority have a very high priority for all schools. This category has been extended to include children who have moved from being looked after to being adopted or subject to residence orders or special guardianship. The definition is as in the School Admissions Code – available online at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275598/school\\_admissions\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275598/school_admissions_code_1_february_2012.pdf)

Parents would need to provide evidence of this to the local authority at the time of application

The allocation is carried out by each primary school.

#### Offer/Refusal Letter

- Your offer/refusal letter will come from the school you applied to.
- If you are refused a Knowsley school, details of your right of appeal to an independent appeal panel will also be enclosed with your letter.
- You will need to contact the school to ask if they have a waiting list.
- If you cannot be offered your preference and your child is not already on roll at a school, please contact Knowsley School Admissions on (0151) 443 3372/5143

## Timescales

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

### 5. Accepting the place

- When you are offered a place, you will usually be asked to sign and return an acceptance slip. If you do not return the slip within the timescale indicated to confirm you will be taking up the place, you are likely to lose it. Please ensure you make arrangements to do this. Contact the school to make arrangements about admission.
- You may also be requested by the school to produce evidence of the details you provided when you made your application – e.g. proof of address, proof of Catholic baptism – if these have played a part in the decision to offer a place. If you cannot provide proof of the information given, or if the information is found to be false, your offer may be withdrawn.

### 6. The Fair Access Protocol

Some pupils are placed in schools under this protocol. The aim of this protocol is to ensure children with particular circumstances can obtain a place. Children without school places admitted under the Fair Access Protocol generally have priority over others on the waiting list. Pupils considered under this protocol are considered by a panel and a decision made on which school place to offer – it can be in a school that is full, it is also possible to refuse a place at a school with available places. More details will be provided if your child is to be considered under this protocol.

### 7. Local Authority Contact Details

If you would like to discuss admission procedures with an officer these are your contacts. If applying for a school outside Knowsley, we would advise you ensure that you are familiar with the details of their processes.

Knowsley	(0151) 443 3372/5143	Liverpool	(0151) 233 3006
Halton	(0151) 511 7271	St Helens	(01744) 671035
Sefton	(0151) 934 3590	Lancashire	(01772) 532191

**PLEASE SEE OVERLEAF FOR PARENTS/CARERS CHECKLIST**

## PARENTS'/CARERS' CHECKLIST

Below is a summary of the application process – you may wish to use the tick boxes provided to guide you, and remind you which step of the process you are up to with your application.

1. Have you talked to your child's current school about a possible move?
2. Have you discussed a possible move with any schools you are interested in?
3. If you are applying for a Knowsley school, have you completed the Knowsley in-year application form and read the accompanying notes?
4. When you have completed your application, please sign and return the form to the school you have named
5. You will normally receive a letter with the results of your application within the timescales given in section 4 of this leaflet. Have you received yours?   
If no, see Note at the bottom of this page.
6. Enclosed with the letter you will find an acceptance/refusal slip which must be completed and returned immediately. Have you done this?
7. You may wish to contact the school offered to discuss admission.

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

If you do not receive an offer/refusal letter within the timescales given in Section 4, please contact Knowsley School Admissions on (0151) 443 3372/5143