
Metropolitan Borough of Knowsley

Education Improvement Team

COORDINATED ADMISSION SCHEME FOR KNOWSLEY PRIMARY SCHOOLS 2021/22

CONTEXT

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

All Knowsley maintained infant and primary schools (community, voluntary aided and academy) participate in the scheme.

COORDINATED SCHEME FOR PRIMARY ADMISSIONS IN KNOWSLEY 2020/21

Knowsley Local Authority is the admission authority for community primary schools. In the voluntary aided sector, the Governing Body of each school is the admission authority. Each academy has a Trust who has responsibility for admissions.

The following named schools participate in the scheme:

Community Primary Schools

Eastcroft Park	Evelyn	Knowsley Village
Malvern	Millbrook	Northwood
Park Brow	Plantation	Prescot
Ravenscroft	Roby Park	Stockbridge Village
Westvale		

Academy Primary Schools

Blacklow Brow	Halsnead	Knowsley Lane
Park View	Sylvester	Whiston Willis
Willow Tree	Yew Tree	

Church of England Academy Primary Schools

Cronton CE	Halewood CE	Huyton-with-Roby CE
St Gabriel's CE		

Church of England Voluntary Aided Primary Schools

Kirkby CE	St Mary & St Paul's CE
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Catholic Voluntary Aided Primary Schools

Holy Family [Cronton]	Holy Family [Halewood]	Our Lady's
Saints Peter & Paul	St Aidan's	St Albert's
St Aloysius	St Andrew The Apostle	St Anne's
St Brigid's	St Columba's	St John Fisher

St Joseph the Worker	St Joseph's	St Laurence's
St Leo's & Southmead	St Luke's	St Margaret Mary's Infants
St Margaret Mary's Junior	St Marie's	St Mark's
St Michael and All Angels		

Joint Faith Primary Schools (Voluntary Aided)

Hope Joint Catholic and Church of England

APPLYING FOR A PLACE IN THE RECEPTION CLASS OF A PRIMARY OR INFANT SCHOOL FOR 2021/22 ADMISSION

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

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

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

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

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

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

Knowsley Authority's CAF allows parents/carers to state up to three preferences in ranked order. Knowsley schools and those in other authority areas can be named as preferences. The online application should be submitted via the parent portal accessed via the school admissions pages of the Knowsley Council website. Alternatively, a paper application form can be returned to any Knowsley primary school or directly to the Local Authority School Admissions Team at the address stated on the form. In all cases, a receipt should be provided to confirm submission - this should be kept safely by the applicant in case of query.

Some schools request applicants to complete a Supplementary Information Form (SIF) to gather information specific to their school oversubscription criteria. In Knowsley, this currently relates only to schools with a religious character (Catholic and Church of England) It should be noted that any such form is *not* a valid application on its own; the school must also have been named as a preference on the local authority CAF and the school will

validate this before considering the application. The SIF should normally be returned directly to the school concerned by the closing date or any other date specified by the school.

Applicants who name a school that operates a SIF as a second or third preference should be aware this also applies to their application. Where a SIF is not completed, the application will be considered on the basis of information provided on the local authority CAF.

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

Each Knowsley Church of England School has their own SIF unique to that school and these are available from individual Knowsley Church of England Primary Schools or via the Knowsley website. Completed SIFs should be returned directly to the individual school/s.

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

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

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

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

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

Applications should be submitted no later than the national closing date of **15 January 2021**.

STAGE 2 – CONSIDERATION BY ADMISSION AUTHORITIES

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

Following the closing date of **15 January 2021**, Knowsley authority will send to other coordinating authorities, relevant application information for Knowsley resident pupils wishing to be considered for their schools. Similarly, application preferences for Knowsley schools from children resident elsewhere will be sent by their home authority to Knowsley for consideration. This initial exchange of application information between local authorities should be undertaken by **Friday 5 February 2021**.

Each admission authority will ensure the applications are considered according to their published admission policy and in line with the equal preference scheme. The Local Authority will apply the published admission policy on behalf of community primary schools and those academy schools who have agreed to adopt the local authority admission policy.

The relevant Admission Authorities of Knowsley Voluntary Aided Schools and faith Academies will consider applications for their schools against their admission policies.

By **Monday 22 February 2021**, Knowsley schools which are their own admissions authorities will be sent information by the local authority of all applicants of any preference level. These admission authorities should therefore arrange meetings of their admission committees to consider applications during the period **Monday 22 February to Friday 5 March 2021**. In order to achieve the agreed coordinated timetable and the offer date, it is essential that this is planned for and achieved on time.

By **Monday 8 March 2021**, each admission authority should have applied their oversubscription criteria, placed applications in ranked order, and returned this allocation ranking to the Local Authority (School Admissions Team).

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

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

Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the home authority who will treat the result in accordance with their scheme. Other coordinating authorities will provide the outcome of allocations for schools in their areas for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any final exchanges of information between local authorities should be completed, where possible, by **Friday 26 March 2021**.

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

The Local Authority will endeavour to notify schools in the authority area of the details of applicants confirmed as being allocated a place in the school and, if relevant, those forming the waiting list by **13 April 2021**. This date will be dependent on inter-authority coordination dates being achieved to finalise allocations. This information is not to be shared by schools and they should not make any direct contact with allocated pupils until the Local Authority has released allocation results on 16 April 2021.

STAGE 3 - ALLOCATION RESULTS

Allocation results will be issued to all Knowsley resident applicants on behalf of the relevant admission authority by the Local Authority, on **16 April 2021**. Where a place is to be offered to a resident of another authority in a Knowsley school, the result will be issued by that authority.

Parents/carers who have applied online, and have requested an email result, should receive their allocation result by email on **16 April 2021**. Online applicants can also access the portal directly on this date to see their allocation result.

For other applicants who have used the paper application, a letter will be issued confirming the school allocation. Letters will be posted by first class post on 16 April but parents/carers should note that an exact date of delivery cannot be stated.

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

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

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

ADDITIONAL INFORMATION

(1) Waiting Lists

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

Where a vacancy occurs below the admission number, the admission authority will fill the place from the waiting list, in priority order, offering the available place first to the child who is top of the waiting list at the time the vacancy is confirmed. The Local Authority will normally undertake any communication with applicants in relation to waiting list offers until September 2021 at which point the waiting lists will become integrated with the in-year transfer process and will be handed over to individual schools to monitor.

The annual allocation waiting lists for reception classes held by the Admission Authority will normally close at the end of the Autumn term in December 2021. Any parent/carer who wishes their child to continue to be considered for a place will normally need to re-apply directly to the individual school/s under in-year admission/transfer procedures. Individual primary schools may opt to keep waiting lists after that point – parents/carers should check with the individual primary school directly regarding the process.

(2) Late applications

Applications received after the closing date of 15 January 2021

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

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

Late applications naming Knowsley schools as preferences received following the national closing date but before the allocation process begins will be included in the initial allocation of places where practicable. For Knowsley schools this will typically mean preferences received up to 17 February. However, this will be dependent on the volume of late applications received therefore parents/carers have **no guarantee** that any application submitted after the closing date will be included in the initial allocation.

¹ The short birth certificate is the appropriate document.

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

Applications received after the initial allocation process has begun

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

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

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

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

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

Late applicants are not guaranteed to be issued with an allocation letter when the initial allocation letters are posted on 16 April 2021. Letters will be issued as soon as possible, but this may be at a later date.

Applications received after allocation results are issued and before the start of the new school year (16 April to 31 August 2021)

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

Applications will be considered as described above and an allocation letter issued as soon as possible. Parent/carers should note that, immediately following the initial allocation, there will be a short delay in processing new applications due to the volume of enquiries received by the Admissions Team following the publication of offers. After 16 April, the admissions team will not process late applications received any earlier than week commencing 3 May 2021 at the earliest.

(3) Making changes to your application

Change of circumstance

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

During the usual application period (12 September 2020 to 15 January 2021) online applicants can make changes to information supplied on their common application form by revisiting the portal and making the change directly.

For applications submitted by post using the paper application and for all applications following the national closing date of 15 January, applicants should contact Knowsley School Admissions by telephone or in writing / by email to confirm the change that they wish to make to the application (in some cases, you may be asked to provide evidence of the change).

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

If applicants are unsure what constitutes 'a relevant change' they should contact Knowsley School Admissions 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 – they will normally be advised in writing how any change will be considered.

Change of school preference/s

During the usual application period (12 September 2020 to 15 January 2021) online applicants can make changes to their school preferences on their common application form by revisiting the portal and making the change directly.

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

Change of preference during the allocation period

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

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

In all circumstances, applicants should note that, if the request is received very close to the allocation date, it may not be possible to make any changes until after the initial allocation is

complete. In this circumstance, the original application will be processed. The later application will only be considered when the initial allocation is complete.

Change of preference requests received after allocation results are issued and before the start of the new school year (16 April to 31 August 2021)

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

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

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

Parent/carers should note that, immediately following the initial allocation, there may be a short delay in processing change of preference applications due to the volume of enquiries received by the Admissions Team following the publication of offers. After 16 April, the admissions team will not process late applications received any earlier than week commencing 3 May 2021 at the earliest.

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

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

(5) Delaying entry to reception class and part-time attendance

In Knowsley, children are admitted to reception classes at the beginning of the school year in which they have their 5th birthday. This means children who have their 5th birthday on or between 1 September 2021 and 31 August 2022 can take up a full-time reception class place from the beginning of the Autumn term in September 2021.

Until a child is compulsory school age, it is possible to request part-time attendance or delayed entry to reception class until later in the school year. In this scenario any place offered during the allocation process will be held available for that child until they take up the placement. However, entry cannot be delayed beyond the beginning of the term following the child's fifth birthday and the provision to delay entry is only possible within the school year for which the place has been offered, so the pupil must take up the place within the reception year (i.e. between September 2021 and the beginning of the summer term 2022).

The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

Child's 5th birthday	Term of admission
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

Once allocation results are known and offers have been made, parents/carers who wish to request delayed entry are advised to discuss such requests directly with the school offered as such arrangements are made at school level.

Parent/carers should note that requests for delayed entry should be made where this is felt to be in the best educational welfare interests of the child. Delayed entry should not be requested on the basis that a place has not been secured at the preferred school.

(6) Deferring entry (Summer born only, April-August births)

For a summer born child (1 April to 31 August), parents/carers may wish to request deferment for a full school year i.e. the child would start reception class one year later with a cohort of children who may be a year younger.

Parents/Carers of summer born children who wish to request this deferment are required to make their request for deferment during the typical application period (September 2020 to 15 January 2021).

For Knowsley schools this is a right to request and individual schools will consider whether they feel full year deferment is appropriate in the circumstance of the individual pupil - for this reason, parents/carers are requested to identify school preferences by completing the usual CAF and also submit any supporting documentary evidence to support their reasons for making the request.

Prior to allocation, parents/carers will be advised of the outcome of their request for each school preference and asked to make a decision on the basis of this as to whether they wish to pursue deferred entry by withdrawing their 2021/22 application and re-applying the following year or continue with their original application which will be processed during the current admissions round.

If deferment is agreed and the parent/carer is re-applying the following year, they must be aware that the expectation is that they will only name as preferences the schools that have agreed to this consideration. A school agreeing to deferment does not give the child any additional priority for a place at that school – the application will be considered along with all others in accordance with the admission arrangements for the school for the relevant year of entry.

If deferment has been declined by an individual school/s the parent/carer can still defer the entry of their child until they are of statutory school age but this will mean the parent/carer is then applying for their child to be admitted to school at year 1 having not completed the reception year and admission will be dependent on where places are available within the then year 1 cohort.

Parent/carers should note that requests for deferred entry should be made where this is felt to be in the best educational welfare interests of the child. Deferred entry should not be requested on the basis that a place has not been secured at the preferred school.

(7) Transfer to junior school

St Margaret Mary's Catholic Infant School and St Margaret Mary's Catholic Junior School in Huyton operate as two separate Catholic voluntary aided schools where the individual Governing bodies are responsible for admissions.

There is an expectation that children from year 2 of the infant school will transfer to year 3 of the Junior school, but there is no automatic transfer. Parents/carers who are seeking admission to the Junior school are advised to consult the latest policy agreed by the

Governing Body for Junior School admission. (Policy details are provided in the authority's admission booklet and available from the school directly.)

Children attending year 2 of St Margaret Mary's Infant School in September 2020 will be sent an application form by the Local Authority to be returned no later than the closing date of 15 January 2021. Parents/carers of children who do not currently attend the Infant School may also apply and request a Junior transfer application form from the School Admissions Team. An online application facility is also available via the parent portal on the Knowsley website for all applicants.

Timescales for allocation are the same as for the annual reception round and allocation letters will be issued on **16 April 2021**.

(8) In-year admission and school transfer applications

Primary School In-Year Admissions (applications for year groups 1 to 6 and reception classes after the end of the annual coordination process)

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

Parents/carers should complete the In-Year Application form and submit it directly to the Knowsley Primary School of preference who will process the request within 20 school days and notify the applicant directly of the outcome of the application.

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

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

Where places are refused due to the year group being full, schools will inform parents/carers of this in writing, including their right to an independent appeal against the refusal and should advise applicants whether or not a waiting list is maintained.

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

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

Fair Access Protocol (FAP)

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

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

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

