



Knowsley Council

## Knowsley Secondary In-Year Admissions/Transfers Information for parents and carers

### PLEASE READ THESE NOTES CAREFULLY BEFORE MAKING YOUR APPLICATION

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

*If your child is applying to transfer from primary to secondary education, DO NOT use these procedures. There is a separate form, application dates etc – please visit [www.schooladmissions.gov.uk](http://www.schooladmissions.gov.uk) for more information.*

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

### Transfer request if moving house

If you are moving house into the local area and wish to apply for a place for your child/ren in a Knowsley secondary school, because the distance is too far for your children to continue to attend their current school, you are advised to check the likely availability of school places in advance of your move taking place.

You can contact individual school or the Admissions Team in the Local Authority for vacancy information.

Wherever possible, you should make your application at least 4-6 weeks in advance of your move taking place to allow enough time for your application to be processed (this will allow for a planned admission if a place is available or time to consider alternative options if your school of preference is unable to offer a place).

### Local Transfer request

**A local move would normally take place at the beginning of the following term – this is to allow for the planned admission of your child. Only in exceptional circumstances and if both schools agree would a move typically take place at an earlier date.**

**The Local Authority would not normally offer assistance towards the cost of transport or uniform in the event of a local transfer.**

## 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. However, **before** making a transfer application, we strongly advise you do the following:

- Discuss your reasons for considering a move with the relevant staff of your child's current school (eg head of year, mentor etc.) Often, any issues of concern can be rectified without a transfer being necessary.
- Think carefully about the advantages and disadvantages of moving **before** applying for a transfer. Your child/ren will have a new peer group and will need to 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?
- If your child is in year 10 or 11, a transfer is generally only advisable if the child can not continue to attend the current school (eg due to a house move). These pupils will already be studying selected exam subjects and options that may not be accommodated by the school you are requesting.

*Please note: applications/transfer requests for year 11 pupils will usually be referred directly to Knowsley Fair Access Panel for placement consideration.*

## How do I apply?

- You must complete the Knowsley Primary In-Year Application Form. You can up to three Knowsley Schools on this application in order of preference (the school you want most should be preference 1 as this will be considered before any others named).
- The In-Year form is available to download at [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions), from Knowsley School Admissions Team or direct from any Knowsley primary school.
- Please complete the application fully answering all questions and attaching any other information you feel may be relevant to your application – this will assist the processing of your application.
- If you are applying for more than one child you must complete a separate application for each child – please be aware that there is no guarantee that schools will be able to accommodate siblings.
- Once your application is complete, please return it directly to the School Admissions Team in the Local Authority at the address stated on the form. The School Admissions Team will monitor the processing of your application within relevant procedures and timescales.

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

## The allocation process

**Please be aware that the allocation process can take up to 20 school days – requested schools will typically seek to obtain information in relation to the child from the current school - this timeframe ensures that all aspects affecting the transfer have been considered and, if a place is offered, to allow for a planned admission.**

***Please note - not all transfer requests will require 20 days, schools will seek to process applications as expediently as possible.***

- Generally, if a place is available within the admission number, it will be offered.
- If the year group is full to the planned admission number, your application will normally be refused on these grounds – you will be notified of the refusal in writing and offered the right of appeal against the decision to an independent appeal panel. Your child's name will be placed on a waiting list for the remainder of the school year in case a place becomes available in the future.
- If more applications are received than there are places available, the oversubscription criteria, which forms part of the school's admission policy, will be applied to decide which applicant will be offered the available place. Copies of the relevant admission policies are available online at [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions) or upon request from the individual school.
- In very limited and exceptional circumstances, schools may consider refusing a place even where one is available. Such applications will normally be referred for consideration by Knowsley Fair Access Panel before any final decision is taken.
- In some cases, and if all parties are in agreement, a 'trial' placement may be considered. This may be if there are some concerns regarding the pupils previous record at school and to ensure that a transfer is the best option. Trial places would normally be for a maximum 12 week period and can lead to a permanent place if all goes well.
- Children who are currently looked after by a local authority have a very high priority for all schools. This category includes children who have moved from being looked after to being adopted or subject to residence orders or special guardianship. The definition is as in the School Admissions Code – available online at [www.gov.uk](http://www.gov.uk) Parents/Carers would need to provide evidence of this to the school at the time of application.

**If you have not received an outcome/response to your application after 20 school days or if you cannot be offered a place at your school of preference and your child is without a school place, please contact Knowsley School Admissions on (0151) 443 3372 for further advice.**

## The Knowsley Fair Access Protocol

- The Knowsley protocol seeks to ensure that all schools admit a fair share of vulnerable and hard to place pupils requiring a high level of support or offering particular challenges. To achieve this, the protocol allows the panel to make admissions in excess of the admission number or to refuse where places are available.
- The Local Authority will refer applications directly to the Fair Access Panel for consideration if the information provided on the application form indicates that one of the prescribed categories has been met.
- Schools can also refer applications to the Fair Access Panel if, having obtained supporting information from the pupils current school, they feel unable to meet the needs of a individual pupil requesting in-year admission to the particular year group of the school (this will usually be if the pupil has a record of challenging behaviour in their current/previous school/s).
- Parents/carers should note that the protocol will only be used in exceptional cases – further information about the protocol, including the prescribed categories appropriate for referral can be found at [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions)

## Accepting a place and admission/transfer to school

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

## Local Authority Contact Details

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

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

Telephone:- 0151 443 3372/3373

E-mail:- [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

## **Privacy notice**

Knowsley Council will use the information provided on your school admission application and any other supporting information you provide for the following purposes.

- To ensure the efficient co-ordination and fair allocation of school places.
- To ensure your child has access to school associated entitlements
- To ensure information is accurate.
- To prevent or detect crime.
- To protect public funds.
- To meet our key aims and legal duties.

We use the information to complete our duties under the Department for Education's 'School Admissions Code' (2014) and 'School Admissions Appeal Code' (2012).

There may be a requirement to share information with schools, other council service areas, local health trusts, other local authorities and central government. This will only be when necessary and where the law allows it to support the applications process.

For more information about how we use and store your personal data, please visit [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions) where you can access the full privacy notice for the School Admission Service. Alternatively, contact [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk) or telephone (0151) 443 3373 to request a copy of the document.

