



Metropolitan Borough of Knowsley

Education Improvement Team

2026/27 Coordinated annual admissions scheme for Knowsley secondary schools

## Context

- 1.1 The scheme seeks to comply with the requirements of the 1998 Act, as subsequently amended, and the School Admissions Code 2021. The scheme will apply to the admission of pupils to the relevant year (year 7) in the school year 2026/27.
- 1.2 All Knowsley academy and voluntary aided schools participate in the scheme.

## 2 Coordinated scheme for annual admission to secondary school in 2026/27

- 2.1 In the voluntary aided sector, the Governing Body of each school is the admission authority. Each academy in Knowsley is part of a Multi Academy Trust (MAT) who has responsibility for admissions to the schools within the trust.

The following named schools participate in the scheme:

Voluntary Aided	All Saints Catholic High School
Academy	Halewood Academy
Academy	Kirkby High School
Academy	Lord Derby Academy
Academy	St Edmund Arrowsmith Catholic Academy
Academy	The Prescott School

## 3 Applying for a place in year 7 of a secondary school for 2026/27 admission

- 3.1 No later than 12 September 2025, Knowsley LA will publish the Knowsley Secondary Admissions 2026/27 composite prospectus. A copy of this document will be available on the School Admissions pages of the Knowsley Council website alongside other school admission information. A hard copy can be made available by request from the LA School Admissions Service.
- 3.2 Knowsley resident parents/carers are required to complete the Knowsley LA Common Application Form (CAF) which will be available no later than 12 September 2025. The CAF can be completed via the online parent portal accessed on the Knowsley Council website. A paper copy of the CAF will be available on request from the LA School Admissions Service for those who cannot access the online application. Non-Knowsley residents must complete the CAF provided by the LA in which they are resident.
- 3.3 Where Knowsley resident applicants intend to name a school/s in another LA area as a preference, they are advised to obtain a copy of the admission arrangements of the school/s and details of any relevant procedures from the individual school/s or relevant LA. Knowsley resident applicants must complete the Knowsley CAF to make their formal application even if naming schools in other LA areas as preference/s.

#### 4 Submitting the Common Application Form (CAF) and providing supplementary information

- 4.1 The Knowsley CAF allows parents/carers to state up to three school preferences in ranked order. Knowsley schools and those in other LA 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. A confirmation email will be automatically generated to confirm successful submission of the application. Alternatively, a paper application form can be returned to the LA School Admissions Service at the address stated on the form or a scanned copy emailed to [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk). If an email address is provided on the application form a receipt email will be sent within 10 working days to confirm submission.
- 4.2 Some schools request applicants to complete a Supplementary Information Form (SIF) to gather information specific to their school oversubscription criteria. It is the responsibility of the applicant to check whether a SIF is required by the school/s they are applying for and to complete and return it as per the instructions of the school/s.
- 4.3 A SIF is not a valid application on its own; the school must also have been named as a preference on the LA CAF and the school will validate this before considering the application. The SIF should normally be returned directly to the school concerned by the national 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 based on information provided on the LA CAF.
- 4.4 Faith schools in Knowsley use a SIF to obtain faith information that is relevant to applying the oversubscription criteria from their admission policies. SIFs are available from individual schools or can be downloaded from the Knowsley Council website school admission pages. One SIF should be completed for each Knowsley Catholic school named on the CAF and returned directly to each school/s. If naming a school/s in other LA areas as preference/s, parents/carers need to check the requirements of that individual school in relation to SIFs.
- 4.5 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 to the LA and/or the relevant admission authority of the school. Parents/carers should be aware that, when allocation places admission authorities can only take account of additional information provided if the oversubscription criteria of the individual school allows for it.
- 4.6 If the applicant is indicating that the child is a Looked After Child (LAC), or was previously LAC (including children who were previously in state care outside of England), evidence of the child's current or previous LAC status, as defined in the schools admission arrangements, must be submitted at the time of application.

- 4.7 If the applicant is UK service personnel and is moving into the area due to a confirmed posting in the locality, or a Crown Servant returning from overseas to a local address, the application will be accepted and processed from the intended address in advance of the move, provided the application is accompanied by an official letter that confirms an intended address and expected relocation date.
- 4.8 For families moving into the area or moving address within Knowsley, the LA will accept an application from a local/new address once the applicant has evidenced residency at that address by a date prior to the start of the school year the place is being applied for. The usual evidence required would be a Council Tax or utilities statement, tenancy agreement or solicitors letter confirming exchange of contract and completion of sale date. Until such time as the applicant can provide documentary evidence of a new address, the application should be made from the address at which they currently reside and coordinated by the relevant LA of that residency if applicable. This does not restrict applicants from naming preferences for any school on their application, but parents/carers must be aware of how their application address could affect how their child is considered within the oversubscription criteria of the school/s applied for.
- 4.9 For families arriving from outside of England, the LA will accept an application for a child but will only process it from a local address if evidence of expected arrival date (such as a confirmed travel ticket) and confirmed residence (tenancy agreement or proof of purchase) has been provided. Until such time as the applicant can provide the documentary evidence of arrival and residency, the LA will accept the application, but it will be processed from the overseas address. Parents/carers need to be aware of how their application address could affect how their child is considered within the oversubscription criteria of the school/s applied for.
- 4.10 In all cases only one single application for any child should be in progress with any one Local Authority in England who will act as the coordinator of that application.
- 4.11 If a child lives between two addresses (e.g., due to a shared care arrangement), the application can be completed by either parent, provided they have parental responsibility for the child, and the correct main home address for the child is stated on the application form. It is expected everyone who has parental responsibility for a child will have agreed school preferences before the application is submitted. If the LA is made aware of a disagreement between those with parental responsibility, it will usually proceed with the application made by the parent/carer with whom the child mainly resides during the school week, unless the terms of a court order instruct otherwise. If a court order or mediation arrangement is required to determine which parent has the right to make the application and name school preferences, this does not give the child any increased priority for a place in the school/s of preference; normal allocation procedures still apply, and the application will be considered along with all other against the admission policy of the school/s. Any delay in making an application beyond the closing date due to a dispute could result in the application being classed as late and the application then being at a disadvantage. Applications are made on behalf of the child; therefore, the detail of the application can typically be shared with all those holding parental responsibility unless information has been disclosed to the

LA that the sharing of this data could affect the safety/wellbeing of the child, applicant or third party.

- 4.12 School places offered are subject to proof of any information stated on the application documents that have led to the offer of a place. Applicants may be requested to provide relevant confirmatory documents to the LA during the application and allocation process, or to the school directly after receiving the offer notification to secure the offer made. Parents/carers should note that if false information has been supplied which has influenced the allocation, any place offered based on this information may be withdrawn and, at that point, places in some other schools may no longer be available.
- 4.13 To guarantee they are considered in the initial allocation of places; applications should be submitted no later than the national closing date of 31 October 2025.

## 5 Consideration by Admission Authorities

- 5.1 As required by statutory regulation, this is an equal preference inter-authority coordinated scheme. Initially, each preference expressed by an applicant will be considered by the relevant admission authority against their oversubscription criteria without consideration of the level of preference.
- 5.2 Following the closing date, Knowsley LA will send to other coordinating LAs, preferences and application information for Knowsley resident children wishing to be considered for schools in their LA areas. Similarly, preferences and application information for children resident elsewhere wishing to be considered for Knowsley schools will be received by Knowsley for consideration. Knowsley LA expect to share application information with coordinating LAs by Friday 21 November 2025.
- 5.3 Knowsley LA apply the published admission arrangements, including the oversubscription criteria, on behalf of those academy schools in Knowsley who are adopting the arrangements. The admission authorities of Knowsley voluntary aided schools and other academies consider applications for their schools against their own individual admission arrangements and oversubscription criteria. The relevant admission authorities of schools outside of the Knowsley area apply their admission arrangements and oversubscription criteria to any applicant who has stated a preference.
- 5.4 By Monday 8 December 2025, Knowsley schools which are own admission authorities will receive from the LA via the establishment portal, the application details 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 8 December 2025 to Wednesday 17 December 2025. To achieve the agreed co-ordinated timetable and national offer date, it is essential that this is planned for and achieved on time. The LA will during this period, conduct the same process for community schools and those academies adopting the LA admission arrangements by applying the oversubscription criteria to all preferences expressed.

- 5.5 By Friday 19 December 2025, each admission authority should have applied their oversubscription criteria and returned ranked applications to the LA.
- 5.6 The LA uses the ranked status for each preference expressed for each child to 'resolve' offers. The computerised allocation software (EYES) allocates a place at the highest preference school available and removes any potential offers for lower preference schools as they are 'no longer required'. Available places created during the 'resolve' are then re-offered to lower ranked applicants from waiting lists. The 'resolve' process is run, including inter-authority exchanges, until no further movement is possible, and no child should hold more than one school offer at this point.
- 5.7 Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the child's home LA who will treat the result in accordance with their scheme. Other co-ordinating LAs will provide outcomes for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any exchanges of information between LAs should be completed, where possible, by Friday 13 February 2026.
- 5.8 Where no stated preference can be offered, the LA will seek to offer a place for Knowsley residents at an alternative Knowsley school where a place remains available following the completion of the resolve offers process to ensure that child is not without an education placement offer.
- 5.9 The LA will endeavour to notify schools in the authority area of the details of applicants confirmed as being offered a place in the school and, if relevant, those forming the waiting list by Wednesday 25 February 2026. 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 applicants to be offered or refused places until the LA has released allocation results on national offer day.
- 5.10 National Offer Day (NOD) is 1 March annually. Where 1 March falls on a weekend or bank holiday, NOD would typically be the next working day thereafter. In 2026, national offer day will be Monday 2 March 2026.

## 6 Allocation results

- 6.1 Allocation results are issued by the LA in which the child is resident. On NOD, Knowsley LA will issue an allocation result to all Knowsley residents who applied on-time on behalf of the relevant admission authority. Where a place is being offered in a Knowsley school to a child who is resident in another LA area, the result will be issued by that LA on behalf of the Knowsley school.
- 6.2 Parents/carers who have applied via the online portal, should receive their allocation outcome on NOD by accessing their account on the admissions application portal. An email with supporting information will be sent to applicants to alert them that the

outcome is available. Applicants who apply by paper application will typically be issued with a letter confirming the outcome and any supporting information. Letters will be posted by first class post on NOD, but parents/carers should note that an exact date of receipt cannot be stated as this is dependent on postal services. Paper applicants who prefer to receive their allocation outcome by email must state this at the point of application and provide an email address where it requested on the paper application.

- 6.3 School offers may be subject to confirmation of, date of birth<sup>1</sup>, home address and any individual school requirements - such as a baptism certificate - being provided. If the individual school or the LA directly requests documentary evidence, it is expected that applicants would be able to respond to provide the evidence within two weeks of the request. If the required evidence is not provided by the applicant within the requested timeframes, notification will be sent to the applicant confirming potential withdrawal of a place.
- 6.4 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 relevant admission authority for the individual school/s as per the instructions provided in the supporting information issued with the allocation outcome and which can also be found on the School Admission pages of the Knowsley Council website. Appeals will be held during the summer term. An appeal timetable for Knowsley schools will be published on the Knowsley Council website.
- 6.5 Applicants who are not satisfied with the school offer they receive can consider other schools and make a revised application if they wish, but the original/current offer will not be removed until an alternative offer has been secured. This is to avoid a child being without a school offer and at risk of being missing from education. Applicants are strongly advised not to refuse a place offered without confirmation of an alternative school place.

## 7 Waiting Lists

- 7.1 Any applicant who is not offered a place at a Knowsley school/s of a higher preference than that offered, will be placed on a waiting list for the school/s. Waiting lists will be compiled according to the individual school over-subscription criteria. Late applicants will join the waiting list on the date their application is processed but their position on the waiting list will be based on which criterion they meet. This means that late applicants have the potential to join a waiting list in a higher position than some children already on the waiting 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.
- 7.2 Where a vacancy occurs below the published admission number, the admission authority will fill the place from the waiting list, in priority order, offering the available

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<sup>1</sup> The short birth certificate to confirm the date of birth of the child is the appropriate document.

place to the child who is top of the waiting list at the time it is confirmed the vacancy can be refilled. The LA will normally undertake any communication with applicants in relation to waiting list offers until September 2026, at which point the waiting lists will become integrated with the secondary in-year transfer process.

- 7.3 The waiting lists in respect of the annual allocation of year 7 places will normally close at the end of the Autumn term in December 2026. Any parent/carer who wishes for their child to continue to be considered for a place will be requested to make a new application under in-year admission procedures.

## 8 Late applications

### Applications received after the closing date of 31 October 2025

- 8.1 Applications can continue to be submitted via the application portal after the national closing date, but there is no guarantee that late applications will be included in the initial allocation. Applicants are strongly advised to abide by the national closing date.
- 8.2 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 Wednesday 3 December 2025. 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.
- 8.3 If a school in another LA has been named as preference on a late application form a Knowsley resident, the application details and preference will be forwarded to the appropriate LA as soon as possible but it will be for the relevant admission authority to determine whether the application will be included in the initial allocation of places in accordance with the agreed scheme of that LA area.
- 8.4 Applications received after 3 December 2025 stating preferences for Knowsley schools will not normally be considered by Knowsley schools until the initial allocation process is complete. The LA will not typically share preferences received after this date with schools in the LA area.
- 8.5 Only where the admission authority accepts there are exceptional circumstances for an application being received after this date will applications be considered in the initial round. 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 – they can do this by completing an application via the portal and sending supporting information by email to [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk) or completing a paper application form and including supporting documentation. The decision as to whether the preference is included will be taken by the admission



authority of the individual school of preference and the absolute deadline even in the event of exceptional circumstances will be 19 January 2026. Applications made with no additional information will be treated as late and will not be considered until after the initial allocation of places is completed and NOD has passed.

### **After National Offer Day and before the start of the school year (2 March to 31 August 2026)**

- 8.6 The inter-authority coordinated process continues and applications from Knowsley residents should be submitted to the LA who will ensure they are considered by the appropriate admission authority.
- 8.7 Knowsley LA will not process any applications classified as late and received up to midnight on 16 March 2026 until 17 March 2026. All late preferences for Knowsley schools received up to 16 March will be considered together at this time. 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 references received, the oversubscription criteria from the relevant school admission arrangements 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 added to the waiting list by applying the oversubscription criteria for the individual school. The result of late applications for Knowsley schools processed from 17 March 2026 will be shared with co-ordinating LAs and applicants will be notified of the outcome of their application as soon as possible after this date.
- 8.8 Where a school in another LA has been named as a preference on a late application, the preference and application details will be sent to that LA as soon as is reasonably practicable, and it will be for the relevant admission body to determine how the application will be considered in accordance with their admission arrangements and local scheme.
- 8.9 Further late applications received from 17 March 2026 to 31 August 2026 will be considered as soon as possible following receipt. Outcomes in respect of preferences for Knowsley schools will normally be issued within 10 school days of receipt of the application.

## **9. Making changes to an existing application**

### **Change of circumstance**

- 9.1 Once an application has been submitted, it is the responsibility of the applicant to notify Knowsley School Admissions Service and/or the individual school of any change of circumstance that could affect that application, for example a change of address, or a

sibling changing school<sup>2</sup>. If applicants do not notify Knowsley School Admissions Service 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. If the change is in relation to information that has been provided on a SIF, the applicant should contact the individual school directly to discuss making a change to the SIF. If applicants are unsure what constitutes 'a relevant change' they should contact Knowsley School Admissions Service for advice/verification.

- 9.2 During the usual application period (12 September 2025 to 31 October 2025) online applicants can make changes to information supplied on their CAF by revisiting the portal and making the change directly (resubmission of the amended application will be required). For applications submitted by post using the paper application, and for all applications following the national closing date of 31 October 2025, applicants should contact Knowsley School Admissions Service by email to [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk) to confirm the change that they wish to make to the application (evidence of the change may be requested).
- 9.3 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 and the absolute deadline for changes to the application, even in exceptional circumstances will be 19 January 2026.
- 9.4 In the event of a change of address, the applicant must notify Knowsley School Admissions Service of the change as soon as it occurs, or in advance if the date of change is known. Applicants who are changing address prior to NOD and wish for their new address to be considered in the allocation of places must provide satisfactory documentary evidence confirming the address change by 19 January 2026 – for example, proof of exchange of contracts or tenancy agreement confirming the date of occupancy.

### **Change of school preference/s**

- 9.4 During the usual application period (12 September 2025 to 31 October 2025) online applicants can make a change of preference by revisiting the portal and making the change directly (resubmission of the amended application will be required). For applications submitted by post using the paper application, and for all applications following the national closing date of 31 October 2025, applicants should contact Knowsley School Admissions Service by email to [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk) to confirm the change of preference that they wish to make to the application.
- 9.5 The LA will normally only accept a change of preference during the allocation period if there are substantial/exceptional reasons, for example a house move to another area. Applicants should email Knowsley School Admissions Service stating the reasons why a change is being requested and should provide satisfactory evidence of the change of

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<sup>2</sup> This is not an exhaustive list, there may be other changes of circumstance that affect the application.

circumstance resulting in a change of preference request. Even in the event of exceptional circumstances, the absolute deadline for a change of preference that requests a Knowsley school/s that will be considered in the initial allocation of places will be 19 January 2026.

- 9.6 Where there are no relevant substantial reasons for the request to change preference, parents/carers can change their preferences by withdrawing the original application and subsequently submitting a new application form. The new application will be considered as a late application as described in section 8 of this document.

### **Change of preference requests received after National Offer Day and before the start of the new school year (2 March to 31 August 2026)**

- 9.7 After initial offers have been made, parents/carers who wish to change their preference can do so by making a revised application. The online application portal will be available after NOD for parents to submit a new (second) application or make a direct change of preference request. The second application/change request will replace any previous application made and will be processed as a late application as described in section 8 of this scheme.

- 9.8 Knowsley resident parents will continue to be able to name up to three schools of preference on their new application and new preferences will replace those on 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 within the new preference list. Where a place is available in one of the new preferences named, it will be offered, and the original school offer will be automatically withdrawn. Where a place cannot be offered in a newly named school of preference, the child's name will be placed on the school waiting list in accordance with the relevant oversubscription criteria for that school following consideration by the admission authority and the right of appeal will be given. Any previous offer made will remain available.

## **10 Pupils with an Education, Health and Care Plan (EHCP)**

- 10.1 Where a child has an Education, Health and Care Plan (EHCP) which names a particular mainstream school as provision, the child will normally be admitted. Where such children are known about at the time of the annual allocation procedures, they will be placed within the admission number, with priority over others and thus reducing the number of places available to other applicants.
- 10.2 Where formal assessment is ongoing, but an EHCP has not been issued at the point the initial allocation of places is concluded, the child will be considered for any mainstream school of preference in accordance with the usual admission arrangements of the school and oversubscription criteria.

- 10.3 If an EHCP is issued after the allocation of places has been undertaken and names a school that is already fully subscribed, that child can be admitted beyond PAN as an exception.

## 11 Admission outside the typical age range

- 11.1 Children normally transfer from year 6 of primary education into year 7 of secondary education in the September following their eleventh birthday. This means children who have their 11<sup>th</sup> birthday on or between 1 September 2025 and 31 August 2026 will move to secondary school at the beginning of the Autumn term in September 2026.
- 11.2 Parents/carers may seek a place for their child outside of the normal age group. Requests for out of age group admission to year 7 should be received by the closing date for applications for what would be the typical year of entry according to the child's date of birth. The parent carer should complete the CAF to indicate preference and send an email to the school admissions service in the LA at [schooladmissions@knowsly.gov.uk](mailto:schooladmissions@knowsly.gov.uk) confirming they are making a request for admission out of age range. Parents/carers are requested to submit a statement and/or information/evidence in support of their request to be considered by the admission authority.
- 11.3 Knowsley LA will co-ordinate any requests for out of age group admission to year 7 that are received during the annual allocation by notifying the relevant Knowsley school admission authority, or co-ordinating LA, of the request that has been made. The admission authority will be required to respond with a decision. Any request must be considered by the admission authority in accordance with their admission arrangements and requirements of the School Admission Code; this means the views of the parent, the views of the headteacher of the school requested and any other known information about the child's education history, academic, social and emotional development and, where relevant, their medical history, will be taken into account to take a decision, in the best interests of the child, about whether to accept an application for admission out of age.
- 11.4 Where parents/carers have made their request by the national application closing date, they will be notified of the outcome as soon as possible and before national offer day (2 March). Any requests received after the closing date will be considered and responded to as soon as possible. Until a decision is taken, any application for 2026/27 admission will continue to be processed as described in this scheme.
- 11.5 Knowsley School Admissions Service will issue a co-ordinated response confirming the decision of the admission authority of each school of preference. The applicant will then need to decide whether they wish to pursue an application out of age group (by withdrawing their 2026/27 application and re-applying the following year), or continue with their application for admission to year 7 in the 2026/27 school year which will then be processed during the current admissions round.

- 11.6 Where admission out of age group is agreed by any admission authority and the parent/carer chooses to apply for admission in the following co-ordinated annual admission round, the expectation is that they will name as preference/s those schools that have agreed to this consideration. The application remains subject to consideration under admission arrangements for the relevant year; there is no guarantee of a place in the school of preference, or any additional priority for a place in the event of oversubscription on this basis. If a place is not subsequently allocated at a school of preference following the application of the oversubscription policy, the parent/carer retains a right of appeal against non-admission to an independent panel.
- 11.7 If admission out of normal age group is refused by an admission authority, a reason/s for the decision will be provided. There is no statutory right of appeal against the decision to refuse a request for admission out of age group, but applicants can follow a complaints procedure with the relevant admission authority if they feel necessary. The parent/carer can still apply for admission to that school, but this will mean applying for their child to be admitted to the typical age group according to their date of birth, and any offer will be dependent on whether places are available within that year group.
- 11.8 Parent/carers should note that requests for admission out of age group should be made where this is felt to be in the best educational welfare interests of the child. It would not be expected this is requested on the basis that a place has not be secured at the preferred school in the typical year.

Proposed timetable for annual secondary coordinated admissions  
school year 2026/27

