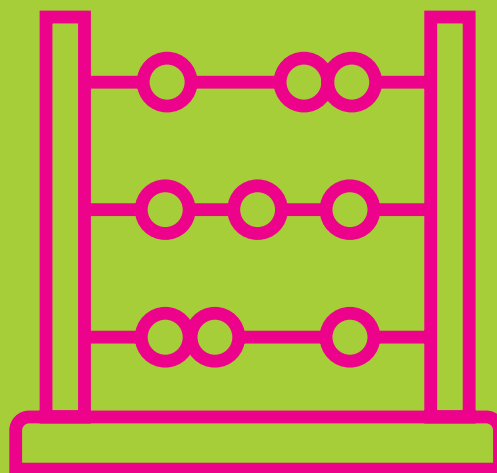


Knowsley Primary Education
Admissions 2022–2023



Apply online
www.knowsley.gov.uk



Knowsley Council

THE INFORMATION CONTAINED IN THIS BOOKLET IS IMPORTANT

IF YOU NEED ANY FURTHER INFORMATION ABOUT THE ADMISSIONS PROCESS AND HOW TO APPLY 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**

Each primary school can provide you with more information about their school. Contact details for Knowsley Primary Schools can be found in this booklet and many will hold open events when you can visit the schools you are interested in.

Please note: Where the term ‘schools’ has been used in this booklet, this also applies to Academies.

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’ (2021) 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 where you can access the full privacy notice for the School Admission Service. Alternatively, contact schooladmissions@knowsley.gov.uk or telephone (0151) 443 3373 to request a copy of the document.

THE INFORMATION PUBLISHED IN THIS BOOKLET IS APPLICABLE TO THE SCHOOL YEAR 2022-2023. EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION IS CORRECT AT THE TIME OF PUBLICATION BUT THERE CANNOT BE A GUARANTEE THAT THERE WILL BE NO CHANGE TO THIS INFORMATION. PARENTS/CARERS ARE ALWAYS WELCOME TO CONTACT SCHOOL ADMISSIONS IF REQUIRING CLARIFICATION ON ANY MATTER IN THIS BOOKLET.

Welcome

Dear Parents and Carers

Deciding what school you would prefer your child to attend when they begin their primary school career is a very important decision to make. During the autumn, Knowsley parents and carers will make decisions about their school preferences and can apply for up to three schools for their child by early January 2022.

Before doing this, we would encourage you to go and see for yourself all the opportunities Knowsley schools can offer. Our head teachers and staff will be delighted to meet with you and show how pupils are benefiting from the high standards of teaching and learning delivered across the primary curriculum. All staff wish to work in partnership with you and provide your child with the best possible education. Our schools are committed to helping children reach their potential, whatever their race, sex, religion or disability.

We want to assist you in making a very important decision for your child's future and can help in a number of ways:

- this booklet gives you information about all the Knowsley primary schools and how the application and allocation process works, please read it carefully before making your application and seek advice if you have any further questions.
- we encourage parents/carers to be aware of and understand the oversubscription policy for the schools they are applying to and use all three preferences wisely – this will not create any disadvantage but will help to avoid unexpected outcomes for your child.
- we recommend all families apply using the secure online portal at **www.knowsley.gov.uk** by the national closing date of **15 January 2022**
- Knowsley school admissions team can provide further information and guidance by telephone (0151) 443 5143 / 5142 / 3372 or email schooladmissions@knowsley.gov.uk

Finally, may I take this opportunity to assure you of the full support of Councillor Harvey, Cabinet Member for Children's Services, myself and all our staff. Our commitment is to make Knowsley the best place to be educated and build a high quality, sustainable and successful learning community.

We all wish your child every success as they prepare to start on their primary education journey.



Julie Moss
Executive Director
(Children's Services)



Cllr Margaret Harvey
Cabinet Member for
Children's Services

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How to apply for a primary school reception class place September 2022 Intake

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.

- If your child's date of birth falls on or between 1 September 2017 and 31 August 2018, they are typically eligible to start reception class of primary school in September 2022.
(in some circumstances parents/carers may request a deferred start – see page 9 for more information)
- There is no automatic transfer from nursery to reception class and attending the nursery class of a school does not typically give the child priority for a place in the reception class of that school. Every parent/carer must apply during the relevant application period of 12 September 2021 to 15 January 2022 and **must** complete the common application form (CAF) of the Local Authority in which they live, and any other individual school supplementary forms that are required (this will depend on the schools you are applying for and will be referenced in the admission policy for the school).
- Parents/carers have a right to apply for which primary schools they would prefer their child to attend, but should be aware that there is no guarantee that a place will be allocated at one of these schools. Where schools are oversubscribed (this means they receive more applications than places available), the admission policy of the individual school is used to decide who can have a place.
- Knowsley resident parent/carers **must** complete the Knowsley common application form. Even if your primary school preferences are for schools in other authority areas, you must still make your application to the authority where you live.
- Knowsley resident parents should make their application using the online application portal via the Knowsley website www.knowsley.gov.uk
- If you do not live in Knowsley but wish to apply for Knowsley primary schools, you can still do this by naming these schools as preferences on your home authority application form. Please contact your home authority or visit their website for more information and to access the correct application.
- It is the responsibility of the parent/carer to complete the correct application form and any individual school supplementary information forms required during the application period and by the national closing date of 15 January 2022. If you complete a Knowsley common application form but you are not a Knowsley resident, your application will normally be disregarded.
- Only one common application form must be completed and each child should only receive one school offer – see page 8 for more information.

The online application portal

Knowsley Authority requests that parents/carers make their application by using the online application portal which can be accessed from the Education and Schools pages of the Knowsley Council website www.knowsley.gov.uk

If you do not have access to the internet at home, you can visit any Knowsley One Stop Shop or Library where there is access to this facility in order to make your application. Knowsley primary schools may also be able to assist you in making an online application.

- From the home page, click on 'education and schools' and then click 'apply for a school place' to access the online application portal.
- The online portal guides you through the application, but please familiarise yourself with individual school admission policies and requirements before you make your application.
- Before you can make an application, you will need to create an account on the portal by entering a valid email address and creating a secure password.
- When you have created your account, you will receive a verification code by email which you will need to use to progress with your application (this is to ensure your email address is accurate for future communication about your application).
- If you have received an expected transfer letter from the Local Authority, because we believe your child is living in Knowsley and is of age to apply for reception class, this letter should include an identification reference that you can use on the portal when prompted to automatically find your child's basic details.
- You can still make an application without the identification reference by entering your child's details manually.
- Once you have completed and submitted your online application, you should receive an email confirming receipt.
- If you do not receive the email confirmation, please check your spam/junk folders before contacting the school admissions team for assistance.
- You can login to the portal and make any changes to your application up to the closing date of 15 January 2022.
- After the closing date, if you wish to make changes to your preferences, you will be required to withdraw your original application and submit a new application which may be treated as a late application.
For more information about change of preference and late applications please see page 14.

Paper application forms

Parents/carers are encouraged to apply online but, for those who feel they cannot make an online application, paper application forms are available by request – please contact Knowsley school admissions team by telephoning (0151) 443 5143 / 5142 / 3372 or email us at schooladmissions@knowsley.gov.uk

- An application form will be sent either by post to your home address or by email. The completed application can be returned directly to the address on the application form or you can email a copy to schooladmissions@knowsley.co.uk

- If you provide an email address on your application form, an email to confirm receipt will be issued. If you have not received a email receipt within 10 days of submitting your application, please contact the team – if you have not received a receipt within 14 days of submitting your application, please contact the team.
- If you apply by paper and wish to make any changes to your application following submission, you will need to contact the Admissions Team to request the change.
- You will not be able to access your allocation result online or by email – a letter will be issued by post on national offer day so you should be aware that you are not likely to receive your allocation result until after 19 April 2022.

General application guidance

Additional information and supplementary information forms

- The application form allows for parents/carers to state their reasons for naming a school as preference, but if applicants wish to submit additional information this can be uploaded within the online application on the portal or submitted by email or post to the school admissions team. Applicants should be aware that admission authorities can only consider this information in the allocation of places if their admission policy allows for it, as places must be allocated in accordance with the determined policy.
- It is the responsibility of the applicant to read the individual school admission 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.
- Knowsley faith schools, and some schools in other authority areas, may require extra information which is not requested on the Local Authority common application form. This is because the admission policies for these schools include criteria specific to that school which is not requested on the Local Authority common application form, for example religious commitment. Applicants who wish for their child to be considered for a place under any specific criteria will need to complete a supplementary information form. It is the parents/carers responsibility to contact the individual school or the relevant local authority admissions team for further advice about obtaining a supplementary information form.
- Supplementary information forms should be completed in **addition** to the Local Authority common application form and should be returned directly to the individual school by the closing date of 15 January 2022. Supplementary information forms for Knowsley faith schools can be obtained from the individual schools or by visiting the school admissions area of the website www.knowsley.gov.uk where they can be downloaded. For schools in other authority areas applicants should contact the individual school or the relevant Local Authority admissions team for further advice about obtaining a supplementary information form.
- Parents/carers who do not complete a supplementary information form but name the school as a preference on the Local Authority common application form, will still be considered for a place in the school, but not under the specific criteria for which the supplementary information form gathers information. However, if you complete an individual school supplementary information form, but do not also name that school as a preference on the Local Authority common application form, your child would not normally be considered for a place – only school preferences named on the local authority common application form will be considered.

Home Address

- The address given must be where the pupil lives on a permanent basis, therefore, the address of a childminder or other relative should not be given.
- If a child lives between two addresses due to a shared care arrangement, only one application should be made from the address identified by parents as the main residence. Proof of home address may be requested and the Local Authority reserves the right to request other proof as fits the individual circumstances. It may be necessary for the Admission Officer to carry out checks with your child's primary school to confirm that addresses given are genuine and you may be asked to produce further documentary evidence of your child's address.
- Any change of address during the allocation period (January-April), must be notified to the school admissions team and documentary evidence may be requested. If you do not notify the Local Authority of an address change during the allocation period any school place you have been offered on the basis of an old address could be at risk.
- If you are unsuccessful in your application for your preferred schools and move address after national offer date, you should notify the school admissions team as it may affect your child's position on the waiting list(s).
- The Local Authority reserves the right to make enquiries as necessary with other agencies such as Council Tax, medical records or electoral roll, etc, to verify information provided.

Multiple applications

- Parents/carers should only submit one application per child which must be made to the authority in which you live.
- If applications are made to more than one Local Authority, the authority in which the child is not resident will typically disregard the application.
- The most recently dated application to the home authority will be the application which is processed and any previous applications will be disregarded.
- Where care is shared between parents, 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. In such cases, it is expected everyone who has parental responsibility for a child will have agreed school preferences before submitting an application.
- If the Local Authority 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 instructs 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 Council that the sharing of this data could affect the safety/wellbeing of the child, applicant or third party.

Children arriving from overseas

- In most cases, foreign national children in the UK who have arrived with their parent or as a dependent, have the right to attend schools in England and school admission authorities would not refuse to admit a child on the basis of their nationality or immigration status.
- 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. Foreign nationals, who wish to apply for a state-funded school place, are advised to check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school and can do so by visiting <https://www.gov.uk/right-of-abode> Applications are not normally accepted for children of foreign nationals who are still living abroad and should only be made once the child is in England and in a position to take up a school place.
- British nationals and their dependents who are living overseas but planning to return to the UK may apply for a school place. Applicants are requested to provide documentary evidence of British National status and a date of return to the UK. Any application will be processed in accordance with normal admission process time frames, but this will typically be from the overseas address until such time as the child is resident in the UK or a local address has been evidenced.
- In some cases, the entry visa does not allow for a child to access a state funded school place in England:
 - o short-term visitors - children who live abroad but have been admitted to the UK for a short visit, for example as tourists - or short-term study (English language).
 - o unaccompanied foreign national children and young people entering on a Child Student visa or student visa must access education at an independent school, sixth form college or further education college which is a licensed student sponsor.

Children of UK service personnel (UK Armed Forces)

- For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area; Knowsley Local Authority would normally accept and process an application from a local address 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.

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/or part-time attendance. Dependent on your child's date of birth, parents/carers could apply for and accept a school place at the normal time, but 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. the child stays with their normal chronological year group, doesn't start school in September and/or doesn't attend 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, parents/carers who not wish for their child to start school until the beginning of year 1 – i.e. the child stays with their normal

chronological year group but does not attend during the reception year - can apply for a Year 1 place for the following September under in-year application procedures (see page 64). Please 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. the 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 the child's development based on the information you provide in support of this request, it may be agreed for an application to be made for a reception place at the school/s the following year. Parents/carers should be aware that whether or not a place is then obtained 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 to request the relevant guidance and procedures. Applications and supporting information/evidence should normally be received by 15 January 2022 to allow adequate time for the request to be considered and responded to.
- The Department for Education has also produced a document, 'Advice on the admission of summer born children – September 2020, which is available to read at www.gov.uk/government/publications/summer-born-children-school-admission
- If a child attends a school nursery class or independent Early Years provider, parents/carers should be aware that it cannot be guaranteed that a continuing place will be available in that school nursery / Early Years provider if they defer admission to reception class/full-time education and are advised to discuss any option for retaining a place with the nursery directly.

The inter-authority coordinated equal preference admission scheme

National admissions legislation requires all Local Authorities in England to work together, where required, to co-ordinate applications for primary school bulk transfer into the relevant year (reception class)

Each Local Authority must agree a scheme which is the framework for admission procedures in the local area. Some elements of the scheme are determined by national admission legislation. There is a national closing date for applications and a national offer date to ensure that all preferences are processed at the same time and applicants should, therefore, only receive a single school offer. Every authority must also use an equal preference system when considering applications - this means that all your school preferences are considered at the same time and your child will be allocated a place at the highest preference offer available to you.

All primary schools in Knowsley adopt the Local Authority inter-authority co-ordinated equal preference scheme – a full copy of the scheme is published on the website www.knowsley.gov.uk

How does an equal preference system work?

Knowsley resident parents/carers can name up to three primary schools on the common application form. The school that is named as the highest preference would normally be the one that parents/carers want the most, with other preferences being those they have considered as alternative options if a place at the preferred school was not available. However, no priority is given on the basis of the level of preference when the child is considered for a place so, if a child has lower priority for a place in the first preference school but has a high priority for a school named as second or third preference, they will not be disadvantaged in the allocation because of the order of preference as they retain their priority for lower named preferences.

For example:

- 1. Brownfield School – this is the school you want most*
- 2. Greenfield School – this is the school you would want if Brownfield could not be offered*
- 3. Bluefield School – this is the school you would want if neither Brownfield or Bluefield could be offered*

The admission policy (oversubscription criteria) 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. The school fills its places, up to the admission number, taking children in order of priority against the school admission criteria.

Knowsley authority will receive the allocation outcome for each school of preference for every Knowsley resident applicant from the relevant admission authority, including results from schools of preference in other authority areas.

If more than one school of preference can offer a place, then **and only then** is the order of the preferences taken into account. Only one school offer will be given – this will always be the highest of those able to offer a place. If all three schools can offer a place, the applicant will be allocated a place at their first preference school and the other schools place can then be offered to another child who may have otherwise been refused.

For example:

- 1. Brownfield School - Yes, a place can be offered*
- 2. Greenfield School - A place may or may not have been available, but is no longer required because a higher preference is being offered*
- 3. Bluefield School - A place may or may not have been available, but is no longer required because a higher preference is being offered*

However, sometimes not all schools can offer a place and, where higher named preference are refused, children will be added to waiting lists in case of further movement:

For example:

- 1. Brownfield School - No, a place cannot be offered as other applicants meet a higher priority*
- 2. Greenfield School - Yes, a place can be offered*
- 3. Bluefield School - A place may or may not have been available but is no longer required because a higher preference is being offered*

In this example, 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, the Local authority will normally offer Knowsley resident children an alternative place, usually in the nearest Knowsley primary school to the home address with an available place. If parents/carers are not satisfied with the offer they receive, it is possible for their child to be considered for other Knowsley schools that do have places available or by making a new application for different school preferences, including schools in other authorities.
- Non-Knowsley residents who cannot 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 of their right of appeal against the decision to refuse a place at any school/s (for further information on appeals see page 62).
- 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

- Knowsley residents can name up to three schools of preference and should do so in ranked order. Please do not repeat the same school – this will not increase your chances of a place.
- You can name schools in other authorities on your Knowsley application.
- Naming only one preference **does not** increase your chance of gaining a place in that school. 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 – 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 an offer should it be made.
- Please do not name independent (fee paying) schools on your application form as you should apply directly to the school/s concerned and complete their own application. The Local Authority cannot process applications naming independent schools.
- If you are applying to schools which normally receive more applications than they have places, it is wise to name more than one preference so that your child can be considered for a place in other schools. Some Knowsley primary schools will be able to offer places to everyone who applies. However, as allocations can vary from year to year, no one can guarantee in advance which schools will be oversubscribed, it is wise to name more than one preference so as not to restrict your options.
- If you decide to apply for a school that is often oversubscribed, look carefully at the admission policy and see which oversubscription criterion your child would be considered under. Talk to the school or an Admissions Officer in the relevant Local Authority about how places were allocated in previous years. See page 58 for details of the allocation of places in Knowsley schools for 2021 admission.

Naming preferences for schools in more than one authority

- Some parents/carers name preferences for schools in more than one Local Authority Area. Knowsley Council works in partnership with other authorities to co-ordinate secondary school offers.
- All authorities operate an inter-authority equal preference co-ordinated scheme.
- Where Knowsley resident applicants name a school in another authority as a preference, the application details 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.

For example: a parent/carer states preferences as follows:

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

If all three schools could offer a place, only the Knowsley school will normally be offered to the applicant as it is the highest preference offer. 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 and can then be made available to another child.

- 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.

Late applications

Note: Each authority has its own rules about late applications as part of their co-ordinated scheme – parents/carers naming preferences for schools in other authorities should 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 2022

- 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 **18 February 2022**. 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.
- If a school in another authority has been named as a 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 after the allocation process has begun

- Late applications received after 21 February 2022 will not normally be considered by Knowsley schools until the initial allocation process is complete and the LA Admissions Team will not typically share preferences received on or after this date with schools in the LA area.
- Only where the admission body 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 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 for exceptional circumstances will be 18 March 2022.
- 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 LA has been named, the details will be forwarded to that LA 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 outcome when the initial allocation outcomes are published on national offer day. Application outcomes 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 (19 April to 31 August 2022)

- The inter-authority coordinated process continues and applications from Knowsley residents should be submitted to the school admissions team in the LA who will ensure they are considered by the appropriate admission authority.
- Knowsley Admissions Team will not process late applications received between 19 April and 3 May 2022 until after 4 May 2022. All applications for Knowsley school preferences will be considered together at this time and applicants will be notified of the outcome of their application as soon as possible after 4 May.
- After this time, further late applications received up to 31 August 2022 will be considered in date order on an ad hoc basis.

Making changes to an existing 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 2021 to 15 January 2022) 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 2022, applicants should contact Knowsley School Admissions by email or in writing by post 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 and the absolute deadline for exceptional circumstances will be 18 March 2022.
- Applicants will normally be advised in writing how any change will be considered.

Change of school preference/s during the application period (12 September 2021 to 15 January 2022)

- During the usual application period online applicants can make changes to their school preferences on their CAF 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 Local Authority will normally only accept a change of preference during the allocation period if there are substantial/exceptional reasons, e.g. a house move to another area. Applicants should email or write 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 withdrawing the original application and subsequently submitting a new application form. The new application will be considered as a late application, therefore parents/carers should be aware of how late applications are treated (see page 13).
- In all circumstances, if the request is received very close to the allocation date, it may not be possible to make changes until after the initial allocation is complete, and the absolute deadline even for exceptional circumstances will be 18 March 2022. In this circumstance, the revised application will only be considered when the initial allocation is complete.

Change of preference after allocation results are issued and before the start of the new school year (19 April – 31 August 2022)

- After initial offers have been made, parents/carers who wish to change their preference can do so by making a change of preference request.
- Knowsley resident parents will still be able to name up to three schools of preference 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 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.
- Knowsley Admissions Team will not process revised preferences received between 19 April and 3 May 2022 until after 4 May 2022. All applications for Knowsley school preferences will be considered together at this time and applicants will be notified of the outcome of their application as soon as possible after 4 May.
- After this time, further revised preferences received up to 31 August 2022 will be considered in date order on an ad hoc basis.

Please note: After the initial allocation results have been issued, Knowsley School Admissions receive a large volume of enquiries. In view of this, late applications and change of school preference requests received after the initial allocation is finalised will not be processed any earlier than 4th May 2022. Every effort will be made to deal with your application as quickly as possible after this date.

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 – their name will normally be placed on a waiting list. If a place is refused in a Knowsley school, their name will automatically be placed on the school waiting list.
- Waiting lists are ordered according to the relevant admission policy (oversubscription criteria). If a place becomes available, it will be refilled from the waiting list in priority order.
- A child's place on a waiting list can change, both up and down, due to the movement of other applicants, for example, a late applicant will be added to a waiting list according to the criterion of the policy they meet, which may be above other children already on the list.
- As waiting lists are 'live' documents, applicants **must** inform the school admissions team of any change of circumstance that may affect their child's place on a waiting list, e.g. a change of address.
- If the appeals process leads to the admission of a child/ren over the admission number, places will not be re-offered from the waiting list until numbers fall back 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 2022). After this, parents/carers who still wish for their child to be considered for a place will need to re-apply as an in-year transfer request.
- A 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 the applicant's request. Provisionally accepting an offer of an alternative school place will not affect a child's place on the waiting list/s for a higher preference.

Receiving your allocation result – national offer day

- Knowsley Council will send the school allocation result for Knowsley resident pupils. This is the case even if the school to be offered is 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.
- Knowsley residents who apply online will be sent an email/can log in to their account via the portal on **19 April 2022** to receive their allocation result.
- Parents/carers who apply by paper application will receive their allocation result by letter sent by first class post on 19 April 2022. The result will not be given by telephone unless it is clear that the applicant has not received their allocation letter after allowing a reasonable time for it to arrive. If this is the case, security questions will apply to authenticate who they are.
- No information regarding allocation results will be given to applicants prior to 19 April 2022.
- Where applicants have been refused a place at a school of a higher preference than the one offered, they will be informed of their right to appeal and how an appeal can be made.

Withdrawal of an offer of a place

Admission Authorities will normally withdraw an offer of a place where false information has been used to secure a place at a school that is full to its admission number and has a waiting list, if it is found after investigation that had the correct information been supplied, the place would not have been secured. The Local Authority reserves the right to make investigations and may require evidence to confirm any information.

A place may also be withdrawn if it has been offered in error and to the disadvantage of other applicants.

Applications to St Margaret Mary's Catholic Junior School (year 3)

- St Margaret Mary's Infant and Junior schools in Huyton operate as separate infant and junior schools. Although the majority of children who have attended the infant school typically wish to move on to year 3 in the junior school, there is no automatic transfer.
- Parents/carers of children in year 2 of the infant school must formally apply for a place in year 3 of the junior school and during the primary application period 12 September 2021 to 15 January 2022. The Local Authority will issue parents/carers of year 2 pupils with an expected transfer letter and application form in the Autumn term 2021 to remind them that an application should be made.
- Parents/carers of children who do not currently attend the infant school may also apply if they wish, by requesting an application form from schooladmissions@knowsley.gov.uk.
- Allocation results will be issued from 19 April 2022.

St Margaret Mary's Catholic Junior School

Pilch Lane	Admission No. Sept. 2022	120
Huyton	Headteacher	Mrs R Wilkinson
L14 0JG	Telephone	(0151) 477 8490
	Website	www.smmj.co.uk
	Expected no. on roll Sept. 2021	474

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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.

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Locations of Knowsley primary schools



Knowsley primary schools details and admission policies

General information

All Knowsley primary schools accept girls and boys of all ability in reception – year 6 (pupils aged 4-11) The exceptions are St Margaret Mary's Infant School; reception – year 2 (pupils aged 4-7) and St Margaret Mary's Junior School; years 3-6 (7-11 years)

The number on roll stated is the expected number of children who will be attending the school across all years in September 2021. This information is taken from the most recent school census and the September 2021 allocation. This information is correct at the time of print.

Where a school has been oversubscribed at the point of the initial bulk allocation to reception class within the last five years (2017-2021 intake) this is indicated.

For details of how places were allocated in each school for the reception intake in 2021, see page 58.

Types of primary school in Knowsley

Voluntary Aided Schools

The Governing Body is the employer and the land and buildings are normally owned by the church or a charitable foundation who contribute towards the capital costs of running the school. The Governing Body are the admission authority and determine their own admission policy which include certain priorities for children of the associated faith/s. However, applications are welcomed from all sections of the community and will be considered according to the admission policy.

Academies

Academies are independently governed, all-ability schools. Academies are either established by sponsors, who could be other outstanding schools/education providers, business, faith or other voluntary groups in partnership with the Department for Education (DfE) or, existing well performing schools that elect to convert to independent Academy status with the agreement of the DfE. Together they fund the land and buildings, with the government covering the running costs. The Academy Trust are the admission authority and they decide what admission policy will be used to allocate places in the Academy.

Community Schools

The Local Authority is the employer and the admission authority. The Local Authority determine and apply one admission policy that is used by all community primary schools in the Local Authority area.

Published Admission Number (PAN)

Each school has an admission number that has been agreed by the admission authority of the school and is published so that applicants know in advance of applying how many children the school will admit in the relevant year group (the number of places available). The admission authority of the school will not normally offer more than this number of places.

When setting the admission number for the school, the admission authority will take account of a suggested/indicated admission number based on a measurement and assessment of the teaching space in the school and any other limitations on class organisation.

It is a national requirement that no infant class should normally have more than 30 pupils with one qualified teacher (there are some very limited prescribed exceptions). Headteachers are responsible for ensuring that classes are organised to comply with this requirement.

Admission Policy

The admission policy of each school describes how applications will be considered and includes the oversubscription criteria which is used to decide which children have priority for places if the school receives more applications than their published admission number.

Some schools will use a shared admission policy with the same oversubscription criteria but others have their own criteria used only by that school.

All Admission Authorities have to agree admission policies and oversubscription criteria that is acceptable within national admission legislation regulations and as described in the School Admissions Code (2021).

2022/23 Admission Policy Variation

Following a change in statutory admission legislation effective from 1 September 2021, all Admission Authorities are expected to make a mandatory change to their oversubscription criteria for 2022/23. The change is to ensure that priority given to previously looked after children includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

(A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.)

Admission Authorities are expected to make the necessary revisions to their determined admission arrangements as soon as possible and these should be in place for the purpose of the 2022/23 allocation.

Any applicant who, for the purpose of school admission, wishes for their child to be considered as a current or previously looked after child, including a child who was in state care outside of England, must provide evidence of the child's current or previous looked after status at the point of application.

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

An 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 an EHCP and the Authority have named a particular school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual bulk allocation procedures, they will normally be placed within the admission number, with priority over all others.

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.

Admission policy (oversubscription criteria) of Knowsley Primary Community Schools and Academies adopting the policy of the Local Authority

This policy is used by all Knowsley Community Primary Schools. Several Primary Academy School Trusts have also adopted this policy in partnership with the Local Authority.

The schools and academies who this policy applies to are listed on pages 22 – 25.

A full copy of the policy document is available at www.knowsley.gov.uk

If there are more applicants requesting places 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:

Oversubscription Criteria

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)
2. Children with a sibling already attending the preferred school and who will still be attending at the time of admission. (See note b)
3. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note c)

Notes

- a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority **at the point of application**.
A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority **at the point of application**.
- b. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half and step brothers and sisters as well as fostered and adopted children and those who are considered as being part of the same individual family unit on the basis of a care or residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).
- c. An application can only be considered from one single address. This is the address where the child normally lives. It may be necessary for the Local Authority to carry out checks to confirm addresses are genuine and applicants may be requested to produce documentary evidence of their child's home address, such as Council tax or utility bills or other personally addressed formal correspondence / identification documents.
The address of another relative, friend, childminder or a non-residential business address will not be accepted. The home to school measurement is a straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school.

Tie-break

If there are more applicants than places available within criterion 1 or 2 criterion 3 will be used as a "tie-break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births, or siblings within the same family unit as described above, an additional place may be allocated provided there are no significant health and safety risks. In an infant class where to offer an additional place/s would mean exceeding the infant class size limit, this would be agreed as a permitted exception.

Primary Community Schools and Academies

Kirkby area

Eastcroft Park Community Primary School

Hollinghurst Road	Admission No. Sept. 2022	30
Towerhill	Headteacher	Miss J Withey
Kirkby	Telephone	(0151) 477 8210
L33 1EB	Website	www.eastcroftpark.co.uk
	Expected no. on roll Sept. 2021	192

Oversubscribed in 2017

Millbrook Community Primary School

Kirkby Row	Admission No. Sept. 2022	40
Westvale	Headteacher	Mrs J Maloney
Kirkby	Telephone	(0151) 477 8160
L32 0TG	Website	www.millbrookprimaryknowsley.co.uk
	Expected no. on roll Sept. 2021	273

Oversubscribed in 2021

Northwood Community Primary School

Roughwood Drive	Admission No. Sept. 2022	60
Northwood	Headteacher	Miss Sarah Murphy
Kirkby	Telephone	(0151) 477 8630
L33 8XD	Website	www.northwoodcommunityprimarieschool.co.uk
	Expected no. on roll Sept. 2021	435 (includes DSP)

Oversubscribed in 2019 and 2021

Park Brow Community Primary School

Broad Lane	Admission No. Sept. 2022	60
Southdene	Headteacher	Miss V Roberts
Kirkby	Telephone	(0151) 477 8540
L32 6QH	Website	www.parkbrowprimary.co.uk
	Expected no. on roll Sept. 2021	395

Ravenscroft Community Primary School

Ebony Way	Admission No. Sept. 2022	30
Tower Hill	Headteacher	Miss J Hegarty
Kirkby	Telephone	(0151) 477 8290
L33 1XT	Website	www.ravenscroftcp.co.uk
	Expected no. on roll Sept. 2021	182

Westvale Community Primary School

Melverley Road	Admission No. Sept. 2022	30
Westvale	Headteacher	Mrs A Afflick
Kirkby	Telephone	(0151) 477 8470
L32 0RQ	Website	www.westvaleprimary.co.uk
	Expected no. on roll Sept. 2021	196

Huyton and Knowsley Village area

Blacklow Brow School (Academy)

part of the Multi Academy Dean Trust

Tarbock Road Admission No. Sept. 2022
Huyton Academies Director
Knowsley Executive Headteacher
L36 5XW Telephone
Website
Expected no. on roll Sept. 2021

30
Mr B Bridden
Mr D Kenny
(0151) 477 8010
www.blacklowbrow.co.uk
204

Oversubscribed in 2017, 2018, 2019 and 2021

Knowsley Lane Primary School (Academy)

part of the Multi Academy Vantage Trust

Astley Road Admission No. Sept. 2022
Huyton Chief Executive Officer
Knowsley Principal
L36 8DB Acting Principal
Telephone
Expected no. on roll Sept. 2021

60
Mr S Bramwell
Mrs L Lord
Mrs E Dilworth
(0151) 556 9999
283

Oversubscribed in 2019 and 2020

Knowsley Village Community Primary School

Sugar Lane Admission No. Sept. 2022
Knowsley Headteacher
L34 0ER Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs J Barlow
(0151) 289 5349
www.knowsleyvillageschool.co.uk
177

Malvern Community Primary School

Willoughby Road Admission No. Sept. 2022
Huyton Headteacher
L14 6XA Telephone
Website
Expected no. on roll Sept. 2021

60
Mr A James
(0151) 477 8230
www.malvernprimaryschool.co.uk
415

Oversubscribed in 2017, 2018, 2019, 2020 and 2021

Park View Academy

part of the Multi Academy Dean Trust

Twig Lane Admission No. Sept. 2022
Huyton Academies Director
L36 2LL Executive Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

60
Mr B Bridden
Mr D Kenny
(0151) 477 8120
www.deantrustparkview.co.uk
341

Roby Park Community Primary School

Easton Road Admission No. Sept. 2022
Huyton Headteacher
L36 4NY Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs K Allen
(0151) 477 8340
www.robyparkprimary.co.uk
181

Stockbridge Village Primary School

The Withens Admission No. Sept. 2022
Stockbridge Village Headteacher
L28 1AB Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs A Curran
(0151) 477 8020
www.stockbridgevillageprimary.co.uk
196

Oversubscribed in 2017, 2019 and 2021

Sylvester Primary Academy

part of the Multi Academy Wade Deacon Trust
St Johns Road Admission No. Sept. 2022
Huyton Principal
L36 0UX Telephone
Website
Expected no. on roll Sept. 2021

35
Ms R Harrison
(0151) 477 8320
www.sylvesterprimaryschool.co.uk
216

Oversubscribed in 2017, 2018 and 2019

Willow Tree Primary (Academy)

part of the Multi Academy Vantage Trust
Bedford Close Admission No. Sept. 2022
Huyton Chief Executive Officer
L36 1XH Headteacher
Telephone
Expected no. on roll Sept. 2021

30
Mr S Bramwell
Mrs E Riley
(0151) 477 8190
161

Prescot, Whiston and Cronton area

Evelyn Community Primary School

Evelyn Avenue Admission No. Sept. 2022
Prescot Headteacher
L34 2SP Telephone
Website
Expected no. on roll Sept. 2021

35
Miss S Macleod
(0151) 477 8570
www.evelyncpschool.co.uk
243

Oversubscribed in 2017, 2018, 2019, 2020 and 2021

Halsnead Primary School (Academy)

part of the Multi Academy Heath Family Trust
Pennywood Drive Admission No. Sept. 2022
Whiston Executive Headteacher
L35 3TX Acting Head of School
Telephone
Website
Expected no. on roll Sept. 2021

60
Miss C Greer
Mr D Catt
(0151) 477 8130
www.halsnead.co.uk
271

Prescot Community Primary School

Maryville Road Admission No. Sept 2022
Prescot Headteacher
L34 2TA Telephone
Website
Expected no. on roll Sept. 2021

60
Mr S George
(0151) 432 7100
www.prescotprimary.org.uk
394

Oversubscribed in 2017

Whiston Willis Primary Academy

part of the Multi Academy Wade Deacon Trust

Milton Avenue
Whiston
L35 2XY

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

45
Mr I Cooper
(0151) 477 8270
www.whistonwillis.co.uk
298

Oversubscribed in 2017

Halewood area

Plantation Community Primary School

Hollies Road
Halewood
L26 0TH

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

60
Mr S Hanley
(0151) 487 5678
www.plantationprimary.com
437

Oversubscribed in 2019, 2020 and 2021

Yew Tree Primary Academy

part of the Multi Academy Wade Deacon Trust

The Avenue (off Wood Road)
Halewood
L26 1UU

Admission No. Sept. 2022
Principal
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs R O'Hanlon
(0151) 477 8950
www.yewtreeknowsley.co.uk
223

Oversubscribed in 2021

Knowsley voluntary aided primary schools and academies

These schools detailed on pages 28 - 57 have an admission policy and oversubscription criteria which has been determined by the individual school governing body or Academy Trust. A summary of the policy is printed, but applicants can obtain a copy of the full policy document from the individual school website or via the Knowsley Council website www.knowsley.gov.uk

Where home to school distance is used as an element of the oversubscription criteria, these schools 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.

The exception is St Gabriel's CE Primary Academy who undertake home to school distance measuring directly using the mechanism described in their Admission Policy.

Knowsley Catholic and Church of England schools – supplementary information form

- Faith schools in Knowsley require extra information which is not requested on the Local Authority common application form – this is because the admission policies for these schools include criteria on the basis of religious commitment. Applicants who wish for their child to be considered for a place under such criteria must complete a supplementary information form. **It is the parents/carers responsibility to obtain a copy of the supplementary information form of the school and return it as required according to the school policy.**
- Supplementary information forms should be completed in addition to the Local Authority common application form and should be returned directly to the individual Knowsley Catholic or Church of England school by the closing date of 15 January 2022.
- The supplementary information forms for Knowsley schools can be obtained from the individual schools or by visiting the school admissions area of the Knowsley Council webpage www.knowsley.gov.uk where they can be downloaded and printed.
- A supplementary information form should be returned to each individual Knowsley Catholic or Church of England School that you are naming as a preference on your application as this information is not typically shared between schools and the information requested can vary.
- Parents/carers who do not complete a supplementary information form but name a faith school as a preference on the Local Authority common application form, will still be considered for a place in the school but not under any faith criteria. However, if you complete an individual school supplementary information form, but do not also name that school as a preference on the Local Authority common application form, your child would not normally be considered for a place. Only school preferences named on the Local Authority common application form will be considered.

Definition of a Baptised Catholic Child and those of other Christian denominations/faiths

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:

*Any child who, **before the date of application**, is a Baptised Catholic or formally received into the Catholic Church.*

A Baptised Catholic Child can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

OR

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Children of other Christian denominations means: *children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.*

Other faiths are defined as organisations whose values are based on faith and/or beliefs, which have a mission based on social values of a particular faith.

Kirkby area

Kirkby Church of England Primary School

Hall Lane	Admission No. Sept. 2022	38
Kirkby	Headteacher	Miss M Hindmarsh
L32 1TZ	Telephone	(0151) 477 8510
	Website	www.kirkbyce.webplus.net
	Expected no. on roll Sept. 2021	266

Oversubscribed in 2017, 2018 , 2019, 2020 and 2021

Oversubscription Criteria

1. Looked After Children and previously Looked After Children. See Note 1
2. Children with a brother or sister in school at the time of application and at the time of Admission
This includes half-brothers and sisters, foster children and step siblings living at the same house.
3. Children of parents/legal guardian who are regular worshipping members of the three churches of Kirkby Team Ministry (St Chad's, St Martin's, St Andrew's). See note 2
4. Children of parents/legal guardian who are resident in the ecclesiastical parish of Kirkby and are regular worshipping members of a Church or faith for which no denominational education is available within the ecclesiastical parish of Kirkby. See Note 2
5. In the event of places still being available, children living the shortest distance from the 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. See Note 3

Note 1

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.

Note 2

Parents/legal guardian are asked to substantiate their Church connection by filling in a supplementary form, which can be collected from school and is available on the Knowsley Council website. Parents are required to have their regular attendance confirmed by a member of the clergy. "Regular is defined as 2 out of 4 weeks in a month, excluding vacations for a minimum of 12 months prior to admission.) If a tiebreak within this category is needed, priority will be given to those who have been regular worshipers for the longest period of time. **The supplementary form should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 3

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. Proof of address may be required.

St Joseph the Worker Catholic Primary School

Bewley Drive
Southdene
Kirkby
L32 9PF

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs J Ryan
(0151) 477 8170
www.stjosephtheworkercps.co.uk
209

Oversubscribed in 2017, 2020 and 2021

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Laurence's Catholic Primary School

Leeside Avenue
Southdene
Kirkby
L32 9QX

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

50
Miss S J Carroll
(0151) 546 4733
www.stlaurences.co.uk
347

Oversubscribed in 2021

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 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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Marie's Catholic Primary School

Bigdale Drive
Northwood
Kirkby
L33 6XL

Admission No. Sept. 2022
Acting Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Miss S O'Keeffe
(0151) 477 8480
www.stmariescps.co.uk
200

Oversubscribed in 2019

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Michael and All Angels Catholic Primary School

Sidney Powell Avenue	Admission No. Sept. 2022	60
Westvale	Headteacher	Miss L Bowman
Kirkby	Telephone	(0151) 477 8400
L32 0TP	Website	www.smaaa.info
	Expected no. on roll Sept. 2021	387

Oversubscribed in September 2017 and 2020

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 Kentigan.
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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Saints Peter & Paul Catholic Primary School

Moorfield	Admission No. Sept. 2022	45
Tower Hill	Headteacher	Mrs J Mousley
Kirkby	Telephone	(0151) 477 8205
L33 1DZ	Website	www.saintspeterandpaulcps.org.uk
	Expected no. on roll Sept. 2021	296

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Huyton and Knowsley Village area

Hope Primary A Joint Catholic & Church of England School

Lordens Road	Admission No. Sept. 2022	60
Huyton	Headteacher	Mr J Casson
L14 8UD	Telephone	(0151) 477 8300
	Website	www.hopeprimary.com
	Expected no. on roll Sept. 2021	407

Oversubscribed in 2020

Oversubscription Criteria

1. Children who are in the care or interim care of a Local Authority (children looked after), including children who were previously looked after.
2. Children with a sibling in the school. (See below)
3. Baptised Catholic children living in the area of the Catholic parish of St Dominic.
(Map of the area is available from school.)
4. Children who are baptised into the Church of England living in the parish of St Luke's.
5. Other Baptised Catholic and Church of England children.
6. 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.

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. Baptism should take place before the closing date for applications.

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, child arrangement order or special guardianship order.

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.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan where the school is named will be admitted within the admission number when known about at the time of allocation and, where necessary, in excess of the admission number at other times.

Huyton with Roby Church of England Primary School (Academy)

part of the Liverpool Diocesan School Trust

Rupert Road	Admission No. Sept. 2022	60
Huyton	Headteacher	Mrs J Stratford
L36 9TF	Telephone	(0151) 477 8460
	Website	www.huytonwithrobyce.co.uk
	Expected no. on roll Sept. 2021	383

Oversubscribed in 2020

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 tiebreak 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.

Where no faith reference has been handed in, applicants will be considered on the information on the common application form.

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 of 15th January 2022. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

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.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

St Aidan's Catholic Primary School

Adswood Road
Huyton
L36 7XR

Admission No. Sept. 2022
Interim Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mr M Boland
(0151) 477 8370
www.staidanscatholicprimary.com
198

Oversubscribed in 2017, 2019

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Albert's Catholic Primary School

Steers Croft	Admission No. Sept. 2022	30
Stockbridge Village	Headteacher	Mrs L McEvoy
L28 8AJ	Telephone	(0151) 477 8560
	Website	www.stalbertsprimary.co.uk
	Expected no. on roll Sept. 2020	196

Oversubscribed in 2018

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Aloysius Catholic Primary School

Twig Lane
Huyton
L36 2LF

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

45
Miss S Wrigley
(0151) 477 8110
www.stalloysius.co.uk
314

Oversubscribed in 2019

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Anne's Catholic Primary School

Marina Crescent
Huyton
L36 5XL

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

45
Mr L Anderson
(0151) 477 8260
www.stannesprimaryknowsley.co.uk
303

Oversubscribed in 2017, 2018, 2019 and 2021

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Brigid's Catholic Primary School

Waterpark Drive
Stockbridge Village
L28 7RE

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs R Tyler
(0151) 477 8150
www.stbrigidprimary.co.uk
206

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Columba's Catholic Primary School

Hillside Road
Huyton
L36 8BL

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Miss M Evans
(0151) 477 8360
www.stcolumbasknowsley.co.uk
202

Oversubscribed in 2017, 2019, 2020 and 2021

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Gabriel's Church of England Primary School (Academy)

part of the Multi Academy Rainbow Trust

Ellis Ashton Street
Huyton
L36 6BH

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Miss A Bushell
(0151) 477 8250
www.stgabrielshuyton.net
201

Oversubscribed in 2017, 2018, 2019 and 2020

Oversubscription Criteria

Priority 1

- Children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the school
- Looked after children (LAC) in the care of the local authority
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

Priority 2

- Children whose parents are committed members of and who regularly attend worship St Gabriel's Parish Church

Priority 3

- Children whose parent(s) or carers wish them to have a faith based education, and who regularly attend worship at their parish church. Regular attendance at worship shall mean attendance at a Sunday church service (for a period of at least 6 months immediately prior to application) comprising of 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 the admission under criteria 2 and 3 using the additional form provided from the school.

Priority 4

- Children who will have a sibling at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister.

Priority 5

- Children eligible for the early years pupil premium, the pupil premium or the service premium who are in a nursery class which is part of the school; attend a nursery that is established and run by the school.

Priority 6

- 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.

Priority 7

- All other applicants who have expressed a preference for the school.

In priorities 1 to 3, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the primary school will be used to determine which children are admitted. In all cases, where distance from home to school is used to determine admission, those children living nearest to the school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the main entrance gate of the academy. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased. The Trust reserves the right to request any additional information that may be required in order to confirm proof of address. If two or more children live the same distance from the school, and there is only one place available, random allocation will be used to decide which child is admitted.

Priority 1 note:

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.

St John Fisher Catholic Primary School

Tithebarn Road
Knowsley Village
L34 0HA

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs M Forrest
(0151) 477 8590
www.stjohnfisherprimary.co.uk
203

Oversubscribed in 2019 , 2020 and 2021

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Joseph's Catholic Primary School

Edenfield Crescent
Huyton
L36 6DS

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Miss P McIlroy
(0151) 477 8990
www.stjosephshuyton.co.uk
204

Oversubscribed in 2017, 2018, 2019, 2020 and 2021

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Margaret Mary's Catholic Infant School

Pilch Lane	Admission No. Sept. 2022	120
Huyton	Headteacher	Mrs L Byrne
L14 0JG	Telephone	0151 477 8815
	Website	www.stmargaretmarysinfant.com
	Expected no. on roll Sept. 2021	340

Oversubscribed in 2017 and 2019

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Prescot, Whiston and Cronton area

Cronton Church of England Primary School (Academy)

part of the Liverpool Diocesan School Trust

Smithy Lane	Admission No. Sept. 2022	30
Cronton	Headteacher	Mrs S Thomson
WA8 5DF	Telephone	(0151) 424 3881
	Website	www.crontonce.co.uk
	Expected no. on roll Sept. 2021	209

Oversubscribed in 2017, 2018, 2019, 2020 and 2021

Oversubscription Criteria

1. Children who are cared for by a Local Authority or previously cared for by a Local Authority or children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (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 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 30 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 9 above, the Governors will use the distance from home to school, as stated in criterion 10 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.

At the time of application **all** applicants are required to submit a home authority application form and where parents choose to do so, the school's supplementary form, which concerns religious practice and/or Nursery attendance.

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. * A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

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.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship. Applicants who wish to provide information to be considered under criteria 5, 6, 7 or 8 should note that the form confirming regular attendance should be completed by the appropriate minister and returned to the school when the original application is submitted to the Local Authority. 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
Cronton
WA8 5DW

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs H Rooney
(0151) 424 3926
www.holyfamilycronton.co.uk
206

Oversubscribed in 2017

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 Wilfred's parish, Widnes (formally 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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Our Lady's Catholic Primary School

Ward Street	Admission No. Sept. 2022	30
Prescot	Headteacher	Mr H Boyle
L34 6JJ	Telephone	(0151) 477 8220
Website	www.ourladyprescot.com	
	Expected no. on roll Sept. 2021	206

Oversubscribed in 2019 and 2020

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.
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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

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

Lickers Lane
Whiston
L35 3SR

Admission No. Sept 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mrs A Tambourini
(0151) 477 8410
www.stleossouthmead.co.uk
197

Oversubscribed in 2020

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 Baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. Children from 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.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Luke's Catholic Primary School

Shaw Lane	Admission No. Sept. 2022	30
Prescot	Headteacher	Mr A Crist
L35 5AT	Telephone	(0151) 477 8580
	Website	www.stluke.knowsley.sch.uk
	Expected no. on roll Sept. 2021	186

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

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

Bryer Road	Admission No. Sept. 2022	30
Prescot	Headteacher	Mr I Parks
L35 5DN	Telephone	(0151) 426 6869
	Website	www.stmaryandstpauls.org.uk
	Expected no. on roll Sept. 2021	206

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 have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)
3. Children who already have a brother or sister in the school at the time of the proposed admission. (See note 2)
4. 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)
5. Children whose parents/carers worship regularly at any other Christian Church that is a member of 'Churches Together in England'. (See note 3)
6. 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

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority at the point of application.

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. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. For applications being made under criteria 4 or 5, 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 area

Halewood Church of England Primary School (Academy)

part of the Liverpool Diocesan School Trust

Church Road	Admission No. Sept. 2022	30
Halewood	Headteacher	Mr D Smith
L26 6LB	Telephone	(0151) 487 5673
	Website	www.halewoodcofe.co.uk
	Expected no. on roll Sept. 2021	209

Oversubscribed in 2017, 2018 , 2019, 2020 and 2021

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). (See note 2)
3. Children of parents/carers worshipping at Halewood St Nicholas', St Mary's and St Hilda's Churches and are resident within the Ecclesiastical Parish of Halewood and whose evidence of commitment to the life, work and witness of the church has been verified as strong. (See note 3 & 4)
4. Children of parents/carers worshipping at another Anglican Church and are resident within the Ecclesiastical Parish of Halewood and whose evidence of commitment to the life, work and witness of the church has been verified as strong. (See note 3 & 4)
5. Children of Parents/Carers worshipping at any other Christian church and resident within the Parish of Halewood St. Nicholas and St. Mary whose evidence of attendance at public worship has been verified as strong. (See note 3, 4 & 5)
6. Children of parents/carers worshipping at Halewood St Nicholas', St Mary's and St Hilda's Churches and are resident within the Ecclesiastical Parish of Halewood and whose evidence of commitment to the life, work and witness of the church has been verified as reasonable. (See note 3 & 4)
7. Children of parents/carers worshipping at another Anglican Church and resident within the Ecclesiastical Parish of Halewood and whose evidence of commitment to the life, work and witness of the church has been verified as reasonable. (See note 3 & 4)
8. Children of parents/carers worshipping at 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 and whose evidence of commitment to the life, work and witness of the church has been verified as reasonable. (See note 3, 4 & 5)
9. Children who are on roll at Halewood Church of England Primary School Nursery no later than 30th September of the year before normal Reception admission and are still attending the Nursery throughout the application and allocation process.
10. In the event of places still being available children living the shortest distance from the school will have priority; this will be measured in a straight line as the crow flies. The measurement is done by the Authority's computerised system based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and home address. The child's home address will be determined by: name and address of parent/carer of child evident on a recent utility bill or driver's licence plus official photographic identification, e.g. passport, driver's licence.

Tiebreak

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.

Note 1

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. 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 in the exercise of their social services functions (see definition in Section 22(l) of the Children Act 1989).

Note 2

Year 6 children will not apply as they will have left the school at the time of admission.

Note 3

Resident within the Ecclesiastical Parish of Halewood (criteria 3-8) – A map detailing the parish boundaries can be inspected at the school or parish office. Children who do not meet criteria 3-8 will be considered under criterion 9 or 10.

Note 4

Commitment to the life, work and witness of the church (criteria 3-8) – Parents/carers are required to substantiate their commitment to the life, work and witness of the church for a minimum of 2 years before the closing date of application by filling in a separate form, which can be collected from school or the local authority (it can also be found on the school's website www.halewoodcofe.co.uk). This form requires Clergy verification of the parent/family commitment to the life, work and witness of the church. In order for the Clergy/Leadership Team to verify commitment, it is suggested that you submit a letter to them (up to one page A4) describing your commitment including:

- Which service(s) you usually attend, how frequently and for how long you have attended
- Which other areas of church life you participate in
- For how long you have participated in that area of church life and who in the church is best able to confirm this

If the parent/carer of this child has moved into the area or attended a different church within the two years preceding the closing date for application, they may still apply for admission under criteria 3-8 if they are able to demonstrate an equivalent commitment in a previous equivalent Church. A completed and verified Church form from their previous clergy will be required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 5

Another Christian Church (criteria 7-8) – 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
Halewood
L25 9PA

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

45
Mr K Quigley
(0151) 282 8971
www.holyfamilyhalewood.org.uk
298

Oversubscribed in 2018, 2019, 2020 and 2021

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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for the definition of a Baptised Catholic Child and other Christian denominations.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Andrew the Apostle Catholic Primary School

Higher Road	Admission No. Sept. 2022	30
Halewood	Headteacher	Mrs J Webster
L26 1TD	Telephone	(0151) 288 8940
	Website	www.standrewapostle.co.uk
	Expected no. on roll Sept. 2021	214

Oversubscribed in 2018, 2019, 2021 and 2020

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

St Mark's Catholic Primary School

Fir Avenue
Halewood
L26 0XR

Admission No. Sept. 2022
Headteacher
Telephone
Website
Expected no. on roll Sept. 2021

30
Mr R Coakley
(0151) 288 8910
www.stmarkshalewood.org.uk
206

Oversubscribed in 2017, 2018 , 2019 and 2020

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. 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.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
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 the School Admissions Code).

All applicants are required to complete a Supplementary Information form (SIF) in order to provide faith information if they wish their child to be considered within the faith criterion of the oversubscription policy. **The SIF should be completed in addition to the home Local Authority application form and returned directly to the school by the closing date of 15 January.** Applicants who complete a school SIF but do not name the school on the Local Authority application will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the schools but cannot be considered as a faith applicant. 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. Please also refer to page 27 for detailed definition of a Baptised Catholic Child and other Christian denominations and faiths.

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, child arrangement order or special guardianship order.

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. Applicants should not state a childminders or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.

Primary School reception class allocation statistics 2021

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 publication) following changes such as late applications received, changes of preference and appeals.

The tables are intended to provide applicants 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. There is never a guaranteed place at any school.

Community primary schools and Academies

School	September 2020 admission number	Initial number of applications received				How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		Total	1st	2nd	3rd		
Blacklow Brow Academy	30	84	35	41	8	Siblings 19 Home to school distance 11 <i>The last place allocated under this criterion was measured as 0.417 miles</i>	30
Eastcroft Park	30	46	21	16	9	Places were available for all who required them.	30
Evelyn	35	107	35	47	25	Siblings 14 Home to school distance 21 <i>The last place allocated under this criterion was measured as 0.748 miles</i>	36
Halsnead Academy	60	53	28	15	10	Places were available for all who required them.	25
Knowsley Lane Academy	60	96	55	27	14	Places were available for all who required them.	60
Knowsley Village	30	52	21	17	14	Places were available for all who required them.	29
Malvern	60	141	76	33	32	Siblings 25 Home to school distance 35 <i>The last place allocated under this criterion was measured as 0.524 miles</i>	60
Millbrook	40	81	42	22	17	Named School (EHCP) 1 Siblings 20 Home to school distance 19 <i>The last place allocated under this criterion was measured as 1.066 miles</i>	43
Northwood	60	96	68	17	11	Named School (EHCP) 2 Children currently/previously in care 1 Siblings 32 Home to school distance 25 <i>The last place allocated under this criterion was measured as 0.586 miles</i>	60
Park Brow	60	69	40	16	13	Places were available for all on time applications.	60
Park View Academy	60	80	49	14	17	Places were available for all who required them.	58
Plantation	60	114	66	33	15	Children currently/previously in care 3 Siblings 31 Home to school distance 26 <i>The last place allocated under this criterion was measured as 0.674 miles</i>	62

School	September 2020 admission number	Initial number of applications received				How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		Total	1st	2nd	3rd		
Prescot	60	82	47	18	17	Places were available for all who required them.	59
Ravenscroft	30	36	19	10	7	Places were available for all who required them.	29
Roby Park	30	53	24	17	12	Places were available for all who required them.	30
Stockbridge Village	30	44	33	6	5	Siblings 14 Home to school distance 16 <i>The last place allocated under this criterion was measured as 0.438 miles</i>	
Sylvester Academy	35	53	33	10	10	Places were available for all who required them.	35
Westvale	30	34	23	4	7	Places were available for all who required them.	28
Whiston Willis Academy	45	82	44	21	17	Places were available for all who required them.	45
Willow Tree Academy	30	24	13	6	5	Places were available for all who required them.	20
Yew Tree Academy	30	42	23	9	10	Siblings 13 Home to school distance 17 <i>The last place allocated under this criterion was measured as 1.040 miles</i>	30

Voluntary aided primary schools

Cronton CofE Academy	30	75	37	21	17	Named School (EHCP) 1 Children currently/previously in care 1 Cronton Village residents 6 Siblings 8 Cronton CE church involvement 7 St Luke's/ St Ambrose church involvement 2 Children on roll of Cronton CE nursery 5 <i>The last place allocated under this criterion was measured as 0.894 miles</i>	30
Cronton Holy Family	30	52	27	14	11	Places were available for all who required them.	30
Halewood CofE Academy	30	103	45	42	16	Siblings 12 Worshipping at Halewood St Nicholas; St Mary's and St Hilda's Churches and resident in the ecclesiastical parish of Halewood (strong commitment) 10 As above (reasonable commitment) 1 Other Christian Church (strong) 4 Distance 3 <i>The last place allocated under this criterion was measured as 0.251 miles</i>	30
Halewood Holy Family	40	90	41	25	24	Baptised Catholic with a sibling 9 Baptised Catholic resident in the parish 5 Other Baptised Catholic 10 Other children with a sibling 8 Non- Catholic resident in the parish of St John Vianney 8 <i>The last place allocated under this criterion was measured as 0.284 miles</i>	42
Hope Joint Faith	60	60	42	12	6	Places were available for all who required them.	59
Huyton-with-Roby CofE Academy	60	93	34	30	29	Places were available for all who required them.	57
Kirkby CofE	38	122	51	42	29	Siblings 23 Worship regularly 1 Resident in the Parish 4 Home to school distance 10 <i>The last place allocated under this criterion was measured as 0.475 miles</i>	40

School	September 2020 admission number	Initial number of applications received				How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		Total	1st	2nd	3rd		
Our Lady's	30	60	27	16	17	Places were available for all who required them.	30
St Aidan's	30	65	25	26	14	Places were available for all who required them.	30
St Albert's	30	35	22	8	5	Places were available for all who required them.	29
St Aloysius	45	90	43	23	24	Places were available for all on time applications.	45
St Andrew's	30	70	41	13	16	Children currently/previously in care 1 Baptised Catholic children with a sibling 13 Baptised Catholic resident in the parish 7 Other Baptised Catholic Children 6 Non Catholic children with a sibling 3 <i>The last place allocated under this criterion was measured as 0.456 miles</i>	32
St Anne's	45	101	42	37	22	Children currently/previously in care 1 Baptised Catholic children with a sibling 15 Baptised Catholic resident in the parish 21 Other Baptised Catholic Children 7 Other children 1 <i>The last place allocated under this criterion was measured as 0.294 miles</i>	45
St Brigid's	30	43	27	10	6	Places were available for all who required them.	30
St Columba's	30	53	30	13	10	Baptised Catholic with a sibling 6 Baptised Catholic in the parish 2 Other Baptised Catholic children 1 Other children with a sibling 6 Other children 15 <i>The last place allocated under this criterion was measured as 1.013 miles</i>	30
St Gabriel's CofE Academy	30	49	24	18	7	Places were available for all who required them.	29
St John Fisher	30	54	41	9	4	Baptised Catholic with a sibling 19 Baptised Catholic in the parish 10 Other Baptised Catholic Children 1 <i>The last place allocated under this criterion was measured as 1.021 miles</i>	30
St Joseph the Worker	30	99	44	40	15	Children currently/previously in care 1 Baptised Catholic with a sibling 15 Baptised Catholic in the parish 12 Other Catholic Children 2 <i>The last place allocated under this criterion was measured as 0.093 miles</i>	30
St Joseph's	30	90	42	26	22	Children currently/previously in care 1 Baptised Catholic with a sibling 11 Baptised Catholic in the parish 16 Other Baptised Catholic Children 2 <i>The last place allocated under this criterion was measured as 0.453 miles</i>	30
St Laurence's	50	112	58	34	20	Named School (EHCP) 1 Baptised Catholic with a sibling 21 Baptised Catholic in the parish 9 Other Baptised Catholic children 17 Other children with a sibling 2 <i>The last place allocated under this criterion was measured as 0.215 miles</i>	50
St Leo's and Southmead	30	44	26	13	5	Places were available for all who required them.	30
St Luke's	30	40	28	5	7	Places were available for all who required them.	31
St Margaret Mary's Infant	120	151	88	39	24	Places were available for all who required them.	119
St Marie's	30	32	17	10	5	Places were available for all who required them.	29
St Mark's	30	51	28	11	12	Places were available for all who required them.	30

School	September 2020 admission number	Initial number of applications received				How places were allocated	Final number of places allocated after late applications, appeals and changes of preference
		Total	1st	2nd	3rd		
St Mary and St Paul's CofE	30	33	19	6	8	Places were available for all who required them.	28
St Michael & All Angels	60	88	45	26	17	Places were available for all who required them.	60
Saints Peter and Paul	45	56	35	12	9	Places were available for all on time applications.	43

Appeal Procedures

Schools will admit pupils without restriction until they have filled all the places they have available in the relevant year group (until they have reached their published admission number) and they do this strictly in accordance with how they say places will be allocated in their admission policy.

Where it would be considered by the admission authority of the school that to offer a further place/s would prejudice the provision of efficient education and the efficient use of resources in the school, a place is refused.

However, those applicants who cannot be offered a place at their preferred school/s will be offered a right of appeal against the refusal. Parents/carers might choose to appeal if they feel that the admission authority has not applied their policy correctly and their child has been disadvantaged as a result of this or if they feel, despite the policy, there are exceptional and unique circumstances why their child should be offered a place in a particular school.

At an appeal hearing, the panel members who take decisions are independent; they have no involvement with the school being appealed for where a place has been refused and have had no involvement with the process of allocating places. However, all panel members are trained in national admission legislation and at least one panel member will have experience in education.

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 applied its policy (oversubscription criteria). They will consider the reasons given by the school as to why there is no more room in the year group and the difficulties that will occur if another child/ren was to be given a place. They will also consider the reasons parent/carers give for wanting their child to attend that particular school and the difficulties if the child had to attend elsewhere. The panel will consider the balance of prejudice for both the school case and the parent case.

The panel are aided in the process by a neutral Clerk who ensures the appeal hearing is conducted correctly and can provide clarity to all parties about national admission appeal legislation, but the decision as to whether or not an exceptional place can be made available over the admission number for an individual child/ren is made only by panel members.

Infant class size appeals

The law requires infant pupils to be taught in groups of no more than 30 pupils with any one fully qualified teacher. If the published admission number of the school is 30 (or a multiple of 30 that results in infant classes being organised into groups of 30) and 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." Infant class size legislation restricts the grounds on which a typical prejudice appeal can be allowed because if it is proven that qualifying measures would be necessary, the balance of prejudice will be strongly towards the school. The panel look mainly at whether the admission authority 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 and wish to appeal, information provided by the admission authority of the school will clarify the type of appeal it will be (prejudice or class size).

Applicants can submit an appeal for more than one school they have been refused a place at if they wish. Initially, you inform the admission authority of the school that you wish to appeal – for Knowsley primary schools the following procedures for making an appeal should be followed:

Community schools

If you wish to appeal against a decision not to admit your child to a particular Knowsley community primary school, you should contact Knowsley School Admissions team who will provide you with an appeal form.

Telephone: (0151) 443 5143/3372 or Email: schooladmissions@knowsley.gov.uk

Your completed appeal form and supporting evidence should then be submitted to Knowsley Democratic Services who undertake the organisation, administration and clerking duties for the independent panel hearing.

Academies

To appeal against a refusal for an Academy, you should contact the individual Academy directly by telephone or email and they will provide an appeal form or direct you how to submit an appeal.

Catholic schools (voluntary aided)

The Liverpool Archdiocese administer and co-ordinate the appeal process on behalf of Knowsley Catholic schools.

Parents/carers may wish to visit the Liverpool Archdiocese webpage to complete an appeal form:
<http://www.liverpoolcatholic.org.uk/schools/Appealing-For-A-School-Place>

Or request a form by post by writing or telephoning:

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

Church of England schools/academies (voluntary aided)

To appeal against a refusal for a church of England school, you should contact the individual school directly by telephone or email and they will provide an appeal form or direct you how to submit an appeal.

If you have any general queries 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

Telephone: (0151) 705 2190

General appeal arrangements:

- At least ten school days prior to the hearing, the Clerk will notify you of the date and arrangements for how the appeal is to be heard. You will also receive appropriate guidance notes about how the process will be undertaken when you submit an appeal.
- Approximately five days before the appeal, you will receive a confirmed time for your appeal together with an agenda for the hearing and copies of any supporting paperwork.
Copies of the school case, the written case from parent/carer and any supporting documents/evidence parent/carer have included will be circulated to all parties – panel members, appellant and relevant admission authority presenting officer – so everyone has chance to read and consider before the hearing itself.
- The appeal hearing is usually held in person with all parties plus the Clerk in attendance. At the hearing both the school representative and parent/carers have the opportunity to present their written submissions and all parties can ask questions about each case. Parent's/carers are encouraged to attend and may, if they wish, be accompanied or represented at the hearing by a friend or relative. If parent's/carers do not wish to or cannot attend, the appeals panel will normally make a decision based on any written submission.

- Parents/carers will be notified in writing of the decision of the appeal panel and the grounds upon which it was made after the hearing.
In the case of the bulk allocation this will be after all appeals for the individual school have been heard as the panel may need to compare cases in their decision making).
- The decision of the appeal panel is binding on all parties.

Appeal Panel members 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) or The Secretary of State depending on the school for which the appeal was made.

- o To make a complaint in respect of an appeal for a maintained school, please refer to the LGO website www.lgo.org.uk
- o Complaints in respect of an appeal for an Academy are made to The Secretary of State via the agency they have appointed to investigate such matters

The complaint will be investigated and responded to but the decision of an appeal panel can typically only be overturned by a Court where the appellant or admission authority successfully applies for a judicial review of that decision.

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

Free, independent advice (for those eligible for legal aid) is also available from Coram Children's Legal Centre, you can visit their website: www.childrenslegalcentre.com

Further appeals

Parents/carers do not have the right to a second appeal in respect of the same school for the same academic year unless the admission authority has accepted a second application from the appellant because of a significant and material changes in the circumstances of the parent/carer/school or child. The LGO may also make a recommendation for an appeal to be reheard if they find maladministration has occurred in the first appeal.

Please note: for children with an Education, Health and Care Plan (EHCP), SEN procedures rather than the appeal process described above are followed to clarify whether a place can be offered at a particular school. Parents/carers should speak to their SEN Officer if they require further information.

In-year admissions and transfers

Generally, a child admitted as a reception class pupil would remain in that school until he or she has completed year 6 or is of age to transfer to secondary school.

(the exception being children transferring from infant to junior school as part of a bulk allocation process)

However, a change in circumstances could lead to a request for a transfer to a different school – if parents/carers wish to apply to transfer their child into a Knowsley primary school after the typical point of entry in reception class, **the following procedures apply:**

- An In year application form must be completed. These are available from the Knowsley website www.knowsley.gov.uk or by contacting the School Admissions Team or from the Knowsley Primary School you wish to apply to.
- Completed applications should be returned directly to the primary school/s you wish to apply to.
- If a place can be offered at a Knowsley school, an appropriate admission date will be agreed between the school and applicant. Wherever possible this will be a date that allows for a planned admission and the child will remain on roll at the current school until that time. However, places will not typically be held available for longer than the start of the next school term as this could disadvantage other applicants.
- If a place is refused due to the year group being full to the published admission number, your child's name will usually be placed on a waiting list. In the event that a vacancy becomes available in the year group the child at the top of the waiting list may then be considered for a place. The waiting list is operated on an annual school year basis.
- If a place is refused, applicants will be advised in writing of the reason for refusal and their right to appeal.
- In some cases, applications may be referred for consideration under the Fair Access protocol (See page 66).

Local transfers

If your child is currently on roll at a school in the locality (Knowsley or the surrounding area) but you are seeking a transfer because you are dissatisfied with the current school, for example if there has been an issue within the peer group or an incident you have concerns about, Parents/carers are strongly recommended to discuss the matter with the Headteacher of your child's current school in order to try to resolve the issue before making a transfer application. Changing schools is not always the best way forward; parents/carers need to think about the advantages and disadvantages of moving.

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 secondary school, the same procedures apply as detailed above.

Wherever possible, you should make your application at least 4 to 6 weeks in advance of your move taking place to allow time for your application to be processed – this is particularly important if the move means that your child/ren cannot continue to attend their current school due to distance.

It is advisable to check the availability of school places as some schools may be fully subscribed in some year groups and will not be able to offer a place for your child/ren. There is no guarantee that parental preference will be met or that siblings will be placed in the same school.

Note: If the child has an Education, Health and Care Plan (EHCP), parents/carers should contact their Local Authority SEN officer to discuss a school transfer.

Note: The Local Authority will not normally pay additional costs of transport or uniform associated with an in year school transfer.

Note: Where parents/carers wish to apply for a school in another Local Authority, please contact that authority directly regarding how to apply – neighbouring Local Authority details can be found on page 70.

For further information about in year transfer applications, visit the Education and Schools pages of the website www.knowsley.gov.uk

Fair Access Protocol

The School Admissions Code states each Local Authority must have a Fair Access Protocol to ensure that, outside the normal bulk admissions round, vulnerable and hard to place pupils are able to access school places.

The Knowsley Fair Access Protocol seeks to ensure that all schools admit an equal share of pupils requiring a high level of support or offering particular challenges. To achieve this, the protocol allows the Fair Access Panel to make admissions in excess of the admission number or to refuse where places are available.

The Knowsley Fair Access Protocol is reviewed on an annual basis and a copy is available on the Council website www.knowsley.gov.uk or by contacting the School Admissions Team.

Children with special educational needs (SEN)

Some children have special educational needs and disabilities, requiring special educational provision to be made for them. For the majority of children their mainstream school will meet their needs at SEND Support.

However, for children with significant/complex learning difficulties, the Local Authority may be required to assess their education, health and care needs and, if appropriate, make an Education, Health and Care Plan (EHCP). An EHCP describes a child's needs and the special provision made to meet their needs. Before an EHCP is issued, there will be a careful assessment of the child's education, health and care needs. Parents/carers are involved in every stage of this process and have a right to mediation and/or appeal if they are dissatisfied with the Final EHCP.

The Local Authority has a duty to determine and review the provision for a child with an EHCP. For parents/carers of children with an EHCP, your choice of primary school should be discussed with you to enable the Local Authority to name the placement. The preferences you express will be considered by the Local Authority in accordance with the legislative requirements laid down in the Children & Families Act (2014) and the guidance issued in the Special Educational Needs & Disability Code of Practice (2015).

You will receive confirmation of the school to be named in your child's EHCP from the Local Authority SEN service. If you disagree with the school named in your child's EHCP, 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.

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

Where a pupil has an EHCP and the Local Authority have named this school as provision, the child must be admitted.

Where this is a mainstream school and such pupils are known about at the time of the annual bulk allocation for community, academy and voluntary aided schools, they will be allocated a place in that school within the planned admission number, with priority over all other applicants.

Special Schools and Designated Specialist Provision

Knowsley local authority has a number of special schools and designated specialist provision. Pupils attending these schools have complex and/or significant special educational needs and are placed by the SEND Team as a result an EHCP being issued, or an EHCP being amended following discussions at a review. In most cases the admission policy of these schools restricts admission to children with an EHCP.

For further information regarding admission to Special Schools, please contact the SEN Service by telephoning (0151) 443 5145.

Bluebell Park School

Cawthorne Close	Headteacher:	Mr J Campbell
Kirkby	Telephone:	(0151) 477 8350
Knowsley	Capacity:	200
L32 3XQ	Age range:	2-19

Type of needs met: Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Autistic Spectrum Conditions

Northwood Community Primary School Northwood Designated Specialist Provision (DSP)

Roughwood Drive	Headteacher:	Miss S Murphy
Kirkby	Telephone:	(0151) 477 8630
L33 8XS	Capacity:	28
	Age range:	4-11

Type of needs met: All Special Educational Needs

Knowsley Central School

Mossbrow Road	Headteacher:	Mr D McConnell
Huyton	Telephone:	(0151) 477 8450
L36 7SY	Capacity:	100
	Age range:	4-11

Type of needs met: All Special Educational Needs

Yew Tree Designated Specialist Provision (DSP)

Yew Tree Community Primary School

The Avenue	Headteacher:	Ms R O'Hanlon
Wood Road	Telephone:	(0151) 477 8950
Halewood	Capacity:	28
L26 1UU	Age range:	4-11

Type of needs met: All Special Educational Needs

Pupil Referral Unit

Knowsley Authority has one Pupil Referral Unit (PRU). This provision is for students who have or are experiencing difficulties in a mainstream setting due to medical, social, emotional or behavioural needs. Through a modified educational experience pupils are supported to develop alternative strategies to improve their resilience and confidence. Parents/carers cannot apply directly for a place in the PRU as they are typically by referral from a mainstream provider.

Meadow Park School

Haswell Drive	Headteacher:	Mrs L Riley
Stockbridge Village	Telephone:	(0151) 477 8100
L28 1RX	Capacity:	113
	Age range:	5-16

Other education support services

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, you are requested to contact your child's school to discuss the issue in the first instance. Every school within Knowsley has access to a Local Authority Statutory School Attendance Officer.

For general enquiries, the service can be contacted by telephone on (0151) 443 3590 – please note this is a call back service and you will be required to leave a voicemail in order for an officer to contact you.

Getting to school in Knowsley

Visit Knowsley's Highways Information site <https://highways.knowsley.gov.uk> for help and advice to get to school quickly, safely and on time.

Whether you wish to walk, cycle, take the train or bus, you can find out more information about different ways to travel to school by visiting the following websites which provide sustainable travel information for parents and young people when travelling to, from and between education sites in Knowsley:

- o www.knowsley.gov.uk/things-to-do/knowsley-cycling.aspx
- o www.merseytravel.gov.uk/getting-around/route-maps/Pages/Buses-Servicing-Schools.aspx
- o www.merseytravel.gov.uk/getting-around/timetables/train-timetables/Pages/default.aspx

You can also download the sustainable modes of travel strategy document from these sites.

School achievement and attainment tables

If you are interested in obtaining information about a school's examination results or would like details of the latest Ofsted inspection report for a school details are also available via the national website www.direct.gov.uk

Financial support for primary age pupils

Home to school transport

Parents/carers need to consider how their child will travel to 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. The Transport Policy provides full details of how to qualify for support – the following is a summary of the main policy:

- A primary age pupil will be entitled to free travel if any one of the following conditions applies:
 - o 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.
 - o 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.
 - o Children with special educational needs who meet the transport assessment eligibility criteria.
 - o Children who have a temporary medical problem, or there are exceptional circumstances to be taken into consideration.

- Free transport support generally means a Merseytravel zone ticket (bus pass).
- Low income families are those pupils who are entitled to free school meals or where the parent/carer receives their maximum level of Working Tax Credit.

Contact details for information and advice about home to school transport

Telephone number: (0151) 443 2500

Email: haveyoursay@knowsley.gov.uk

Website: www.knowsley.gov.uk (search for school bus pass)

Free school meals

As part of the Government's universal infant free school meals initiative, all pupils in reception, year 1 and year 2 can receive a free school lunch. School Meals are free to pupils whose parent/carer receives one of the following benefits:

- o Income Support
- o Income Based Jobseekers Allowance
- o An Income-Related Employment and Support Allowance
- o Child Tax Credit and income of less than £16,190*
(but not parents who receive Working Tax Credit – see below)
- o The Guarantee element of State Pension Credit
- o Support under part VI of the Immigration & Asylum Act 1999
- o Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month).

**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.*

Contact details for free school meal enquiries

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 neighbouring Local Authority school admission teams

Knowsley border closely with the Local Authorities listed below - parents/carers may wish to contact these authorities if they have questions or require information about schools in these areas.

Halton Borough Council

School Admissions, People Directorate, Rutland House, Halton Lea, Runcorn, WA7 2ES

Telephone: 0151 511 7271/7338

Email: schooladmissions@halton.gov.uk

Website: www.halton.gov.uk/schooladmissions

Lancashire County Council

Pupil Access Team, Area Education Office (South), County Hall, Preston, Lancashire, PR1 0LD

Telephone: 01772 532109

Website: www.lancashire.gov.uk/schools

Liverpool City Council

Children & Young People's Service, Cunard Building, Water Street, Liverpool, L3 1AH

Telephone: (0151) 233 3006

Email: admissions@liverpool.gov.uk

Website: www.liverpool.gov.uk

Sefton Council

Admissions Section, Schools Regulatory Services, Bootle Town Hall, Oriel Road, Bootle, L20 7AE

Telephone: (0151) 934 3590

Email: admissions@sefton.gov.uk

Website: www.sefton.gov.uk/admissions

St Helens Council

Children and Young People Services,

School Admissions, Atlas House, Corporation Street, St Helens, WA9 1LD

Telephone: (01744) 671030

Email: schooladmissions@sthelens.gov.uk

Website: www.sthelens.gov.uk

Summary timetable for admission to primary schools in Knowsley

For the school year 2022/23

The application, allocation and admission arrangements of pupils to reception classes of primary schools in September 2022 will, as far as possible, follow the timetable below.

12 September 2021	<p>Knowsley resident parents/carers of children known to Knowsley Early Years should receive a letter to their home address to advise them that their child is of age to apply for primary school.</p> <p>The letter will contain a unique identification reference number for use on the online application portal in order to make an application.</p> <p>Where a child is not known to Knowsley Early Years, the parent should access the online portal to make an application.</p> <p>The Information for parents booklet and application are available online on the Knowsley website www.knowsley.gov.uk</p>
AN IMPORTANT DATE NO LATER THAN 15 JANUARY 2022	<p>Applications should be submitted by 15 January 2022</p> <p>Applications submitted after this date may be classed as late.</p>
19 April 2022	<p>Allocation results will be issued to applicants (national offer day is 16 April or the next available working day – due to the Easter bank holiday weekend falling 15-18 April in 2022, allocation results will be issued on Tuesday 19 April)</p>
June 2022 onwards	<p>Appeals hearings to be held.</p>
September 2022	<p>Admission to primary school.</p>
December 2022 (End of autumn term)	<p>Formal reception class waiting list closes</p>

Useful contacts

Admission to reception class in primary school	0151 443 5143
Admission to year 2 in a junior school	0151 443 5143
Admission secondary school	0151 443 5142
Early Years Service (children age 0-5)	0151 443 5633 Email childcare.information@knowsley.gov.uk
In Year Admissions / Transfers	0151 443 3372
Admission Appeals Liverpool Catholic Archdiocese Committee Services (Clerks)	0151 522 1071 0151 443 3521
Advisory Centre for Education	www.ace-ed.org.uk
Corum - Children's Legal Centre	www.childrenslegalcentre.com www.childlawadvice.org.uk
Special Educational Needs/EHCP	0151 443 5145
School Attendance Service	0151 443 3590
English as an Additional Language	0151 443 5136
Liverpool and Knowsley Special Educational Needs & Disability Information Advice and Support Services (SENDIASS)	0800 012 9066
Free school meal enquiries	0151 443 4042
Assistance with home to school transport	0151 443 2500
Travel Line (Merseytravel)	0151 330 1000 www.merseytravel.gov.uk

You can get this booklet in other formats.
Please contact Customer Services on 0151 443 4031
or email customerservices@knowsley.gov.uk

