



Metropolitan Borough of Knowsley - Education Improvement Team
 Determined Co-ordinated Admission Scheme for Knowsley Primary Schools 2022/23

Context

The scheme set out below seeks to comply with the requirements of the 1998 Act, as subsequently amended, and the School Admissions Code 2014 and any further updates. The scheme will come into force for admissions in September 2022 and will apply to the admission of pupils who are of age to be admitted to reception classes in September 2022 or at later points in the school year 2022/23.

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

COORDINATED SCHEME FOR PRIMARY ADMISSIONS IN KNOWSLEY 2022/23

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

The following named schools participate in the scheme:

Community Primary Schools

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

Academy Primary Schools

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

Church of England Academy Primary Schools

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

Church of England Voluntary Aided Primary Schools

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

Holy Family [Cronton]	Holy Family [Halewood]	Our Lady's
Saints Peter & Paul	St Aidan's	St Albert's
St Aloysius	St Andrew The Apostle	St Anne's
St Brigid's	St Columba's	St John Fisher
St Joseph the Worker	St Joseph's	St Laurence's
St Leo's & Southmead	St Luke's	St Margaret Mary's Infants
St Margaret Mary's Junior	St Marie's	St Mark's
St Michael and All Angels		

Joint Faith Primary Schools (Voluntary Aided)

Hope Joint Catholic and Church of England
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APPLYING FOR A PLACE IN THE RECEPTION CLASS OF A PRIMARY OR INFANT SCHOOL FOR 2022/23 ADMISSION

No later than 12 September 2021, Knowsley LA will publish a composite prospectus 'Knowsley Primary Education Admissions 2022/23 – Information for Parents'.

An electronic version of the composite prospectus will be available on the School Admissions area of the Knowsley Council website or a hard copy can be requested from the LA School Admissions Team.

Knowsley resident parents/carers are requested to complete the Knowsley LA Common Application Form (CAF) online via the parent portal accessed via the Knowsley Council website, which will be available no later than 12 September 2021. A paper copy of the CAF will be available on request from the LA School Admissions Team for those who cannot access the online application.

Non-Knowsley residents must apply by completing the CAF provided by the LA in which they are resident. This is the case even where they wish to apply for one or more Knowsley primary schools.

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

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

The Knowsley CAF allows parents/carers to state up to three school preferences in ranked order. Knowsley schools and those in other LA areas can be named as preferences. The online application should be submitted via the parent portal accessed via the school admissions pages of the Knowsley Council website. Alternatively, a paper application form can be returned to the LA School Admissions Team at the address stated on the form or a scanned copy to schooladmissions@knowsley.gov.uk. An email receipt should be provided to confirm submission - this should be kept safely by the applicant in case of query.

Some schools request applicants to complete a Supplementary Information Form (SIF) to gather information specific to their school oversubscription criteria. It is the responsibility of the applicant to ensure they find out whether or not a SIF is required by the school/s they are applying for and to complete and return it as per the instructions of the school.

A SIF is *not* a valid application on its own; the school must also have been named as a preference on the LA CAF and the school will validate this before considering the application. The SIF should normally be returned directly to the school concerned by the closing date or any other date specified by the school. Applicants who name a school that operates a SIF as a second or third preference should be aware this also applies to their application. Where a SIF is not completed, the application will be considered on the basis of information provided on the LA CAF.

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

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

If naming a school/s in other LA areas as preference/s, parents/carers need to check the requirements of that individual school in relation to SIFs.

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

If the applicant is indicating that the child is Looked After by the LA (LAC) or was previously LAC, evidence of the child's current or previous LAC status as defined in the school admission arrangements must be submitted at the time of application.

If the applicant is indicating that they are UK service personnel or a Crown Servant taking up a posting, confirmation of a posting address and relocation date must be provided at the time of application.

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

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

To guarantee they are considered in the initial allocation of places, applications should be submitted no later than the national closing date of 15 January 2022.

STAGE 2 – CONSIDERATION BY ADMISSION AUTHORITIES

As required by statutory regulation, this is an equal preference inter-authority co-ordinated scheme and each preference expressed by an applicant will be considered by the relevant admission authority against their oversubscription criteria without consideration of the level of preference.

Following the closing date, Knowsley LA will send to other coordinating LAs, relevant application information for Knowsley resident pupils wishing to be considered for their schools. Similarly, application preferences for Knowsley schools from children resident elsewhere will be sent by other LAs to Knowsley for consideration. The initial exchange of application information between LAs should be undertaken by Friday 4 February 2022.

Each admission authority will ensure the applications are considered according to their published admission policy and in line with the equal preference scheme.

Knowsley LA will apply the published admission policy on behalf of community primary schools and those academy schools who have agreed to adopt the LA admission policy. The admission authorities of Knowsley voluntary aided schools and faith academies will consider applications for their schools against their admission policies.

By Monday 28 February 2022, Knowsley schools which are their own admissions authorities will receive from the LA the application details of all applicants of any preference level. These admission authorities should therefore arrange meetings of their admission committees to consider applications during the period Monday 28 February to Wednesday 9 March 2022. In order to achieve the agreed co-ordinated timetable and the offer date, it is essential that this is planned for and achieved on time.

By **Friday 11 March 2022**, each admission authority should have applied their oversubscription criteria and returned ranked applications to the LA School Admissions Team.

The LA will conduct the same process for community schools and those academies adopting the LA admission policy by applying the oversubscription criteria to all preferences expressed.

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

Where a non-Knowsley resident has applied for a Knowsley school, the outcome of the application will be sent to the child's home LA who will treat the result in accordance with their scheme. Other co-ordinating LAs will provide the outcome of allocations for schools in their areas for Knowsley residents. Wherever practicable, Knowsley will seek to resolve any inter-authority multiple offers. Any final exchanges of information between LAs should be completed, where possible, by **31 March 2022**.

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

The LA will endeavour to notify schools in the authority area of the details of applicants confirmed as being allocated a place in the school and, if relevant, those forming the waiting list by **14 April 2022**. This date will be dependent on inter-authority coordination dates being achieved to finalise allocations. This information is not to be shared by schools and they should not make any direct contact with allocated pupils until the LA has released allocation results on national offer day.

National offer day is 16 April annually. Where 16 April falls on a weekend or bank holiday, National Offer Day would typically be the next working day thereafter. In 2022, national offer day would be **19 April 2022**.

STAGE 3 - ALLOCATION RESULTS

Allocation results will be issued to all Knowsley resident applicants who applied on-time on behalf of the relevant admission authority by the LA, on national offer day. Where a place is to be offered to a resident of another LA in a Knowsley school, the result will be issued by that LA.

Parents/carers who have applied via the online portal, should receive their allocation result on national offer day by accessing the portal.

Applicants who have used the paper application, will be issued with a letter confirming the school allocation. Letters will be posted by first class post on national offer day but parents/carers should note that an exact date of receipt cannot be stated.

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

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

¹ The short birth certificate is the appropriate document.

Applicants who are not satisfied with the school offer they have been made are strongly advised not to refuse a place offered without confirmation of an alternative school place.

ADDITIONAL INFORMATION

(1) Waiting Lists

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

Where a vacancy occurs below the admission number, the admission authority will fill the place from the waiting list, in priority order, offering the available place first to the child who is top of the waiting list at the time the vacancy is confirmed. The LA will normally undertake any communication with applicants in relation to waiting list offers until September 2022 at which point the waiting lists will become integrated with the in-year transfer process and will be handed over to individual schools to monitor.

The annual allocation waiting lists for reception classes held by the admission authority will normally close at the end of the Autumn term in December 2022. Any parent/carer who wishes their child to continue to be considered for a place will normally need to re-apply directly to the individual school/s under in-year admission/transfer procedures. Individual primary schools may opt to keep waiting lists after that point – parents/carers should check with the individual primary school directly regarding the process.

(2) Late applications

Applications received after the closing date of 15 January 2022

Applications can continue to be submitted via the application portal after the national closing date but there is no guarantee that late applications will be included in the initial allocation and applicants are strongly advised to abide by the national closing date.

Late applications naming Knowsley schools as preferences received following the national closing date but before the allocation process begins will be included in the initial allocation of places where practicable. For Knowsley schools this will typically mean preferences received up to **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 LA has been named as preference, the application details and preference will be forwarded to the appropriate LA as soon as possible and it will be for the relevant admission authority to determine whether or not the application will be included in the initial allocation of places in accordance with the agreed scheme of that LA area.

Applications received after the initial allocation process has begun

Late applications received on or 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.

It is the responsibility of the applicant to provide information about exceptional circumstances. Applications made with no additional information will be treated as late and will not be considered until after the initial allocation of places is completed.

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 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.

(3) 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, 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 SIF, 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 usual application period (12 September 2021 to 15 January 2022) 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 LA 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 as described in section 2 of this document.

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 requests received after allocation results are issued and before the start of the new school year (16 April to 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.

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

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

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

In Knowsley, children are admitted to reception classes at the beginning of the school year in which they have their 5th birthday. This means children who have their 5th birthday on or between 1 September 2022 and 31 August 2023 can take up a full-time reception class place from the beginning of the Autumn term in September 2022.

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

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

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

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

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

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

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

Parents/Carers of summer born children who wish to request this deferment are required to make their request during the typical application period (September 2021 to 15 January 2022).

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

Prior to allocation, parents/carers will be advised of the outcome of their request for each school preference and asked to make a decision on the basis of this as to whether they wish to pursue deferred entry by withdrawing their 2022/23 application and re-applying the following year or continue with their original application which will be processed during the current admissions round.

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

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

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

(7) Transfer to junior school

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

There is an expectation that children from year 2 of the infant school will transfer to year 3 of the Junior school, but there is no automatic transfer. Parents/carers who are seeking admission to the Junior school are advised to consult the latest policy agreed by the Governing Body for Junior School admission. (Policy details are available on the Knowsley Council website or from the school directly.)

Children attending year 2 of St Margaret Mary's Infant School in September 2021 will be alerted about the transfer application process and asked to complete an application by the closing date of 15 January 2022. Parents/carers of children who do not currently attend the Infant School may also apply in the application period September 2021 to 15 January 2022.

Timescales for allocation are the same as for the annual reception round and allocation outcomes will be issued no later than 19 April 2022.

(8) In-year admission and school transfer applications

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

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

Parents/carers should complete the In-Year Application form and submit it directly to the Knowsley Primary School of preference who will process the request within 20 school days² and notify the applicant directly of the outcome of the application.

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

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

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

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

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

Fair Access Protocol (FAP)

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

The Knowsley FAP document is published in a separately and is reviewed annually during the summer term to be effective from the new school year.

² If statutory guidance imposes a process period shorter than 20 school days following the publishing of this scheme, the process period stated will be reduced accordingly in practice.

TIMETABLE FOR ANNUAL PRIMARY ADMISSION APPLICATIONS FOR SCHOOL YEAR 2022/23

