



## **HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2014/15 ACADEMIC YEAR**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools in September 2014.
- 2.0** Halton Local Authority is required to consult on its proposed admission arrangements and oversubscription criteria for community schools and determine a co-ordinated scheme which applies to all schools in the authority's area for the September 2014 intake.
- 3.0** The Scheme will apply to the following schools (the proposed published admission number detailed in brackets):

The Bankfield (190)	Community
The Grange (180)	Community
Wade Deacon High School (300)	Proposed Academy*
The Heath (240)	Academy
Ormiston Bolingbroke (180)	Academy
St Chad's Catholic & Church of England (190)	Voluntary Aided
Joint Faith Voluntary Aided High School	
Saints Peter & Paul Catholic College (289)	Voluntary Aided
Sandymoor School (90)	Free School

\*Wade Deacon High School is due to convert to Academy status in 2013. However, as the Academy conversion has not yet occurred, the school is currently a community school and cannot consult upon their own admission arrangements for the 2014 intake. Therefore the LA remains responsible for consulting on the proposed arrangements for admission to the school in September 2014.

Halton Local Authority (LA) is the Admission Authority for community high schools. Each Academy School (including Free Schools) has a Trust who is responsible for determining the admission arrangements for its school. The Governing Bodies of the Voluntary Aided Schools are the admission authorities for these schools. Academy Trusts and

Governing Bodies of Voluntary Aided Schools are required to undertake their own consultation regarding admission arrangements.

**4.0** From September 2013 Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form for a school place in September 2014. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DfE School Admissions Code. This form will also be available on-line and parents/carers are encouraged to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk](http://www.halton.gov.uk). Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs.

**5.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided, academy and free schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria.

## **6.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2014**

**6.1** Halton LA publishes an "Admission to Secondary School" booklet (a Composite Prospectus). The preference form will be contained within this booklet and the booklet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, and will be available at the Halton Direct Link Offices, Halton Libraries, on line via the council's website, and from the Child Place Planning Team. The booklet will be issued at the start of the Autumn Term, **September 2013**, and the on-line form will be available at the same time.

**6.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Forms, either on-line submissions or hard copy, must be returned no later than **Thursday 31<sup>st</sup> October 2013**. Halton residents whose children attend primary schools in other authorities must return the form direct to

Halton LA no later than **31<sup>st</sup> October 2013**. On-line forms must also be submitted by this date.

- 6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire West and Chester, Warrington, Liverpool, Knowsley, and St Helen's, together with any other admission authority where a parent has applied for a school place.
- 6.4** On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at [www.halton.gov.uk](http://www.halton.gov.uk) and on-line applications will be dealt with along with all other applications.
- 6.5** Halton LA will record all preferences on the admissions database, including those received from neighbouring LAs whose children are seeking a place at a Halton School and will forward, week beginning **18th November 2013**, details of all first, second, and third preferences for admission to aided schools, for consideration in accordance with their published admission criteria.
- 6.6** The governing bodies of Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and **must** place in ranked order, against their criteria, the details of all pupils applying to their school, and must return the ranked list to the Child Place Planning Team by Friday 13<sup>th</sup> December 2013.
- 6.7** When all preferences have been considered Halton LA will notify Halton residents of their child's allocated school, regardless of whether the school is a Halton school, or a school in a neighbouring LA. These notification letters will be sent on **Monday 3<sup>rd</sup> March 2014** together with details of the appeal process if applicable (national allocation day is usually 1<sup>st</sup> March, but as this falls on a Saturday regulations allow for allocations to be communicated on the next working day).

## **7.0 OVERSUBSCRIPTION CRITERIA**

- 7.1** For admission to The Bankfield secondary school and Wade Deacon High School in Widnes for the September 2014 intake, if the Schools become oversubscribed places will be allocated in accordance with the following criteria:

- 1) Looked after children and 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).

- 2) Children who are resident within the designated catchment zone of the school (see map attached as Appendix A)
- 3) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 4) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

Parents living within a particular catchment zone are not necessarily guaranteed a place at the school within the catchment zone. Generally there are sufficient places for all children living in a school's catchment zone. However, parents must still complete their home LA's preference form and express a preference (or preferences) along with all other parents. If the school is oversubscribed then the criteria detailed above will be applied. Parents may express a preference for a school other than their catchment school, but must do so on their home LA's preference form.

**7.2** For admission to The Grange in Runcorn (a community all through school), as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and children will not be required to complete a preference form. The remaining places will then be allocated in accordance with the following criteria:

- 1) Looked after children and 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).
- 2) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

**7.3** For admission to community schools in both Widnes and Runcorn the following notes apply:

- a) Children who have a statement of special educational needs will be allocated a place at the school named in the statement. If this happens

this will reduce the number of places available within any of the oversubscription criteria detailed above.

b) If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address. Where a child lives with parents with shared responsibility, the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

## **8.0 EARLY AGE TRANSFER TO SECONDARY SCHOOL**

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. It is the responsibility of the Head teachers of primary/junior schools to put forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that

early transfer might benefit their child should discuss this with the head teacher.

## **9.0 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS**

Late applications for places at Halton Local Authority maintained community schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 14 below.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with.

## **10.0 CHANGE OF PREFERENCE**

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list.

## **11.0 CHANGE OF ADDRESS**

If a pupil moves house after the closing date of 31<sup>st</sup> October 2013 parents must notify the LA and request a new preference form. This form must be completed and returned to the LA immediately. If there is a place available at the school of preference a place will be offered. If the year group is oversubscribed then parents will be offered the right of appeal and any other preferences will be considered. The child will also be placed on the waiting list. The LA will require documentary evidence to confirm a change of address.

## **12.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

## **13.0 WAITING LISTS**

Waiting lists will be held for oversubscribed LA Maintained Community Secondary Schools. The waiting list will comprise of those pupils

refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

#### **14.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred LA maintained community, voluntary aided, trust, academy or Free schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will be a lay-person having no connection with the LA. Other members of the panel will be suitably experienced persons. The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

#### **15.0 SCHOOLS WITH SIXTH FORMS**

Each school with a sixth form **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements.

Children in care **must** be given be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.



**TIMETABLE FOR SEPTEMBER 2014 SECONDARY ADMISSIONS**

**SEPTEMBER 2013 – APPLICATION PROCESS COMMENCES**

**31<sup>ST</sup> OCTOBER 2013 CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**18<sup>TH</sup> NOVEMBER 2013 LA PROVIDES DETAILS OF ALL 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup> PREFERENCES TO VA SCHOOLS**

**BETWEEN 18<sup>TH</sup> NOVEMBER AND 13<sup>TH</sup> DECEMBER 2013 ADMISSION COMMITTEES OF OWN AUTHORITY SCHOOLS MUST MEET TO CONSIDER ALL APPLICATIONS (IF APPLICABLE)**

**NO LATER THAN 13<sup>TH</sup> DECEMBER 2013 OWN AUTHORITY SCHOOLS MUST HAVE RANKED ALL APPLICATIONS IN CRITERIA ORDER & SUBMITTED THIS LIST TO THE LA, FOLLOWING WHICH INTER-LA EXCHANGE OF DATA WILL ALSO OCCUR**

**3<sup>RD</sup> MARCH 2014 LA WRITES OUT TO ALL HALTON RESIDENTS SEEKING A PLACE AT A SECONDARY SCHOOL WITH THE OUTCOME OF ALLOCATION**

**MONDAY 24<sup>TH</sup> MARCH 2014 APPEALS TO BE LODGED WITH THE LA MAINTAINING THE SCHOOL**



## HALTON LOCAL AUTHORITY SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2014/15 ACADEMIC YEAR

- 1.0 This document is intended to fulfil the statutory requirements for admissions into reception class in maintained infant and primary schools.
- 2.0 This Co-ordinated Primary Scheme applies to all those schools detailed on pages 16 and 17 of this document. Halton Borough Council (as the Local Authority - LA) is the Admission Authority for all community and voluntary controlled schools, and the Governing Body of each voluntary aided or academy school is the admission authority for the school.
- 3.0 Parents/carers **must** complete their home LA's preference form, therefore if a non-Halton resident is seeking admission to a Halton school, (or vice-versa) they must complete their own authority's form which will then be forwarded to the relevant authority and LAs will then share any cross border applications for consideration.
- 4.0 Halton residents will be required to complete a Halton preference form and will be given the opportunity to express a preference, with reasons, for up to 3 primary schools regardless of which authority the school is in. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the School Admissions Code. This form will also be available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at [www.halton.gov.uk](http://www.halton.gov.uk).
- 5.0 Where a Voluntary Aided School requires supporting information e.g. asking for a reference from a priest or other religious minister for a faith school, or details of baptism etc parents may be required to complete a supplementary form and VA schools **must** inform parents of their requirements within their school's published admission arrangements.
- 6.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton, as statutorily required, an Equal Preference Scheme is operated. Within

the equal preference scheme all preferences are considered equally against each school's published admission criteria. After all preferences have been considered if only one school named on the preference form can offer a place the maintaining LA will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the relevant oversubscription criteria.

**7.0** Admission authorities **must** provide for the admission of all children in the September following their fourth birthday and parents are allowed to request that the date their child is admitted to the school is deferred until the child reaches compulsory school age in that school year. In Halton this already happens. Parents can request their child attends part-time until the child reaches compulsory school age and admission authorities **must** accommodate these requests where it appears to be in the best interest of the child.

**7.1** As recommended in the School Admissions Code the LA will allow parents/carers to defer their child's entry to school until the child is of compulsory school age, providing the parent applies, is offered, and accepts the place within the normal admissions timetable, and the place is taken up within the same academic year. It should be noted that if a child is presently attending a nursery class/early years setting they do not have an automatic right to transfer to the primary school to which the nursery/early years setting is attached (the only exception being The Grange School which is an all-through school). Parents/carers are required to indicate a preference for a primary school along with all other parents/carers. The same applies for children who already have siblings already at a particular school, parents/carers must complete a preference form along with all other parents.

## **8.0 APPLYING FOR A PRIMARY SCHOOL PLACE FOR SEPTEMBER 2014**

**8.1** Halton LA publishes an "Admission to Primary School" booklet (a Composite Prospectus). The preference form will be contained within this booklet and the booklet will be issued to all Halton Primary Schools and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council's website, and upon request from the Child Place Planning Team. The booklet will be issued in **September 2013** and the on-line form will be available at the same time.

**8.2** The preference form will seek three preferences in ranked order. If the form is being returned by post it should be returned to the Child Place Planning Team within the Children & Enterprise Directorate, parents may hand deliver their preference forms to the 4 Halton Direct Link Offices in Runcorn and Widnes. All forms must be submitted no later

than **Wednesday 15<sup>th</sup> January 2014**. On-line forms must also be completed by this date. This closing date is a statutorily set closing date.

- 8.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on their home LA form.
- 8.4** The Child Place Planning Team will load all preferences onto the database including those received from neighbouring LAs (inter-LA exchange to take place **Monday 3rd February 2014**). Halton LA will then forward all application details, regardless of whether they are first, second and third preferences to all Voluntary Aided schools where admission is being sought, on **Monday 17<sup>th</sup> February 2014**. The Admissions Committee of those governing bodies **must** meet and place in ranked order against their criteria the details of all pupils applying to their school. Governing bodies must treat first, second, and third preferences equally against their admissions criteria. Voluntary Aided schools **must** then notify the Child Place Planning Team by **Friday 7<sup>th</sup> March 2014** all pupils' details in ranked order against their criteria.
- 8.5** The LA will then undertake a final data exchange with neighbouring LAs to ensure that all children have an allocated school on **Friday 28<sup>th</sup> March 2014**.
- 8.6** When all preferences have been considered and allocations finalised, Halton LA will write out to all Halton residents advising on their allocated school regardless of whether the school is a Halton school or a school in a neighbouring LA. This notification letter will be sent on **Wednesday 16<sup>th</sup> April 2014**, together with details of the appeal process if applicable. Parents/carers will be required to decline any offer of the school place within 10 school days. If the LA does not hear from the parent/carer then it is assumed the place has been accepted.
- 8.7** Parents will have until **Wednesday 7<sup>th</sup> May 2014** to lodge any appeals with the LA.

## **9.0 OVERSUBSCRIPTION CRITERIA**

- 9.1** If a Halton community or voluntary controlled school becomes oversubscribed, places will be allocated in accordance with the following criteria:

- 1) Looked after children and 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).

- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight-line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil.

For admission to community and voluntary controlled schools the following notes apply:

a) Children who have a statement of special educational needs will be allocated a place at the school named in the statement. Where a child with a statement is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria.

b) If oversubscription occurs within any one of the above criteria 1-3, places will be allocated on distance grounds as described within the distance criteria (3) above.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent home address. Where a child lives with parents with shared responsibility the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may also be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not

affect parent's rights to appeal for a place at the school(s) they have been refused.

## **9.2 THE GRANGE ALL THROUGH COMMUNITY SCHOOL**

The Grange is a designated all through community school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to infants, infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the admissions criteria as detailed in paragraph 9.1 above. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

## **10.0 LATE APPLICATIONS FOR HALTON PRIMARY SCHOOLS**

Late applications for places at Halton Local Authority maintained community and voluntary controlled schools received after the closing date will not be considered until after the main allocation of places has taken place for all those applications received on time. If an application is received after places have been allocated and the school(s) of preference are oversubscribed, the child will be placed on the school's waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeals process are given in paragraph 15 below.

If parents are making a late application to a voluntary aided school or academy the school will advise how this will be dealt with.

## **11.0 CHANGE OF PREFERENCE**

If parents decide to change their preference after the closing date they will need to request and complete another preference form. The on-line facility will not be available after the closing date. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as detailed in paragraph 14 below.

## **12.0 CHANGE OF ADDRESS**

If a pupil moves house after the closing date parents/carers **must** notify the LA and request a new preference form. The preference form must be completed and returned to the LA immediately. If there is a place available at the school of preference a place will be offered. If the year group is oversubscribed then parents will be offered the right of appeal and any other preferences will be considered. The child will also be placed on the waiting list. The Local Authority will require documentary evidence to confirm a change of address.

### **13.0 WITHDRAWAL OF OFFER OF A SCHOOL PLACE**

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

### **14.0 WAITING LISTS**

The LA will maintain waiting lists for oversubscribed community and voluntary controlled primary schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year application process will be applied.

### **15.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred community, voluntary controlled, voluntary aided trust or academy schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will be a lay-person having no connection with the LA. Other members of the panel will be suitably experienced persons.

Parents should note that the law requires that no 5, 6, or 7 year old in an infant class should be in a class of more than 30 pupils. Parents will have a right of appeal but an appeal panel can only uphold this appeal if it is satisfied that:

- a) the child would have been offered a place if the admission arrangements had been properly implemented,
- b) the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards & Framework Act 1998; and/or

- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

## **16.0 SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The LA as commissioner of school places is continually reviewing and monitoring the number of places available against projected pupil numbers and updates head teachers accordingly. It is possible that occasionally, there may be certain geographical areas within the borough where demand for places is higher than the actual number of places available, and the LA will, in discussion with the school, give consideration to admitting above a school's Published Admission Number (PAN). Admitting above a school's PAN will only be agreed between the school and the LA where it is confirmed that to do so will not affect the school in the longer term and will not have a detrimental effect on neighbouring schools and providing it does not breach infant class size legislation.

The figure in brackets denotes the school's proposed Published Admission Number for 2014 but may alter as a result of any school reorganisation.

### **COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

All Saints Upton C E Voluntary Controlled Primary (30)  
Astmoor Primary (25)  
Beechwood Primary (15)  
Brookvale Primary (40)  
Castleview Primary (20)  
Daresbury Primary (15)  
Ditton Primary (60)  
Fairfield Infant (80)  
Farnworth C E Voluntary Controlled Primary (56)  
Gorsewood Primary (30)  
Hale C E Voluntary Controlled Primary (25)  
Halebank C E Voluntary Controlled Primary (15)  
Hallwood Park Primary (25)  
Halton Lodge Primary (30)  
Hillview Primary (30)



Lunts Heath Primary (50)  
Moore Primary (30)  
Moorfield Primary (45)  
Murdishaw West Community Primary (30)  
Oakfield Community Primary (40)  
Pewithall Primary (30)  
Simms Cross Primary (40)  
Spinney Avenue C E Voluntary Controlled Primary (30)  
The Brow Community Primary (25)  
The Park Primary (20)  
Victoria Road Primary (40)  
West Bank Primary (30)  
Westfield Primary (25)  
Weston Primary (20)  
Weston Point Primary (20)  
Windmill Hill Primary (25)  
Woodside Primary (30)

**ALL THROUGH COMMUNITY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The Grange (60)

**VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

**CHURCH OF ENGLAND:**

Runcorn All Saints' CE Aided Primary (20)  
St Berteline's CE Aided Primary (43)  
St Mary's CE Aided Primary (35)

**CATHOLIC:**

Our Lady Mother of the Saviour Catholic Primary (30)  
Our Lady of Perpetual Succour Catholic Primary (30)  
St Augustine's Catholic Primary (15)  
St Basil's Catholic Primary (60)  
St Bede's Catholic Infant (75)  
St Bede's Catholic Junior (75)  
St Clement's Catholic Primary (30)  
St Edward's Catholic Primary (20)  
St Gerard's Roman Catholic Primary & Nursery (25)  
St John Fisher Catholic Primary (30)  
St Martin's Catholic Primary School (30)  
St Michael's Catholic Primary (30)  
The Holy Spirit Catholic Primary (20)

**ACADEMY SCHOOLS TO WHICH THIS SCHEME APPLIES:**

Palace Fields (40)

**15<sup>th</sup> January 2014**  
Closing Date for applications

**Monday 3<sup>rd</sup> February 2014**  
Inter LA exchange of preferences

Week beginning **Monday 17<sup>th</sup> February 2014** preference details sent to all VA schools to rank applications in criteria order

**Friday 7<sup>th</sup> March 2014** VA schools must have ranked all applications in criteria order and submitted the details to the LA

**Friday 28<sup>th</sup> March 2014**  
Final exchange of data between neighbouring LAs to confirm allocations

**Wednesday 16<sup>th</sup> April 2014** offer letters sent to parents/carers

**Wednesday 7<sup>th</sup> May 2014**  
appeals to be lodged with LA