

**CONSULTATION DOCUMENT  
ADMISSION ARRANGEMENTS FOR HALTON LOCAL AUTHORITY  
MAINTAINED COMMUNITY & VOLUNTARY CONTROLLED NURSERY,  
INFANT, JUNIOR, PRIMARY & SECONDARY SCHOOLS  
ACADEMIC YEAR 2010/11**

**1.0 INTRODUCTION**

- 1.1** This document is intended to fulfil the statutory requirements for annual consultation by the Local Authority (LA) on school admission arrangements. Included in this document are the proposed (statutorily required) Co-ordinated Admissions Schemes for the 2010/11 academic year for primary and secondary schools, together with the LA's proposals for admission to LA maintained nursery schools.
- 1.2** In addition to fulfilling the above statutory requirements, Halton Borough Council's School Admissions Policy complies with the Sex Discrimination Act 1975, Race Relations Acts 1976 and 2000, Human Rights Act 1998, Disability Discrimination Acts 1995 & 2005, and the Equality Act 2006 and does not discriminate on the grounds of sex, race, colour, nationality or national or ethnic origin.
- 1.3** Section 89(2) and (9) of the School Standards & Framework Act 1998, and the associated Regulations require admission authorities (the LA for community and voluntary controlled schools) to undertake consultations by 1 March 2009 before finalising admission arrangements by 15<sup>th</sup> April 2009 for the school year commencing in September 2010.

**2.0 NURSERY ADMISSIONS**

- 2.1** Following meetings and discussions in December 2008 with the Nursery Head Teachers, and to address emerging issues from the Every Child Matters Agenda, the LA is proposing to amend the oversubscription criteria for LA Maintained Nursery Schools and LA Maintained Nursery Classes at Community & Voluntary Controlled Schools to better reflect the needs of the community.
- 2.2** Children normally attend a maintained nursery for 12 months (three terms) prior to the year in which they start reception class at school. In

some cases places may be available for longer and a child may be offered a place from their third birthday.

**2.3** For admissions to nursery school/nursery classes in September 2010 applications will be considered first from parents whose children were born between 1st September 2006 and 31st August 2007 (i.e. reaching their 4th birthday between 1st September 2010 and 31st August 2011).

**2.4** If the number of applications from eligible children for places at a nursery school/nursery class is below the nursery school/nursery class admission limit then all applicants will be offered a place.

**2.5** If the number of applications for a place exceeds the number of places available then places will be allocated in accordance with the criteria detailed below:

1) Children in Care - children who are subject to a care order or are accommodated by the local authority

2) Children in need as defined by the Children Act 1989\* (see note below)

3) Children aged 4 (i.e. children who will have reached the age of 4 by 31st August )

4) Children aged 3 (i.e. children who will have reached the age of 3 by 31st August)

Where there are more children in any one of the categories above than there are places remaining, the following tie-break will be used:

a) Halton resident children, with the oldest child having highest priority.

b) siblings – children with an older brother or sister expected to be attending the nursery class at the time of admission

c) Where more than one child has the same birth-date, those living nearest the school, as measured using an Ordnance Survey Address Point system which measures straight line distances from the address point of the nursery to the address point of the place of the child's permanent residence will have priority

d) Children resident in other authorities, as described above.

\*Children Act 1989 Section 17 (10) - For the purposes of this Part a child shall be taken to be in need if-

(a) s/he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or

development without the provision for him of services by a local authority under this Part;

(b) his/her health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services; or

(c) s/he is disabled,

In considering applications within this criteria supporting documentation must be provided by the relevant professional.

**2.6** Waiting List - A waiting list will be maintained and if a place becomes available it will be allocated in accordance with the oversubscription criteria above.

**2.7** All places should be allocated up to the admission number if there are sufficient applications and schools must not keep places available if there are applicants waiting.

### **3.0 PRIMARY ADMISSIONS**

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

Child's 5 <sup>th</sup> birthday	Term of Admission
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer

In Halton, however, children will continue to be admitted to school earlier than the required admission date. This reflects the commitment of the LA to secure the best possible start for children within the Borough of Halton.

**3.2** Children reaching the age of five between 1<sup>st</sup> September and 31<sup>st</sup> August may be admitted full time on the first day of the Autumn Term before their fifth birthday. Schools may phase their intake over the first four weeks of the term. As recommended in the Code of Practice the LA will allow parents 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 they do not have automatic right to transfer to the primary school to which the nursery class is attached. Parents are required to indicate a preference for a primary school along with all other parents. Attached as Appendix A is the proposed co-ordinated admissions scheme for all Halton LA maintained primary schools.

## **4.0 SECONDARY ADMISSIONS**

- 4.1** Children transfer from primary to secondary school in the September following their 11<sup>th</sup> birthday. Attached as Appendix B is the proposed co-ordinated admissions scheme for all Halton LA maintained secondary schools.

## **5.0 ON-LINE ADMISSIONS**

Parents/Carers can apply on-line for a place at a primary or secondary school. The on-line admissions portal is available on the Halton Borough Council website at the commencement of the application process at – [www.halton.gov.uk](http://www.halton.gov.uk).

## **5.0 HALTON ADMISSIONS FORUM**

- 5.1** Any recommendations and responses to this consultation paper will be considered by the Halton Admissions Forum and will be included in the report to Halton Borough Council's Executive Board.

## **6.0 VOLUNTARY AIDED SCHOOLS – CONSULTATION ON ADMISSION ARRANGEMENTS**

- 6.1** Regulations allow governing bodies who are the admission authority for their school not to consult in certain circumstances. To qualify for a suspension of consultation an admission authority must have consulted all appropriate bodies in the previous determination year, and its admission arrangements must not have been the subject of an objection to the Schools Adjudicator in the previous five years. In addition, the admission authority must not be seeking to change their admission arrangements from the previous year. They will, however, still have to consult every alternate year thereafter even if there is no change in their published admission arrangements.

## **7.0 SCHOOL PLACES RATIONALISATION STRATEGY**

- 7.1** The Local Authority is committed to undertaking a rationalisation of its school premises, the outcome of which is likely to impact upon the current admission numbers.



## **HALTON LOCAL AUTHORITY SCHEME: CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR PRIMARY SCHOOLS – 2010/11 ACADEMIC YEAR CONSULTATION**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into reception classes in maintained infant and primary schools.
- 2.0** This Co-ordinated Primary Scheme applies to those schools detailed on pages 10, 11, and 12.

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 school is the admission authority for the school.

- 3.0** Halton residents (and any other parent wishing to seek admission to a Halton infant, junior or primary school) will be given the opportunity to complete a preference form and express a preference, with reasons, for up to 3 primary schools using this form. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the Department for Children Schools and Families School Admissions Code of Practice. This form is also 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). Parents/carers should only complete one preference form and should only include preferences for Halton schools. If parents wish to apply for a school in another authority they should contact the relevant authority direct. Any preferences for schools in other authorities entered on the Halton form will be disregarded.
- 4.0** 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, when applying for Catholic schools parents will only need to complete the information on the LA preference form and on the on-line form. For applications to Church of England voluntary aided schools parents will be required to complete the LA form (or on-line form) and

also supply additional information on a supplementary form and must contact the Church of England voluntary aided school direct for this form which should be completed and returned to the appropriate Church of England voluntary aided school. VA schools will need to inform parents of their requirements within their school's published admission arrangements.

**5.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the Code. In Halton an Equal Preference Scheme is operated. Within the 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 (see paragraph 7.0).

## **6.0 APPLYING FOR A PRIMARY SCHOOL PLACE IN HALTON FOR SEPTEMBER 2010**

**6.1** 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 Student Services Team. The booklet will be issued in **September 2009** and the on-line form will be available at the same time.

**6.2** The preference form will seek three preferences in ranked order. The preference form must be returned to the Student Services Team within the Children & Young People's Directorate no later than **Friday 11<sup>th</sup> December 2009**. On-line forms must also be completed by this date.

**6.3** Halton resident parents may request information (a prospectus) regarding schools in neighbouring local authorities but **must** complete their preferences on the relevant authority's form.

**6.4** The Student Services Team will load all preferences onto the database and, week beginning **Monday 18th January 2010**, will forward all first, second, and third preference forms to all Voluntary Aided Schools where admission is being sought, whose governing bodies will be required to meet and determine which pupils will be admitted against their admission criteria. Governing bodies must treat first, second, and third preferences equally against their admissions criteria. Voluntary Aided schools will then be required to notify the Student Services Team

on **Monday 1st February 2010** which pupils have been offered places and which have been declined.

- 6.5** When all preferences have been considered Halton LA will notify parents of their child's allocated Halton LA community, voluntary controlled or voluntary aided school. This notification letter will be sent on **Friday 12<sup>th</sup> March 2010** together with details of the appeal process if applicable.

## **7.0 OVERSUBSCRIPTION CRITERIA**

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

- 1) Children in Public Care – children who are subject to a care order, or are accommodated by the Local Authority
- 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 miles 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.
- 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. Parents and schools should note that this does not apply to key stage one (infant classes) where statutory class size limits apply.
- 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, in accordance with the DCSF School Admissions Code of Practice, 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.

## **8.0 ADDITIONAL INFORMATION**

### **8.1 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, but received in time for the initial allocation will be included where possible. However, as the exact date of allocation cannot be predicted, the LA cannot guarantee that any late application will be included in the initial allocation, therefore parents/carers are strongly urged to ensure their application is received by the closing date. If the late application is received after places have been allocated and the school(s) are oversubscribed, the child will be placed on the 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 10.0 below.

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

It will be necessary for the applicant to provide the appropriate evidence to support an exceptional case for late application.

### **8.2 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 as paragraph 8.5 below.



### **8.3 CHANGE OF ADDRESS**

If a pupil moves house after the closing date of 11<sup>th</sup> December 2009 parents 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.

### **8.4 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.

### **8.5 WAITING LISTS**

Waiting lists will be held for oversubscribed LA maintained 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 upto 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 a mid-year admission and the application should be made direct to the school.

### **9.0 MID YEAR ADMISSIONS**

At the time of writing the DCSF have advised that mid-year admissions will need to be co-ordinated from September 2010 and that this must be part of a separate consultation exercise which must be completed by 1<sup>st</sup> January 2010. A separate consultation paper will be circulated during 2009.

### **10.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred LA maintained community, voluntary controlled or voluntary aided 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 decision was not one which a reasonable admitting authority would make in the circumstances of the case, and/or
- b) that the child would have been offered a place if the admission arrangements had been properly implemented.

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.

## **11.0 RESPONSE TO THE CONSULTATION**

The closing date for response to this consultation is 28<sup>th</sup> February 2009. Comments on any of the proposals should be submitted either by email to [martin.west@halton.gov.uk](mailto:martin.west@halton.gov.uk) or in writing to: Martin West, Student Services Team, Children & Young People's Directorate, Grosvenor House, Runcorn WA7 2WD. All correspondence should be headed "Admissions Consultation 2010".

You will not receive an individual response to any comment you submit regarding this consultation, but any comments you do submit will be considered when determining the final admission arrangements for 2010.

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

The figure in brackets denotes the school's proposed Published Admission Number for 2010 but may later as a result of the School Reorganisation Programme.

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 C E Voluntary Controlled Primary (30)  
Ditton Primary (60)  
Fairfield Infant (80)  
Fairfield Junior (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 (45)  
Moore Primary (30)  
Moorfield Primary (45)  
Murdishaw West Community Primary (30)  
Oakfield Community Primary (40)  
Palace Fields Primary (40)  
Pewithall Primary (30)  
Simms Cross Primary (40)  
The Brow Community Primary (25)  
The Grange Infant (60)  
The Grange Junior (60)  
The Park Primary (20)  
Victoria Road Primary (40)  
West Bank Primary (30)  
Westfield Primary (25)  
Weston Primary (15)  
Weston Point Primary (20)  
Windmill Hill Primary (15)  
Woodside Primary (30)

**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 (60)  
St Bede's Catholic Junior (60)

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 (35)  
The Holy Spirit Catholic Primary (20)



**HALTON LOCAL AUTHORITY SCHEME:  
CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR  
SECONDARY SCHOOLS – 2010/11 ACADEMIC YEAR  
CONSULTATION DOCUMENT**

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools.
- 2.0** The Co-ordinated Secondary scheme applies to the following schools in Halton. The number in brackets denotes the proposed Published Admission Number for 2010, but may alter in the light of the Secondary Reorganisation Programme. Parents requesting further details should contact the LA direct.

Halton High School (180)	Community
Saints Peter & Paul Catholic College (289)	Voluntary Aided
St Chad's Joint Faith Catholic & CE High School (190)	Voluntary Aided
The Bankfield (190)	Community
The Grange Comprehensive School (180)	Community
The Heath School (210)	Community
Wade Deacon High School (300)	Community

Halton Local Authority (LA) is the Admission Authority for the five community high schools, and for the two voluntary aided schools the Governing Body is the admission authority.

- 3.0** 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. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DCSF School Admissions Code of Practice. This form is also 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). Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs.

**4.0** Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the DCSF 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 (see paragraph 6.0).

## **5.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2010**

**5.1** 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 Halton Direct Link Offices, Halton Libraries, on line via the council's website, and from the Student Services Team. The booklet will be issued at the start of the Autumn Term, **September 2009**, and the on-line form will be available at the same time.

**5.2** The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Halton residents whose child(ren) attend a Halton Primary School must return the form to the child's primary school no later than **23rd October 2009**. Halton residents whose children attend primary schools in other authorities must return the form direct to Halton LA no later than **23rd October 2009**. On-line forms must also be submitted by this date.

**5.3** 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, Warrington, Liverpool, Knowsley, St Helen's, together with any other admission authority where a parent has applied for a school place.

**5.4** 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.

- 5.5** Halton LA will record all preferences on the admissions database and will forward, week beginning **23rd November 2009**, details of all first, second, and third preferences for admission to aided schools or schools in other authorities to the relevant admission authority, for consideration in accordance with their published admission criteria.
- 5.6** The governing bodies of all Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and must notify the Student Services Team on **Monday 14<sup>th</sup> December 2009** which pupils have been offered places and which have been declined.
- 5.7** When all preferences have been considered Halton LA will notify parents of their child's allocated Halton LA community or voluntary aided school place (and if parents have requested a school in another authority the maintaining authority will notify parents). These notification letters will be sent on **1st March 2010** together with details of the appeal process if applicable.

## **6.0 OVERSUBSCRIPTION CRITERIA**

- 6.1** Halton Local Authority is proposing changes to the way in which places will be allocated to the community secondary schools in Widnes for the September 2010 intake. Attached to this consultation paper are two maps detailing two alternative proposals for catchment zones for The Bankfield School and Wade Deacon High School. Views are sought on which of the two options should be implemented, either Option 1 or Option 2.
- 6.2** In implementing catchment zones in Widnes if a community school in Widnes becomes oversubscribed it is proposed that places will be allocated in accordance with the following criteria:
- 1) Children in Public Care – children who are subject to a care order, or are accommodated by the Local Authority
  - 2) Children who are resident within the designated catchment zone of the school
  - 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 miles 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 enough places for all children living in a school's catchment zone. However, parents must still complete a 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.

**6.3** There are no proposed changes to admission arrangements in Runcorn and if a community school in Runcorn becomes oversubscribed places will be allocated in accordance with the following criteria:

- 1) Children in Public Care – children who are subject to a care order, or are accommodated by the Local Authority
- 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 from the address point of the school to the address point of the place of child's permanent residence of the pupil.

For admission to community schools in 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.
- 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, in accordance with the DCSF School Admissions Code of Practice, 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.

## **7.1 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. Head teachers of primary/junior schools are invited each year 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.

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

Late applications for places at Halton LA maintained community schools received after the closing date, but received in time for the initial allocation will be included where possible. However, as the exact date of allocation cannot be predicted, the LA cannot guarantee that any late application will be included in the initial allocation, therefore parents/carers are strongly urged to ensure their application is received by the closing date. If the late application is received after places have been allocated and the school(s) are oversubscribed, the child will be placed on the 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 appeal process are given in paragraph 9.0.

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

It will be necessary for the applicant to provide the appropriate evidence to support an exceptional case for late application.

### **7.3 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 as paragraph 7.6 below.

### **7.4 CHANGE OF ADDRESS**

If a pupil moves house after the closing date of 23<sup>rd</sup> October 2009 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.

### **7.5 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.

### **7.6 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 upto 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 a mid-year admission and the application should be made direct to the school.

## **8.0 MID YEAR ADMISSIONS**

At the time of writing the DCSF have advised that mid-year admissions will need to be co-ordinated from September 2010 and that this must be part of a separate consultation exercise which must be completed by 1<sup>st</sup> January 2010. A separate consultation paper will be circulated during 2009.

## **9.0 ADMISSION APPEALS**

Parents who are not offered a place at any of their preferred LA maintained community or voluntary aided 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 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.

## **10.0 RESPONSE TO THE CONSULTATION**

The closing date for response to this consultation is 28<sup>th</sup> February 2009. Comments on any of the proposals should be submitted either by email to [martin.west@halton.gov.uk](mailto:martin.west@halton.gov.uk) or in writing to: Martin West, Student Services Team, Children and Young People's Directorate, Grosvenor House, Runcorn WA7 2WD. All correspondence must be headed "Admissions Consultation 2010".

You will not receive an individual response to any comment you submit regarding this consultation, but any comments you do submit will be considered when determining the final admission arrangements for 2010.