



Admissions Policies

For all Secondary schools

Secondary

Birkenhead High School Academy

With specialisms in Mathematics and Music

86 Devonshire Place, Prenton, Wirral, CH43 1TY
Girls' Academy aged 3-19

Phone: **0151 652 5777**

Email: **AdmissionsSec@birkhs.gdst.net**

Admission numbers: **Reception: 56, Year 7: 135**

Preferences for 2023: **1st: 195, 2nd: 131, 3rd: 112**

1. BACKGROUND

- 1.1 Birkenhead High School Academy is a non-denominational all-through school for girls aged 3 to 19 years old and specialises in the teaching of music and mathematics. The Academy admits an all-ability intake and 10% of girls at Year 7 are selected on their aptitude for music. It serves the local and wider community, and welcomes applications from parents both within and outside the Wirral area. The Academy builds on high aspirations, inclusion and excellence.
- 1.2 The Academy is sponsored by the Girls' Day School Trust (GDST), and funded in partnership with government.
- 1.3 This document sets out the admission arrangements for the Academy in accordance with Annex B to the Funding Agreement between the GDST Academy Trust and the Local Authority. Any changes to the arrangements set out in this document must be approved in advance by the GDST Academy Trust, Wirral Local Authority, WASH. Obligations in this document are to be treated as if imposed by the Funding Agreement. This annex may be amended in writing at any time by agreement between the GDST Academy Trust and the Local Authority.
- 1.4 The GDST Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to Foundation and Voluntary Aided schools and with equalities law and the law on admissions as they apply to Foundation and Voluntary Aided schools. For this purpose, reference in the Codes or Law to "admission authorities" shall be deemed to be references to the governing body of the GDST Academy Trust.
- 1.5 The GDST Academy Trust will take part in the Wirral's Admissions Forum and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.
- 1.6 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named girl to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
- 1.7 While Birkenhead High School Academy is its own Admissions Authority, it will follow the Wirral Children's Services co-ordinated admission arrangements for Reception and Year 7. Admissions arrangements for Nursery and Sixth Form are managed directly by the Academy.

2. ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

Admission number

2.1 The agreed admission numbers for the Academy for the academic year 2018-2019, and for subsequent years (subject to any change approved by the Secretary of State), are as follows:

Nursery: **26** full-time equivalent

Reception: **56**

Year 7: **135** minus those pupils eligible to transfer from the Academy's own Year 6.

Year 12: **100** minus those pupils eligible to transfer from the Academy's own Year 11.

2.2 Birkenhead High School Academy may set higher admission numbers as its Published Admission Numbers for any specific year. Before setting an admission number higher than its agreed admission numbers, the Academy will consult with primary and secondary schools in the Wirral. Girls will not be admitted above the Published Admission Number except for good reason. Any such admission shall be reported to the Secretary of State.

2.3 In the case of twins applying for entry into Birkenhead High School Academy, should one be allocated a place the other will automatically be offered a place.

5 ARRANGEMENTS FOR ADMISSION TO YEAR 7

Process of application

5.1 While Birkenhead High School Academy is its own Admissions Authority, applications for places at the Academy for Year 7 will be made in accordance with Wirral Children's Services co-ordinated admission arrangements and will be made on the Parental Preference Form, provided by the relevant local authority.

5.2 In addition, parents or carers must complete the Admissions Form on the school website, provided by the Academy if they wish their daughter to sit the Music Aptitude Test which will be held online.

5.3 Birkenhead High School Academy has an agreed admission number of 79 pupils in Year 7. The Academy will accordingly admit 79 pupils in the relevant age group each year if sufficient applications are received. Girls already on roll at the Academy in Year 6 will be able to automatically progress to Year 7.

5.4 The total year group for Year 7 will be 135. If fewer girls transfer from Year 6, the Academy will admit over the admission number up to the overall size of the Year 7 group.

5.5 The Academy will consider all applications for places. Where fewer applications than places are received, the Academy will offer places to all those who have applied. If the Academy is oversubscribed it will allocate places in accordance with the procedure set out below.

Oversubscription procedure

5.6 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of girls with statements of Special Educational Needs where the Academy is named in the statement, the criteria will be applied in the order in which they are set out in paragraphs 5.7 to 5.9 below.

5.7 In accordance with its first specialism, Birkenhead High School Academy will select 10% of the places available based on their aptitude for learning music ("the Music criterion"). An appropriate assessment for aptitude for learning music will be carried out by the school. The seven places will be filled by those applicants who are assessed to have the greatest aptitude for music. Should there be a tie for last place(s) available, places will be allocated on a random basis. Where the

Academy is oversubscribed the successful Music criterion applicants will not be allocated a place until after all those girls in public care (Looked After Children) have been allocated a place.

5.8 All remaining places will be based on a random allocation.

5.9 Places will be allocated in the following order:

- a) Girls who are in public care (Looked After Children) or were previously in public care, as defined in the School Admissions Code 2021 on the date at which the relevant applicants for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
- b) Girls who will have a sister, including step, half, adopted or fostered living permanently at the same address, who will continue to be enrolled at Birkenhead High School Academy at the time of the admission.
- c) Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.
- d) In the case of twins applying for entry into Year 7, should one be allocated a place the other will automatically be offered a place.
- e) Where in category b) and c) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.

6 ARRANGEMENTS FOR ADMISSION TO POST-16 PROVISION

Process of application

6.1 Applications by external applicants for Sixth Form places at Birkenhead High School Academy should be made direct to the Academy on the Academy's application form. Girls in the Academy's Year 11, will automatically progress to the Academy's Sixth Form provided they meet the entry requirements set out in paragraph 6.3 below.

Consideration of applications for entry into Sixth Form

6.2 The Academy has an agreed admission number of 100 pupils to Year 12, minus those eligible pupils progressing from the Academy's own Year 11. The Academy will accordingly provide for the admission or progression of 100 pupils to the Sixth Form if sufficient requests for progression or applications for entry are received. If the admission number 100 is met through internal transfers, no external applicants will be admitted.

Entry requirements

6.3 Individual subjects may have particular requirements for the grades obtained at GCSE and these will be detailed each year in the information supplied to prospective girls. However, if the Sixth Form is not full, and a girl does not meet the grade requirement for a particular subject, a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

6.4 The Local Governing Body shall have discretion to take account of serious illness which has adversely affected an individual applicant's performance in applying the academic entry criteria.

6.5 Admission to the Sixth Form is also subject to the availability of places in a girl's intended subject choices. However, if particular subjects are full but the Sixth Form is not, a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

Internal applicants

6.6 Girls who are already on roll at BHSA, are entitled to transfer into the Sixth Form provided they meet the appropriate standards for entry. All girls will be offered a course discussion to help them make the appropriate choices.

External applicants

6.7 Girls who do not attend BHSA, should submit an external application form as soon as possible. Late applications will be considered if places are still available, although subject choices may be limited because some courses may already be full.

6.8 External applicants will be offered a course discussion. Offers of places will be conditional upon the entry requirements for courses selected being achieved.

Oversubscription procedure

6.9 In the event of there being more external applicants to the Sixth Form than available, applications will be considered as follows. After the admission girls with statements of Special Educational Needs where the Academy is in the statement, any remaining available places will be allocated in the following order to girls who achieve the entry requirements:

- a) Girls who are in public care (Looked After Children), or were previously in public care, as defined in the School Admissions Code 2012 on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
 - b) Girls who will have a sister, including step, half, adopted or fostered living permanently at the same address, who will continue to be enrolled at Birkenhead High School Academy at the time of the admission.
 - c) Girls whose parent/s are currently Teaching, Administrative, Support Staff at Birkenhead High School Academy and have been employed for over two years.
 - d) Girls who wish to follow subject courses that are not fully subscribed.
 - e) Where in categories b), c) and d) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated to girls on a random basis across the Wirral and beyond.
- 6.10 In the event of oversubscription in Sixth Form, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust Board.

7 CASUAL ADMISSIONS I.E ADMISSION TO ALL YEAR GROUPS EXCEPT NURSERY, RECEPTION, YEAR 7 AND YEAR 12

7.1 Should girls leave during the course of an academic year, or between academic years, places will be offered to external applicants. If there are more applicants than places the Academy will apply the oversubscription criteria set out above.

7.2 Notwithstanding the above, the Academy may refuse admission to particular applicants in the specific circumstances described in paragraph 3.10 (children who have been permanently excluded two or more times) of the statutory School Admissions Code or any like provision in any subsequent Code.

8 OPERATION OF WAITING LISTS FOR ADMISSION – RECEPTION AND YEAR 7

- 8.1 Where in any year the Academy receives more applications for places in Reception and Year 7 than there are places available, a waiting list will operate between March and the end of the academic year for which they applied. This list will be maintained by the Academy, and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise.
- 8.2 Those children not allocated a place will automatically be placed on a waiting list. Should a place become available all names on the waiting list will be put in for a random allocation by the Registrar and one witness and the successful applicant's parents/carers will be contacted to see if they wish to take up the place.
- 8.3 When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria set out in paragraph 4.6 for Reception and 5.9 a) to d) for Year 7.

No waiting list will be operated for years other than Reception and Year 7.

9 ARRANGEMENTS FOR THE INDEPENDENT APPEAL PANEL

Parents or carers will have the right of appeal (except in the case of Nursery places – see below) to an Independent Appeal Panel if they are dissatisfied with an admission decision of Birkenhead High School Academy or if children in year 11 of the Academy are refused progression to the Sixth Form. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents or carers about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

There is no right of appeal for refusal to offer a nursery place.

10 ANNUAL PROCEDURES FOR DETERMINING ADMISSION RANGEMENTS

Consultation

Birkenhead High School Academy will consult by 1 March each year on its proposed admission arrangements:

- a) Wirral Children's Services;
- b) The admission forum for the Wirral;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Wirral Children's Services;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation; and
- e) Affected admission authorities in neighbouring local authority areas.

11 PUBLICATION OF ADMISSION ARRANGEMENTS

Birkenhead High School Academy will publish its admission arrangements each year once these have been determined by:

- a) copies being sent to the statutory consultees;

- b) copies being sent to primary and secondary schools in the Wirral;
- c) copies being sent to the offices of Wirral Children's Services;
- d) copies being made available without charge on request from the Academy; and
- e) copies being sent to public libraries in the area of the Wirral for the purposes of being made available at such libraries for reference by parents and other persons.

The published arrangements will set out:

- a) the name and address of the Academy and contact details.
- b) a summary of the admissions policy, including oversubscription criteria (including any arrangements for admission to post-16 provision);
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

Calday Grange Grammar School

**Technology College
Language College
Confucius Classroom
High Performing Specialist School**

Grammar School Lane, West Kirby, Wirral, CH48 8GG
Grammar Academy admits boys aged 11 to 18
Mixed Sixth Form

Phone: **0151 625 2727**

Email: **theschool@calday.co.uk**

Admission number: **210**

Preferences for 2023: **1st: 227, 2nd: 90, 3rd: 37**

In 2023 the last pupil offered a place was in Category 5 (16.3 miles).

1. Admission of students at start of Year 7 in September 2024

The planned admissions number for Year 7 for the year commencing 1st September 2024 will be 210. Students who attain the qualifying score in the arrangements for selection by reference to ability will be eligible to be considered for admission to the school. The school will create an efficient curriculum timetable with the student numbers confirmed for September. This may limit the numbers to below 210 for that intake.

The Governors have agreed with Wirral Local Authority that the officers of the Local Authority will administer the process of selection in accordance with the procedures described in this policy.

Preference forms for admission to secondary schools will be made available to all parents of students in the final year of their primary school. The forms will need to be returned to Wirral Local Authority. If you need help please ring 0151 666 4600 and ask for Pupil Services, or email schooladmissions@wirral.gov.uk.

If you have any difficulties or wish to receive help, do not hesitate to contact the school – Tel: 0151 625 2727 Email: theschool@calday.co.uk

Selection Arrangements

A. Principles

The Governors' arrangements for selection are based upon the following principles:

- (1) Children of parents who have placed Calday Grange Grammar School as a preference on any Local Authority preference form will be considered if their child has reached the required qualifying score.
- (2) Students from all schools will be considered equally in accordance with the published procedures described in this policy.

B. The Process

The assessment is based upon the results of two tests set around work that is part of the national curriculum. They have been designed to evaluate a student's suitability for a selective education and to minimise the impact of practice on performance. Wirral's Children and Young People Department

(CYPD) will provide a familiarisation leaflet and further information can be found on the Local Authority website.

Students take two tests in the final year of primary education. So that children are not disadvantaged because of their date of birth, in each case the score is adjusted to take account of each child's exact age in years and months to determine a Standardised Age Score (SAS). The two test scores are then added together.

Children who reach the qualifying score will be deemed to have reached the grammar school standard.

If the school is oversubscribed - priority will be determined in the following order:

- 1) Looked After Children (A Looked After Child is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989)). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship orders.
- 2) To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
- 3) Up to 15 places for children on Free School Meals at the time of application who achieve the qualifying score in rank order of the shortest walking distance from the school. Details must be provided to Wirral's Children & Young People's Department and this information will be verified.
- 4) To those children who will have a sibling at the school at the time of admission. A sibling is defined as:-
 - a brother or sister by the same parents
 - a half brother or sister
 - a step-brother or sister
 - adopted child/children living in the same household.
- 5) By reference to geographical factors, preference will be given to children with the shortest walking distance from the school as measured by the Local Authority computer mapping system.

Should the case arise where it is not possible to distinguish priority using the criteria above, a random allocation process will be followed in accordance with the School Admissions Code (September 2021) 1.35.

Late applications will be considered in accordance with the Local Authority's Co-ordinated Scheme of Admissions.

The Local Authority will inform all parents of school allocations on the nationally agreed date, currently 1st March or next working day.

Should the school be oversubscribed for places in Year 7, in accordance with the School Admissions Code (September 2021) 2.15, the School will maintain a waiting list for students who have achieved the standard but have not been offered a place. The list will be re-ranked for each additional child added in line with the oversubscription criteria.

2. Admission into the Sixth Form

Existing students will be offered a place in the sixth form, given they meet the requirements specified below. Each year the School also welcomes a number of boys and girls from other schools. There is no limit upon entry provided their admission does not prejudice the efficient education and use of resources. The planned admissions number for external students for Year 12 is 80.

Students wishing to continue their Post-16 education at Calday Grange Grammar School must meet the minimum requirements set out below:

- Gain a minimum of five GCSE Grade 5's (including a Grade 5 in English Language, Mathematics).
- and
- Meet the published entry requirements in the subjects that they wish to continue at Advanced Level.

Please note: both criteria above must be met in order to gain entry to the sixth form. We are unable to offer a place to any student who does not meet the individual subject entry requirements. The school cannot guarantee a students' choice of subjects even where the entry requirements are met. Where a subject is oversubscribed, our oversubscription criteria protocol is applied.

If a student does not meet all the specified entry requirements, there is a process for appeal allowing individual cases to be considered by the Governors Appeals committee.

Students having studied the first year of A Level at another centre cannot as a matter of course register to start A Level study again at Calday. This can only happen in exceptional circumstances which are assessed by the Governors Appeals committee. If you require more information regarding this please contact the school.

Except in exceptional circumstances (e.g. ill health) the school will not support the repeating of a year. If the school is oversubscribed – priority will be determined in the following order:

- 1) Looked After Children (A Looked After Child is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989)). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship orders.
- 2) To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
- 3) By reference to geographical factors, preference will be given to children with the shortest walking distance from the school as measured by the Local Authority computer mapping system.

3. Admission during Years 7 - 11

Students wishing to be admitted outside the normal round, whether in-year or at the start of a school year which is not a normal point of entry to the school, should contact the Local Authority in the first instance; an assessment process will then be initiated. These candidates have their suitability for selective education evaluated via a computerised test. This provides an age adjusted score directly comparable with that generated by in round tests. The entry criteria will then be applied to the scores. Those candidates meeting the qualifying score threshold will be offered a place if a vacancy exists. If no vacancy exists, then students who meet the entry requirements will be placed on a waiting list. The list will be re-ranked for each additional candidate in line with the published oversubscription criteria.

4. Admission outside of normal age group

If a parent is seeking a place for their child outside of their normal age group they should contact the Local Authority in the first instance. All cases will be reviewed on an individual basis.

5. Reassessment

Students can be re-assessed for entry into Calday at the request of a parent if more than a year has passed since any previous test. Where a student meets the required standard they will be offered a place if spaces are available, or placed on the waiting list if requested.

Students wishing to transfer into Calday from local schools will be reassessed if more than 1 year has passed since their previous successful assessment.

6. Appeals against Admission decisions

Parents have a right to appeal against an admission decision. The process of an appeal is set out in the decision letter that identifies the reasons for refusing admission. The appeal is heard by an Independent Appeals Panel as required by law, and the decision of the panel will be final and binding on both the school and the appellant.

The Governors will not accept multiple appeals in the same academic year unless there are significant changes in circumstances. Further details of the official procedure are available from: The Clerk to the Appeal Panel c/o Calday Grange Grammar School, Grammar School Lane, West Kirby, Wirral CH48 8GG (Telephone 0151-625-2727 Email appeals@calday.co.uk).

Co-op Academy Bebington

Higher Bebington Road, Bebington, Wirral, CH63 2PS
Academy, co-educational (all-ability) aged 11 to 18

Phone: **0151 645 4154**

Email: **schooloffice.bebington@coopacademies.co.uk**

Admission number: **205**

Preferences for 2023: **1st: 285, 2nd: 141, 3rd: 62**

In 2023 the last pupil offered a place was in Category D (1.97 miles).

OUR SCHOOL

Co-op Academy Bebington is part of the Co-op Academies Trust. The academy takes seriously its role to further build aspirations of the Bebington community for the future. This policy meets statutory requirements regarding admissions whilst still retaining that core aim. In ensuring that we provide the best possible education for our students we work in partnership with all our stakeholders who have responsibility for guiding the direction of the school in a co-operative forum. This means that our students, staff, parents and community groups have a major input into the direction and success of the school. In addition, our trust board support the school in ensuring that we provide outstanding support for students and their parents resulting in our students being happy and successful.

If you would like to discuss our academy status further I will be more than happy to, all you need to do is to contact the school and arrange an appointment.

We are an all ability co-educational inclusive school and welcome all students regardless of ability, gender, culture and disability. We admit students to our school without assessing their ability but may group them according to ability once in the school in certain subject areas.

Admission arrangements – Introduction

The arrangements described below apply to children born between 1st September 2012 and 31st August 2013. We will not normally offer places in year 7 in our school to children born after 31st August 2013 unless the governors agree to this.

Places in our school are decided by the governing body of our school according to arrangements made in consultation with the Local Authority. The admissions procedure is co-ordinated by the Local Authority. Normally all parents who express a preference for their child to be admitted to our school will be accepted unless there are no places available. The local authority will then allocate a place at the nearest appropriate school with places available.

Admission number

The admission number for the school is 205. Students will be admitted into our school up to this number.

Conclusion

In recent years, the academy has been oversubscribed. The academy is committed to having a fair and transparent system for admissions, and to work in partnership with the Local Authority to ensure this.

Admission criteria to the Co-op Academy Bebington

Applications for our school will be dealt with in order according to the following criteria:

- a) Children who are Looked After or were previously Looked After as defined by the School Admissions Code 2021.
- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Children who have brothers and sisters (including half-brothers and sisters or step brothers and sisters, and adopted siblings living in the same household) at the school when places are offered.
- d) We will then take account of where your child lives. We will give priority to those students who live nearest to the school. The local authority use a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

Late applications

The Local Authority will deal with preferences received by 31 October 2023 according to the arrangements described below. Preferences received on or after 1 November 2023 will be dealt with after places have been allocated on 1 March 2024.

Applications received outside the normal admission round, will be allocated a place at the school, if there are places available.

Allocation of places

The Local Authority will tell you if your child has been offered a place at the Co-op Academy Bebington by letter on 1 March 2024. If places are still available after this date, for example because an allocated place has not been taken up, the places will be re-allocated up to the school's admission number. The new offers will be made to children whose parents have shown that they are still interested in a place at the school either by registering an appeal or by telling the Director of Children's Services on the response slip. If there are more requests for places at the Co-op Academy Bebington than there are places available, the local authority will use the same criteria as for the initial allocation. In most cases, the local authority will make the new offers depending on where the children live. If this is the case, a list will be kept in order of those who will have priority because they live nearer the school. No more offers of places will be made until after appeals have been heard, but a waiting list will be held for children whose parents would still like them to be considered for a place at the Co-op Academy Bebington if places become available in the autumn term. If places become available after the start of the autumn term, they will be offered to children on the waiting list, following the same criteria as when places were first offered. The waiting list will be kept on until the end of the autumn term (20 December 2024).

Sixth form

We offer places to students in our sixth form if they meet the entry requirements and have a positive reference (more details can be found on our website and the sixth form prospectus)

Entry requirements: -

To study level 3 courses (A2, Applied A levels and BTEC) a minimum of five GCSE grade 4/5's or above (or the equivalent) is required. However, in MFL, Mathematics and Science subject's students require a Grade 6.

For level 2 courses (GCSE and BTEC) a minimum of 4 GCSE Grade 1 and above are required.

Applying for a place

In order to apply for a place at the Coop Academy Bebington, parents can contact the school in the first instance to see if any places are available. However, follow up applications need to be sent directly to the Wirral Local Authority Admissions team. Details about the application process and application forms can be found on the Wirral School Admissions website:
www.wirral.gov.uk/schooladmissions

Appeals against admission decisions

If you are not satisfied with an admission decision, you can appeal to our governing body appeals panel.

More details are available by contacting our school:

Email: bebi-school.office@coopacademies.co.uk

Tel: 0151 645 4154

Hilbre High School Humanities College

Frankby Road, West Kirby, Wirral, CH48 6EQ
Academy Trust (All-ability) aged 11 to 18

Phone: **0151 625 5996**

Email: **schooloffice@hilbre.wirral.sch.uk**

Admission number: **200**

Preferences for 2023: **1st: 268, 2nd: 181, 3rd: 134**

In 2023 the last pupil offered a place was in Category 6 (3.29 miles).

Our School

Hilbre High School Humanities College is an Academy School. We are an 11-18 co-educational academy with 1,195 students currently on roll. We are an academy which genuinely welcomes children and parents/legal guardians into a partnership with a shared aim; to achieve the most possible, both academically and socially, for our students'. We ensure our students' enjoy learning; we ensure they value the rewards of hard-study and commitment. We are committed to the belief and expectation that our students', whatever their starting point, will make rapid, valuable progress.

Admission criteria for Year 7:

As an Academy School, the Board of Trustees is the Admissions Authority and is responsible for the decisions on admission to the school. Our admissions procedure is co-ordinated by the Local Authority in accordance with the Wirral Co-ordinated Admissions Scheme. All deadlines within the scheme should be adhered to by applicants.

For further information, please go to: <https://www.wirral.gov.uk/schools-and-learning/school-admissions>

For the school year starting September 2024, the published admissions number (PAN) for Year 7 is 200.

If more than 200 applications are made, places will be offered strictly in accordance with the order of the following criteria:

- 1) Children Looked-After (CLA). A Child Looked-After is a child who is a) in the care of a Local Authority, b) a child who, in the view of the Local Authority appears to have been in state care outside of England and ceased to be in state care as a result of being adopted or c) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). This definition includes a 'previously Looked-After Child', which is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- 2) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the Health Authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child/ward's medical needs.

- 3) Students' who have a brother or sister (siblings include half, adopted or step living in the same household) on roll at the school, and of statutory school age when it opens in September. Siblings MUST live in the same household, full time.
- 4) In the case of twins, triplets, etc. all the multiples will be admitted to the school even if this means that the Published Admissions number is exceeded.
- 5) Students' whose parents/legal guardians are currently teaching, administrative or support staff at Hilbre High School and have been employed for over 2 years at the time of application or less than 2 years when the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6) We will then take account of where your child/ward lives. The Local Authority uses a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child/ward's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route as determined under Local Authority guidelines. When a child lives between two households, the home address distance will be calculated from the address where the child lives more than 50% of the time.

Requests for admission outside the normal age group:

Parents/legal guardians are entitled to request a place for their child/ward outside of their normal age group. Requests for admission outside the normal age group should be made to the Local Authority.

Decisions on requests for admission outside the normal age group will be made by the Trustees on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views about why admission outside of the normal year group should be made.
- Information about the child's academic, social and emotional development as supported by professionals.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements and oversubscription criteria laid out in this policy. Applications will not be treated as a lower priority if parents/legal guardians have made a request for a child to be admitted outside the normal age group.

If the application for entry outside the normal age group is rejected during the main admission round, the application will be considered for admission into the normal age group and subject to the admission arrangements and oversubscription criteria.

Parents/legal guardians will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/legal guardians do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Late applications:

These will be dealt with in accordance with the initial admissions criteria and arrangements applied by Wirral Local Authority.

Admissions during the academic year:

In-year requests will be considered by the Board of Trustees but will initially be co-ordinated by the Local Authority. An application can be made for a place for a child at any time outside the normal admissions round. An application will be considered 'in-year' if it is submitted on or after the first day of term of the relevant admission year. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements.

If the application is successful, arrangements will be made for the child to start school as soon as possible.

Appeals:

If an application for admission has been turned down by the Board of Trustees, parents/legal guardians can appeal to an Independent Appeals Panel. Parents/legal guardians should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than 20 school days from receiving the letter of refusal. Parents/legal guardians must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Trustees.

The Board of Trustees reserve the right to withdraw the offer a school place where false evidence is received in relation to place of residence or any other information in order to seek a place at the school.

Waiting lists:

A waiting list for students who have not been offered a place in Year 7 will be kept by the Local Authority and will be ranked according to the admissions criteria. The waiting list will be maintained until 31st December 2024. For the avoidance of doubt, the Local Authority does not maintain waiting lists for any other year group.

6th Form Admissions policy:

All students' during the academic Year 11 at Hilbre High School who meet the entrance criteria suitable for the courses applied for and demonstrate commitment to their academic work, are entitled to a place in the 6th Form.

Students must achieve at least a Grade 5 in the subjects they wish to study at 6th Form. An equivalent subject with a similar skill set will be taken into account as an alternative measure in the case of an A Level course, which is not part of the standard GCSE curriculum.

Applicants from educational establishments other than Hilbre High School will be admitted provided that:

- a) they meet the academic criteria set down for those students applying internally;
- b) the 6th Form has not already reached its PAN. If PAN has been reached, the school will apply its oversubscription criteria as set out below.

Oversubscription Criteria:

Should applicants from suitably qualified students exceed the number of places available, the following oversubscription criteria will apply to all applicants, internal and external:

- 1) Children Looked-After (CLA). A Child Looked-After is a child who is a) in the care of a Local Authority, b) a child who, in the view of the Local Authority appears to have been in state care outside of England and ceased to be in state care as a result of being adopted or c) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). This definition includes a 'previously

Looked-After Child', which is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

- 2) Internal students who meet the academic criteria. Admission to particular courses will depend upon availability of places and a students' prior attainment in Level 2 course. Our policy is to ensure that students' accepted into the 6th Form can be placed in appropriate courses where they are likely to succeed. For this reason, the entry criteria set out in 'Level 3 courses' applies. If an applicant does not meet the criteria, the school reserves the right to use its discretion, based on the school's knowledge of that applicant to determine whether they meet the academic criteria.
- 3) A social/medical need. Supporting evidence from a professional is required, such as a doctor or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. Evidence must confirm the circumstances of the case and must set out why the student should attend Hilbre High School and why no other provision could meet the student's needs. Providing evidence does not guarantee a place and each case will be decided individually.
- 4) External students' who have a sibling (siblings include half, adopted or step living in the same household) on roll at the school, and of statutory school age when it opens in September. Siblings MUST live in the same household, full time.
- 5) External students' whose parents/legal guardians are currently teaching, administrative or support staff at Hilbre High School and have been employed for over 2 years at the time of application or less than 2 years when the member of staff has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
- 6) External students' residence. Places will be allocated on the basis of distance of permanent residence. The Local Authority uses a mapping system, based on Ordnance Survey maps to measure the distance from home to the school gate nearest to the student's home using the shortest road route, unless it is possible to use a footpath which is considered a safe walking route as determined under Local Authority guidelines. When a student lives between two households, the home address will be calculated from the address where the student lives more than 50% of the time.

Application Procedure:

A 6th Form Open Evening will be held during the autumn term of 2023 and all potential applicants are encouraged to attend. Please check the school website for further details nearer the time but note that Open Evening's may be held virtually.

All application forms must be submitted by early January 2024. Applications received after this date will be placed on a waiting list. All information relating to applications is contained within the 6th Form prospectus, a copy of which can be found on the school website. All applicants, both internal and external, will be informally interviewed February 2024 by a member of the 6th Form Leadership Team. These interviews will not form part of the decision-making process.

For successful applicants, students' will be notified in writing by spring break 2024. All applicants who have been offered a place must attend the enrolment for courses on GCSE results day. Should a student fail to do so, the school reserves the right to withdraw the offer of a place in the 6th Form. If students are unable to make this day, they must ensure they make an appointment with the 6th Form Leadership Team prior to the end of the summer term 2024.

Students' will then start on the first day of the autumn term 2024.

Level 3 Courses:

A Level and Vocational

Students' need to be on full time courses; this means that students' should be following 3 courses. Students' with additional needs may be allowed to follow 2 courses but this will be after consultation with the 6th Form Leadership Team.

Students' following 3 or 4 A Level courses:

The requirements for entry into the 6th Form for September 2024 are 6 subjects graded 9-4 (or equivalent Vocational grade) for new specifications of C and above for subjects grading in this manner. Students' need to have at least 3 subjects graded 5-9 or equivalent. Students' who meet these criteria will be expected to study at least 3 subjects in Year 12.

Students' following a mixture of A Level and Vocational courses:

The requirements for entry into the 6th Form for September 2024 are 5 subjects graded 9-4 (or equivalent Vocational grade) for new specifications of C and above for subjects grading in this manner. Students' need to have at least 2 subjects graded 5-9 or equivalent. Students' who meet these criteria will be expected to study at least 2 subjects and a Vocational course in Year 12.

Students' following only Vocational courses:

The requirements for entry into the 6th Form for September 2024 are 5 subjects graded 9-4 (or equivalent vocational grade) for new specifications of C and above for subjects grading in this manner. Students' who meet these criteria will be expected to study 3 vocational subjects.

Foundation Year:

Students' who achieve 4 Level 2 subjects graded 4 or above will be enrolled onto our Foundation Year. This will provide an opportunity for students to gain further good passes on Level 2 courses, including English and Maths. Students' will also be expected to undertake work experience.

Resit GCSE English and Maths:

It is a requirement that students' who do not have at least a GCSE grade 4 or above in English and/or Maths will need to continue to follow these courses until these grades are achieved. Poor attendance to these lessons will lead to the termination of a students' place in the 6th Form.

Progression from Year 12 to Year 13:

Students' should achieve a minimum of a D grade in their subjects during the school internal examinations and also pass the first year of their vocational course, where applicable. In exceptional circumstances students' who achieve less than this may be able to re-sit Year 12. However, these 'exceptional circumstances' are likely to include situations in which students' achieve significantly less than their predicted grades due to reasons that were out of their control.

Students' achieving an E grade at the end of Year 12 will be interviewed by the 6th Form Leadership Team who will assess their suitability for, and likelihood of, success at A Level. The requirement for students' to be on a full time course applies in the same way as for Year 12 courses.

Age Limits:

Students' can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means students' may start Year 12, 13 or 14, but may not continue the course or start a subsequent year if they will then be 19 years of age at the start of the next year.

Hilbre High School is unable to admit external students into the 6th Form if they are Year 14 students' or have completed 2 years of 6th Form education at another institution.

Requests for admission outside the normal age group:

Parents/legal guardians/students are entitled to request a place outside of their normal age group. Requests for admission outside the normal age group should be made to the Local Authority.

Decisions on request for admission outside the normal age group will be made by the Trustees on the basis of the circumstances of each case and in the best interests of the student concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' and the student's views about why admission outside of the normal year group should be made.
- Information about the student's academic, social and emotional development as supported by professionals.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Headteacher's views.

Wherever possible, requests for admission outside a student's normal age group will be processed as part of the admissions round. They will be considered on the basis of the admission arrangements and oversubscription criteria laid out in this policy. Applications will not be treated as a lower priority if parents/legal guardians have made a request for a student to be admitted outside the normal age group.

If the application for entry outside the normal age group is rejected during the main admission round, the application will be considered for admission into the normal age group and subject to the admission arrangements and oversubscription criteria.

Parents/legal guardians will always be informed of the reasons for any decision on the year group a student should be admitted to. Parents/legal guardians do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Late applications:

These will be dealt with in accordance with the initial admissions criteria and arrangements applied by Wirral Local Authority.

Eligibility Criteria:

Entrance into the 6th Form is subject to the regulations regarding nationality, residency status and eligibility for study in UK school 6th Forms that apply at the time. Currently students' can be admitted into the 6th Form if:

1. They are a British Citizen.
2. They are the dependant of a foreign national who has settled status in the UK.
3. They are the dependant of a British National Overseas citizen who resides in the UK.
4. They have refugee status or exceptional or indefinite leave to remain in the country.

Admissions during the academic year:

In-year requests will be considered by the Board of Trustees. An application can be made for a place in the 6th Form for a student at any time outside the normal admissions round. An application will be considered 'in-year' if it is submitted on or after the first day of term of the relevant admission year. Any decisions with respect to admissions are made with reference to the same criteria as for the 6th Form oversubscription criteria.

If the application is successful, arrangements will be made for the student to start school as soon as possible.

Appeals:

If an application for admission has been turned down by the Board of Trustees, parents/legal guardians can appeal to an Independent Appeals Panel. Parents/legal guardians should contact Wallasey Town Hall (Parents Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than 20 school days from receiving the letter of refusal. Parents/legal guardians must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on the Trustees.

The Board of Trustees reserve the right to withdraw the offer of a school place where false evidence is received in relation to place of residence or any other information in order to seek a place at the school.

Waiting List Criteria:

A waiting list for entry into the 6th Form will be maintained. The applicant's position on the waiting list will be determined in accordance with the oversubscription criteria. Applicants will be re-ranked in accordance with the criteria whenever an applicant is added to or removed from the list. The waiting list will be maintained until 31st December 2024.

Applicant's availability to attend the GCSE day enrolment or the availability of certain courses may decide if they are offered a place.

Pensby High School

Irby Road, Heswall, Wirral, CH61 6XN
Community co-educational (all-ability) aged 11 to 18

Phone: **0151 342 0570**

Email: **schooloffice@psf.wirral.sch.uk**

Admission number: **180**

Preferences for 2023: **1st: 181, 2nd: 234, 3rd: 178**

In 2023 the last pupil offered a place was in Category E (5.01 miles).

1. Scope

- 1.1. This policy governs the process of application from primary school for admission to secondary school (secondary transfer). It applies to children in Year 6 who transfer to Year 7 during the period when applications are required and processed, objectively and independently, through the Wirral Local Authority Admissions scheme. The governors' policy is a statement of principles which applies the same criteria as the Wirral Local Authority who administer/operate all admissions.
- 1.2. A copy of this policy and the accompanying Wirral Local Authority Policy are available on the school's website.
- 1.3. This policy statement and the accompanying organisation and arrangements will be reviewed by Governors on an annual basis.
- 1.4. Applications received for Years 7 – 11, outside the identified primary to secondary transfer window, are addressed in the 'In-Year' Admissions section of this policy and are again administered through Wirral Local Authority.

2. Eligibility

To transfer to Pensby High School in this way a child must be in Year 6 or aged 11 or over on 1st September of the year he or she starts secondary school.

3. Co-ordination

- 3.1. The School participates fully in the Wirral Local Authority co-ordinated admissions scheme for all maintained schools in the Local Authority.
- 3.2. Applications for admission to Pensby High School are made to Wirral Local Authority – the details of these arrangements are provided on Wirral councils website at: <https://www.wirral.gov.uk/schools-and-learning/school-admissions>
- 3.3. The Governors annually review the School's admission criteria, and direct interested parties to the full details on the School's website at: <http://www.pensbyhighschool.org/>

4. Principles

- 4.1. The Governors place importance on the operation of objective criteria which are clear and conform to statutory requirements in every respect and applications to the school will be dealt with in order according to the following criteria:

- a) Children who are Looked After or previously Looked After. A Looked After Child is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.
- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Students who have a sibling (including half-siblings, step-siblings or foster-siblings living in the same household) on roll at the school and of statutory school when the application is made.
- d) Children of **any** member of staff at the school with two years' service. This is to aid both recruitment and retention of staff.
- e) The Local Authority will then take account of where your child lives. The Local Authority will give priority to those students who live nearest to the school. The Authority's computer mapping system, based on Ordnance Survey maps, is used to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

5. Published Admission Number (PAN)

- 5.1. The PAN is the number of intended admissions for a specified academic year. Pensby High School has a PAN of 180, but will have a PAN of 180 students for each year group in Years 7-11 on a rolling programme from September 2022. This will lead to an overall PAN of 900 for the academic year 2024 - 2025.
- 5.2. The school will work with the local authority to be flexible at times of need, but will always follow the procedure for application and admission as managed by the local authority – there are no direct admissions to the school and once a year group achieves its PAN, applications are routinely rejected and returned to the local authority. Siblings, looked after children and extenuating circumstances are then identified by the local authority and the local authority then make representations where appropriate.
- 5.3. The local authority admitted students as per the admissions policy at the time.

6. Late Applications

- 6.1. Late applications are those received by the School from the Local Authority after their published closing date.
- 6.2. Preferences received by the Local Authority on or after their published closing date will be dealt with after places have been allocated in March.

7. Allocation of Places and Appeals

- 7.1. The Local Authority will tell you if your child has been offered a place at Pensby High School on the 'allocation day' in March. If places are still available after this date, for

example because an allocated place has not been taken up, the places will be re-allocated up to the school's admission number of 180.

- 7.2. New offers of a place at Pensby High School will be made, if there are still spaces, to children whose parents have shown that they are still interested in a place at the school either by registering an appeal or by informing the Director of Children's Services that they would still like a place at the school.
- 7.3. No more offers of places at Pensby High School will be made until after appeals have been heard.
- 7.4. On completion of the appeals process, if there are places available the Local Authority will offer places based on the same criteria as for the initial allocation (detailed in section 4 of this policy) up to the 180 places available at the school.
- 7.5. The Local Authority will hold a waiting list for the school, ranked according to the admissions criteria detailed in section 4 of this document, for children whose parents would still like them to be considered for a place at Pensby High School if places become available in the autumn term. The waiting list will be kept on until the end of the autumn term in that given admissions year.

8. 'In-Year' Admissions

- 8.1. Applications received for 'in year' admissions for Years 7 – 11 are administered through Wirral Local Authority. The school will offer places in line with Wirral Local Authority policies up to the admission number of 180 places in each year group or the total as appropriate for key stages 3 and 4. The school has year groups with differing PANs as the school has grown over time, admissions will take into account the whole school PAN.

9. Review

- 9.1. The policy and associated procedures will be reviewed annually to take account of changes in associated legislation or guidance.

Prenton High School for Girls

Hesketh Avenue, Prenton, Wirral, CH42 6RR
Academy, single sex (girls all-ability) aged 11 to 16

Phone: **0151 644 8113**

Email: **schooloffice@prentonhighschool.co.uk**

Admission number: **158**

Preferences for 2023: **1st: 162, 2nd: 131, 3rd: 77**

In 2023 the last pupil offered a place was in Category E (0.67 miles).

ADMISSION POLICY

Prenton High School for Girls ("school") is an established, successful Single Academy Trust. It is an 11-16 all ability comprehensive school serving the local and wider community and welcomes applications from both within and outside the Wirral area. The school does not have an aptitude test for prospective students and the school is fully inclusive.

ADMISSION NUMBER

The Published Admission Number (PAN) for the school is 158. The PAN applies to Year 7 only, however, the Governors have also determined that each year group at the school is able to admit 158 students. Students with an education health and care plan that names the school will be admitted and the number of available places will reduce accordingly.

ADMISSION CRITERIA FOR YEAR 7

As an academy the Governing Body is the Admissions Authority and as such is responsible for the decisions on admission to the school.

Our admission procedure is co-ordinated by the Local Authority in accordance with the Wirral Coordinated Admissions Scheme and all deadlines within the scheme should be adhered to.

We recommend that prospective parents and carers refer to the following Local Authority publications, available online at www.wirral.gov.uk/admissions, which provide a timetable for admissions to secondary schools together with any additional information relevant to admissions:

- Secondary Education in Wirral
- Admissions Policies for Secondary Schools

Where the school is undersubscribed, it will admit all applicants. Where the school is oversubscribed, it will admit applicants in accordance the following criteria:

- a. Children who are in care or formerly in care of the Local Authority as defined by the Schools Admission Code.
- b. Children of staff at the school. Priority will be given where the student is the daughter of a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c. Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter of support from a senior healthcare professional (e.g. Doctor, Social Worker or

Psychologist) is essential as evidence when you submit your preference form, if admittance to the school is to be made under the criterion. You need to make it clear why only this school is appropriate for your child's medical needs.

- d. Students who have a sister (including half or stepsisters living in the same household) on roll at the school when the student starts school and is of statutory school age.
- e. We will then consider where the child lives. Priority will be given to those children who live nearest to the school. A computer mapping system, based on Ordnance Survey maps, is used to measure distances from your home address to the school gate nearest to your child's home, using the shortest route which may include road and/or a footpath (which is considered a safe walking route).

TIE BREAK

Where it remains impossible to distinguish priority between two applications using the above oversubscription criteria, priority shall be determined by the process of random allocation that shall be overseen by a person independent of the school.

TWINS / MULTIPLE BIRTHS

Where the final place is offered to one twin or multiple births, all the multiples will be admitted, even if this means going over the Published Admissions Number.

WITHDRAWAL OF OFFERS

Any offer of a place may be withdrawn if it is discovered that it has been offered in error, has not been accepted within a reasonable period, or it is established that misleading information has been provided in order to secure an offer e.g. place of residence or in relation to sibling connections.

LATE APPLICATION

Late applications will be dealt with in accordance with the arrangements applied by Wirral Borough Council

ALLOCATION OF PLACES AND APPEALS

Places will be offered in accordance with the arrangements applied by Wirral Borough Council until the school's admission number has been reached. If places become available after the initial allocation, the Local Authority will offer the places to children on the re-allocation list following the same criteria as stated above. Your position on the re-allocation list can be sought from the Local Authority. If an application has been turned down, parents can show continued interest in the school by contacting the Local Authority Admissions Team and following the appeals process.

ADMISSIONS DURING THE ACADEMIC YEAR

In year requests will be considered by the Governing Body but will initially be co-ordinated by the Local Authority. Applications received outside the normal admission round, will be offered a place at the school if places are available. Any decisions with respect to admissions are made with reference to the same criteria as for Year 7 placements.

WAITING LIST

The school will hold a waiting list, where it is oversubscribed, until 31st December in the admission year for Year 7.

Ridgeway High School

Noctorum Avenue, Prenton, Wirral, CH43 9EB
Foundation co-educational (all-ability) aged 11 to 18

Phone: **0151 678 3322**

Email: **schooloffice@ridgeway.wirral.sch.uk**

Admission number: **160**

Preferences for 2023: **1st: 134, 2nd: 101, 3rd: 38**

In 2023 all on-time applicants were offered places.

1. Introduction

Ridgeway High School is an 11 to 16 co-educational all-ability secondary school. It is maintained by Wirral authority. As a foundation school the governing body is the admissions authority and is responsible for decisions on admissions into the school.

The indicated admissions number based on net capacity is 160 for admissions in year 7 in 2024.

2. The criteria for admissions

- a) Children who are looked after or were previously looked after by a local authority as defined in the Admissions Code 2021.
- b) Children who have a valid medical or social reason. Supporting evidence from a doctor, social worker or a psychologist is essential if admittance to the school is to be made under the criterion for special medical or social circumstances. Such evidence must set out the specific reason/s why Ridgeway High School is the most appropriate school.
- c) Pupils who have a brother or sister at the school when places are offered, including half-brothers and sisters or stepbrothers and stepsisters, living in the same household. This can include the child of the parent/carer's partner where the child is living in the same family unit.
- d) Pupils living closest to the school as determined by shortest road route. We would measure the distance from home to the school gate nearest the child's home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. All distances will be measured by the authority's computer mapping system based on Ordnance Survey maps.

3. Appeals

If an application for admission to the school has been turned down, parents can appeal to an independent appeals panel set up by the governing body and local authority. You can get more details from the headteacher.

4. Waiting lists

Waiting lists for admissions to all year groups will be compiled in descending order according to the published over subscription criteria.

5. Admissions during the academic year

In-year requests will be considered by the headteacher and governing body but will initially be coordinated by the local authority. Any decisions with respect to admissions are made with reference to the same criteria as for the year 7 placements. The school uses the negotiated transfer scheme when necessary.

St Anselm's College

Manor Hill, Birkenhead, Wirral, CH43 1UQ
Single sex (boys) grammar academy aged 11 to 18

Phone: **0151 652 1408**

Email: **info@st-anselms.com**

Admission number: **156**

Preferences for 2023: **1st: 135, 2nd: 126, 3rd: 44**

In 2023 all boys who reached the standard for grammar school were offered a place.

St. Anselm's College is a Catholic Grammar School and Academy for boys aged 11 to 18. It is situated in the Diocese of Shrewsbury and is under the Trusteeship of the Christian Brothers. It is maintained by the Department for Education. As an Academy, the St. Anselm's College Edmund Rice Academy Trust is the Admissions Authority and is responsible for decisions on admissions to the College. The co-ordination of admission arrangements is undertaken by the Local Authority.

In drawing together their Admissions' Policy, Governors recognise the obligations of the College to meet the needs of parents of baptised Catholics in fulfilling the promises and responsibilities accepted by them at their child's Baptism and to act as an extension of the Catholic home and parish. They also acknowledge that each school must relate to the good of others and their particular responsibility for seeing that the admissions' policies of all Catholic Secondary Schools in Wirral are co-ordinated in the overall interest of Catholic education.

Admissions to St. Anselm's College in Year 7:

For the school year commencing September 2024, the Indicated Admissions Number, based on Net Capacity, is 156.

The CRITERIA FOR ADMISSIONS are that places will go to applicants who have reached the required standard in the assessment and testing procedure which consists of 3 tests in English, Mathematics and Verbal Reasoning. If more than 156 boys satisfy these criteria, then places are allocated according to the following over subscription criteria, given below:

- 1) Catholic Looked After and previously Looked After Boys, Baptised Catholic Boys, living in the relevant area (defined as Wirral, Cheshire West and Chester and any other areas within 5 miles of the College).
- 2) Baptised Christian, non-Catholic Looked After and previously Looked After Boys, Baptised Christian, non-Catholic boys, living in the relevant area.
- 3) Looked After Boys and previously Looked After Boys who are not baptised Christians, Non-Catholic boys whose parents wish them to have a Catholic education.

Please note that two documents need to be completed:

- St. Anselm's College Online Registration Form for the candidate to sit the Entrance Exam (to be returned to the College together with a copy of the boy's baptismal certificate, if applicable). **Deadline Friday 15th September 2023.**

A copy of the boys' baptismal or Holy Communion certificate is required for applicants to be treated as 'Catholic' or 'Christian' in our oversubscription criteria.

- The Local Authority Wirral Parental Preference Form, to be returned to the Local Authority.

Sixth Form

In addition to places available for boys already in the College, the Governing Body will make available a further 20 places for boys from other schools. The normal requirement for entry to the 6th Form is 5 GCSE grade 6s with grade 6 expected in most subjects to be studied in Year 12.

Should the College receive more external applications for the Sixth Form than stipulated, then the criteria applied for entry in Year 7 will be used to determine admission.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which is 31st October 2023 (Y7), 1st September 2024 (Y12).
- b) A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- c) Priority will be given to Boys in receipt of Free School Meals, at the time of application, in each category of the Over-subscription Criteria. Documentary proof must be provided.
- d) Baptised Catholic boy means a boy who has been baptised into the Roman Catholic Church and who can produce evidence of baptism or one who has been baptised a Christian and can demonstrate that he has subsequently been received into the Roman Catholic Church. This also applies to a boy who is a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches and will normally be evidenced by a certificate of baptism or a certificate of reception into the full communion of the Catholic Church.
- e) If in any category there are more applicants than places available, priority will be given on the basis of rank order of performance in the assessment and testing procedures. Where 2 candidates are equally ranked in those procedures priority will be given on the basis of distance from home to the College, those living nearest to the College having priority.
- f) **In-Year Applications**
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to Wirral Local Authority by contacting:

Mainstream Admissions, Wirral Council, Delivery Services, PO Box 290, Brighton Street, CH27 9FQ. Tel. no. 0151 606 2020 Email: secondaryplaces@wirral.gov.uk

[School admissions | www.wirral.gov.uk](http://www.wirral.gov.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list. You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

- g) A waiting list for boys who have not been offered a place will be kept and will be ranked according to the Admissions' criteria. Parents will be informed of their son's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Admissions' Appeals Panel at the College within 20 school days from the date of notification that their application was unsuccessful. The parents must give their reasons for appealing, in writing, and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism or place of residence.
- j) The Governing Body expects that all students specifically selecting a Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the College, and in achieving the aims set out in its Mission Statement.

St John Plessington Catholic College

Old Chester Road, Bebington, Wirral, CH63 7LF
Academy co-educational (all-ability) aged 11 to 18

Phone: **0151 645 5049**

Email: **schooloffice@stjohnplessington.com**

Admission number: **270**

Preferences for 2022: **1st: 214, 2nd: 180, 3rd: 101**

In 2023 all on-time applicants were offered places.

St John Plessington is a Catholic Secondary School under the trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Academy the Holy Family Catholic Multi Academy Trust is the Admissions Authority.

All decisions relating to admission applications to this school will be taken by the Governing Body of this school.

St John Plessington Catholic College was founded by the Shrewsbury Diocese to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The college is conducted by its Governing Body as part of the Catholic Church in accordance with its articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic college, we aim to provide a Catholic education for all our pupils. As a Catholic college, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the college. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round (excluding admission to year 12). The Governing Body has set its admission number at 270 pupils to year 7 September 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after and previously looked after children. (See note 2 below)
2. Catholic children who attend a feeder Catholic primary school, namely, Christ the King (Bromborough); Our Lady and St Edward's (Birkenhead); St Anne's (Rock Ferry); St John's (New Ferry); St Joseph's (Birkenhead); St Michael and All Angels (Woodchurch); St Peter's (Noctorum); St Werburgh's (Birkenhead). (See notes 2, 3 and 4: below)

3. Other Catholic children. (See note 3 below)
4. Other children from our feeder Catholic primary schools.
5. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (See note 5 below)
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.

Notes (these notes form part of the oversubscription criteria for Year 7)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in a state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

5. 'brother or sister' includes:
 - (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.
6. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Tie Break

Priority will be given pupils who live nearest to the school. We measure distances from home to the school gate nearest to the seed point of the child's home address to the nearest pedestrian entrance to the school using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised Ordnance Survey Address Point based routing system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. Appeals must be made within 20 school days of the date of notification that their application was unsuccessful. Parents must give the reasons for their appeal in writing and the decision of the Appeals Panel is binding on all parties.

If you do not provide supplementary information in the catholicity section of the form and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October the previous year.

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Clerk to the Governors at the same time as the admission application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the headteacher's statutory responsibility for the internal

organisation, management and control of the school, the Governing Body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children are offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the autumn term. The waiting list will be held open until the last day of the autumn term.

Inclusion in the school's waiting list does not mean that a place will eventually become available. In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Enquiries may be made at the school office but application must be made via the transfer form available on the Wirral Council website at www.wirral.gov.uk/school admissions or by calling 0151 606 2020 during office hours. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The college is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power even where admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer or the place was obtained by deception.

Admission to the Sixth-Form

In addition to places available for students already at the College the Governing Body will make available a further 30 places for external students. For both, entry to the Sixth form is subject to the Entry Qualification for individual courses of study, as published annually in the sixth Form Prospectus. If more applications are received from external candidates than the number specifies then the oversubscription criteria applied in year 7 will be used to determine admissions.

Notes (these notes form part of the oversubscription criteria for year 12)

- a) Arrangements will be instituted by the college to allow discussion of subject choice with those applying for the sixth form as internal or external candidates.
- b) If an application for admissions from either internal or external candidates has been turned down by the Governing Body, then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to Governors at the school within 20 school days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel will be binding on all parties.
- c) The Governing Body expects all students specifically selecting a Catholic Sixth Form education will be fully involved in the ethos and spiritual life of the College, in achieving the aims set out in its Mission Statement.

St Mary's Catholic College

Wallasey Village, Wallasey, Wirral, CH45 3LN
Voluntary-aided Academy, co-educational (all-ability) aged 11 to 18

Phone: **0151 639 7531**

Email: **schooloffice@stmaryswallasey.com**

Admission number: **210**

Preferences for 2023: **1st: 223, 2nd: 132, 3rd: 68**

In 2023 the last pupil offered a place was in Category 5 (3.12 miles)

St Mary's Catholic College, a Voluntary Aided Academy, is an 11-18 Co-educational Catholic Secondary School under the trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Aided Academy the Holy Family Catholic Multi Academy Trust is the Admissions Authority and is responsible for taking decisions on applications for admissions.

All decisions relating to admissions applications to this school will be taken by the Governing Body of this school. The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We expect all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

The co-ordination of admissions is undertaken by the Local Authority. For the school year commencing September 2024 the Governing Body has set its admissions number for Year 7 at 210.

Admissions to the school in Year 7 will be determined by the Governing Body, in accordance with its published criteria. In the event of oversubscription (i.e more than 210 applications are received), and after the admission of pupils with an Education, Health and Care Plan which names the school, the following oversubscription criteria will be applied in order to allocate remaining places.

1. Children who are in the care of the Local Authority (Children Looked After) and previously Children Looked After
2. Baptised Catholic Children from our partner Catholic Primary schools: Ladymount, Our Lady of Pity, Sacred Heart, St Alban's, St Joseph's, SS Peter & Paul, Holy Cross, St Joseph's (Upton) and St Paul's; and our partner school Holy Spirit Catholic and Church of England Primary.
3. Baptised Catholic children from other Primary Schools.
4. Children from our partner Catholic Primary schools: Ladymount, Our Lady of Pity, Sacred Heart, St Alban's, St Joseph's, SS Peter & Paul, Holy Cross, St Joseph's (Upton) and St Paul's; and our partner school Holy Spirit Catholic and Church of England Primary.
5. Children from other Primary Schools whose parents seek a Catholic education.

Within each priority the Governors will always give preference to Roman Catholic children.

NOTES

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above

- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route, from the seed point of the child's home address to the nearest pedestrian gate of the College, using the Local Authority's computerised measuring system, with those living closer to the College receiving the higher priority. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

If the school is named in a Statement of Special Educational Needs or Education Health and Care Plan the Governing Body will admit the child to the College.

For 'In Year' applications received outside the normal admissions round, and if places are available, then children qualifying under the published criteria will be admitted. If there are places available, but more applicants than places, then the published over-subscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the College within 20 College days of refusal. Parents must give reasons for appealing in writing, and the decision of the Appeals Panel is binding on the Governing Body.

Sixth Form Admission Policy 2024/2025

In addition to places available for students already in the College, the Governing Body will make available a further 30 places for external students. For both, entry to the Sixth Form is subject to the Entry Qualification for individual courses of study, as published annually in the Sixth Form Prospectus. If more applications are received from external candidates than the number specified then the criteria applied at Year 7 will be used to determine admissions.

NOTES

1. All applicants will be considered at the same time, and after the closing date for admissions.
2. The Governing Body reserves the right to check on evidence of baptism into the Roman Catholic Church.
3. (Roman) Catholic children :
 - a. This means children who are baptised Roman Catholics;
 - b. Children who are under instruction (having provided satisfactory confirmation of this).
4. Sibling is defined as :
 - a. A brother or sister by the same parents;
 - b. A half or step-brother or sister living in the same household;
 - c. Children under the guardianship of either parent, and living in the same household;
 - d. An adopted brother or sister.

South Wirral High School

A Visual and Performing arts college and Maths and Computing college

Plymyard Avenue, Eastham, Wirral, CH62 8EH
Foundation co-educational (all-ability) aged 11 to 19

Phone: **0151 327 3213**

Email: **schooloffice@southwirral.wirral.sch.uk**

Admission number: **212**

Preferences for 2023: **1st: 204, 2nd: 97, 3rd: 72**

In 2023 all on-time applicants were offered places.

Section1: General Principles

South Wirral High School is an 11-19 mixed all-ability school, serving the communities of Eastham, Bromborough and the surrounding areas of Wirral and Cheshire including Hooton, Neston, Childer Thornton, Willaston and Ellesmere Port. We do not have any requirement for an aptitude from prospective students.

As a Foundation School the Governing Body is the Admissions Authority and is responsible for decisions on admission to the school.

The main principle of admission for South Wirral High School is to maintain the character of the school as an all-ability school, providing for the needs of young people aged 11-19.

Admission to our school is not based on any “voluntary” contribution.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The Published Admission Number for 2023 and subsequent years will be 212. The school may exceed its Published Admission Number if not doing so would result in eligible children of the same household being refused admission.

The school participates in the Wirral Co-ordinated Admissions Scheme and all deadlines within that should be adhered to by applicants.

Section 2: Over subscription criteria

If the school is over-subscribed the following over-subscription criteria will apply:

1. Children who are **looked after** or previously looked after by a Local Authority and/or children with an **EHC Plan of Special Educational Needs** that names South Wirral High School.
2. Children who will have a **“sibling”** on roll at South Wirral High School at the time of their admission. A “sibling” is defined in the notes below.
3. **Staff of South Wirral High School who live out of area** and wish their child to come here should be given priority places.
4. Children whose **“home” is closest to the nearest pedestrian gate of the school** as measured by the Wirral Local Authority mapping system using the shortest walking route. “Home” is defined in the notes below.

Notes :

- a) **Sibling** is defined as
 - i. A brother or sister by the same parents
 - ii. A half or step-brother or sister living in the same household
 - iii. A child living in the same household as another child who is on-roll at South Wirral High School at the time of their admission.
- b) **Home** is the principal residence of the child or of the person who is responsible for the care of the child.
- c) A **Looked After Child** is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order.

Section 3. In Year Transfers

Applications received for 'in year' admissions for Years 7 – 11 are administered through Wirral Local Authority. The school will offer places in line with Wirral Local Authority policies up to the admission number of 212 places in each year group.

The school maintains a waiting list in each year group which follows the same over-subscription criteria detailed in this policy.

Section 4: Other information

Withdrawal of offers

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

Any offer of a place may be withdrawn if the parent declines the offer of a place.

Late applications

Late applications will be dealt with in accordance with arrangements applied by Wirral LA. Where applicable, a waiting list will be administered in accordance with arrangements applied by Wirral LA.

In year admissions

Admissions for all other year groups will be dealt with in accordance with the criteria in section 2

Sixth Form admissions

The admissions number for the Sixth Form is 150.

The required minimum standard for entry to the Sixth Form to follow more than one A Level course is five GCSEs at grades 9 - 4. Individual A Level courses may require higher GCSE grades. Non-A Level courses may require lower GCSE grades. Details are available on request.

Priority of entry is given to existing students at the school.

If the Sixth Form is over-subscribed the criteria in section 2 will be applied.

Appeals

If an application for admission has been refused by the Governing Body, parents have the right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors within 28 days of the refusal. Parents must give their reason for appealing in writing and the decision of the Panel is binding on the Governors.

The Birkenhead Park School

A Specialist Sports College

Park Road South, Birkenhead, Wirral, CH43 4UY
Co-educational (all-ability) Academy aged 11 to 16

Phone: **0151 652 1574**

Email: **office@birkenheadparkschool.com**

Admission number: **180**

Preferences for 2023: **1st: 122, 2nd: 16, 3rd: 4**

In 2023 all on-time applicants were offered places.

The Birkenhead Park School is an 11-16 all ability comprehensive school serving the local and wider community and welcomes applications from both within and outside the Wirral area. The school does not have an aptitude test for prospective students and the school is fully inclusive.

Admission Number

The school's admission number is set in agreement with the CEO of BePART Educational Trust and approved by the Trust board. The current admission number for the school is 180 per year group. Students will be admitted into our school up to this number.

Admission Criteria for Year 7

As an Academy the Governing Body is the Admissions Authority and as such is responsible for the decisions on admission to the school.

Our admissions procedure is co-ordinated by the Local Authority in accordance with the Wirral Coordinated Admissions Scheme and all deadlines within the scheme should be adhered to.

We recommend that prospective parents and carers refer to the following Local Authority publications, available online at www.wirral.gov.uk/admissions, which provide a timetable for admissions to secondary schools together with any additional information relevant to admissions:

- Secondary Education in Wirral
- Admissions Policies for Secondary Schools

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below:

- a) **Children Looked After** (as defined by section 22 of The Children Act 1989) and **previously Children Looked After**.

A Looked After Child is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989).

A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangement or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.

- b) Children with statements of Special Educational Needs/EHCP
- c) **Children who have a valid medical reason for a specific placement.** You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter of support from a senior healthcare professional is essential as evidence when you submit your preference form, if admittance to the school is to be made under the criterion. You need to make it clear why only this school is appropriate for your child's medical needs.
- d) **Siblings** - Children who have a brother or sister (including half-brothers or sisters, or step brothers or step sisters, living in the same household) on roll at the school when the student starts school and is of statutory school age.
- e) **Distance** - We will then take into account where the child lives. Priority will be given to those children who live nearest to the school. A computer mapping system, based on Ordnance Survey maps, to measure distances from your home to the school gate nearest to your child's home, using the shortest road route unless it is possible to use a footpath which is considered a safe walking route.
- f) Where the final place is offered to one twin or multiple births, all the multiples will be admitted, even if this means going over the Published Admissions number.

Withdrawal of Offers

Any offer of a place maybe withdrawn if it is discovered that misleading information has been provided in order to secure an offer e.g. place of residence or in relation to sibling connections.

Late Application

Late applications will be dealt with in accordance with the arrangements applied by the Local Authority.

Allocation of Places and Appeals

Places will be offered in accordance with the arrangements applied by the Local Authority until the school's admission number has been reached. If places become available after the initial allocation, the Local Authority will offer the places to children on the re-allocation list following the same criteria as stated above. Your position on the re-allocation list can be sought from the Local Authority. If an application has been turned down, parents can show continued interest in the school by returning the slip attached to their letter or appealing to an Independent Appeals Panel. Parents should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork.

Admissions during the Academic Year

In year requests will be co-ordinated by the Local Authority. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal if a place is not offered.

The Mosslands School

Mosslands Drive, Wallasey, Wirral, CH45 8PJ
Community single sex (boys all-ability) aged 11 to 18
Mixed Sixth Form

Phone: **0151 638 8131**

Email: **admin@mosslands.wirral.sch.uk**

Admission number: **224**

Preferences for 2023: **1st: 133, 2nd: 65, 3rd: 48**

In 2023 all applicants were offered places.

Admission criteria for Year 7

Applications will be dealt with in order according to the following criteria:

1. Looked After Children and Previously Looked After Children. A Looked After Child is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.
2. Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
3. Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household) on roll at the school and of statutory school age when it opens in September.
4. We will then take account of where your child lives. We will give priority to those pupils who live nearest to the school. We use a computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the nearest school pedestrian gate to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route. As a general guide we will treat routes with no pavements and no street lighting as unsafe for children.

Sixth-Form Admissions Policy

The Sixth-Form Admissions Policy is available from the school.

The Oldershaw School

Valkyrie Road, Wallasey, Wirral, CH45 4RJ
Co-educational (all-ability) Academy aged 11 to 19

Phone: **0151 638 2800**

Email: **schooloffice@oldershaw.wirral.sch.uk**

Admission number: **168**

Preferences for 2023: **1st: 199, 2nd: 114, 3rd: 50**

In 2023 the last child offered a place was in Category 4 (1.43 miles).

Compliance

This admissions criteria has been drafted with regard to the following provisions, codes and guidance: School Standards and Framework Act 1998; Children and Families Act 2014; Equality Act 2010; Human Rights Act 1998; The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012; School Admissions (Appeal Arrangements) (England) Regulations 2012; School Admissions Code, September 2021; School Admissions Appeals Code, October 2022; Special Educational Needs and Disability Code, January 2015; The Department for Education's "School Admissions Code", May 2021

Admissions Number

The School has a Published Admission Number ("PAN") of 168 for entry into year 7. This includes children with a statement of Special Educational Needs or an Education, Health and Care Plan ("EHCP") which names the school.

Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the school.

Admissions Criteria for Year 7

For admissions to secondary school in the academic year 2023-24, Wirral Council ("the Local Authority") will co-ordinate all admissions arrangements on behalf of Oldershaw School (Please also see the Local Authority documents 'Secondary Education in Wirral', 'Admission Policies' and 'Scheme for Co-ordination of Admission Arrangements for Maintained Secondary Schools in the Wirral Area' all of which are updated annually and available at: <http://www.wirral.gov.uk/schooladmissions>).

When the school is oversubscribed, after the admission of pupils with EHCPs naming the school, priority for admission will be dealt with in order according to the following criteria:-

- 1. Children who are Looked After or previously Looked After.** A Looked After child is a child who is i) in the care of a local authority, or ii) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.
- 2. Children who have a valid medical reason for a specific placement.** You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you

submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.

3. **Students who have a sibling** (including half-sibling or step-sibling living in the same household) who is on roll at the school at the start of the academic year September 2023.
4. **Children of staff at the school** – priority is given to children of staff in either or both of the following circumstances: Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or ii. the applicant is the child of a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **Distance from the school.** We will give priority to those students who live nearest to the school. The Authority's computer mapping system, based on Ordnance Survey maps, is used to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

Tie Breaker

If the number of applicants within any of the above oversubscription criteria exceeds the number of places available at the school and a tie-break is necessary to determine which child is admitted, random allocation undertaken by the Local Authority will be used as a tie-break to decide who will be admitted. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the school.

Multiple Births

If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the school's published admission criteria, the Local Authority will allocate above the PAN in order to accommodate each child.

Late Applications

All applications received by the Local Authority after the deadline for submitting an application will be considered as a late application. Late applications will be considered after those received on-time and in accordance with the school's oversubscription criteria. If, following consideration of all on-time applications the school is oversubscribed, parent(s) / carer(s) may request that their child is placed on the school's waiting list.

Applications received after the start of the Autumn Term in any school year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Local Authority.

An application will be considered late if it is submitted after 31 October.

Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Local Authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the school's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group. If a parent wishes to make such an application they must contact the Clerk to Trustees with a written request including the following information:

- the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to
- the reason(s) for the request
- the parent's views on why the admission outside of the normal year group should be made
- information and evidence about the child's academic, social and emotional development as supported by professionals
- confirmation as to whether the child has been educated outside of the normal age group previously; and
- if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group

The Principal will be given the opportunity to consider the information and, along with your application, submit the information to the Board of Trustees Admissions Committee to make a determination. If the request for a deferred entry is not made within the normal admissions round and is refused by the Admission Committee, whereby you are not offered a place for your child in the normal age group, then Parents will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and Trustees agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria. If the application is rejected by Trustees Admissions Committee during the normal admissions round then the application for a place at the school will still be subject to our oversubscription criteria but for admission into the normal age group.

Appeals

Parents have the right to appeal the Trust Board's refusal to offer a place at the school. If an application for admission has been turned down by the Trust Board, parents can appeal to an Independent Appeals Panel. Parents should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than 4 weeks from receiving the letter of refusal. The decision of the Appeals Panel is binding on the Trustees. The Independent Appeal Panel will conduct itself in compliance with the School Admission Appeals Code (as amended from time to time), in particular:

- Section 2 – Appeal Hearings and
- Section 3 – Reaching Decision on Appeal

The determination of the Independent Appeal Panel is binding on all parties. Parents will not have the right to a further appeal in respect of a place at the school for the same academic year unless there are exceptional circumstances whereby the Local Authority has accepted a second application because of a significant and material change in the circumstances of the parents, child or school but admission was still refused.

The Trust Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

Admissions during the Academic Year

In-year requests will be co-ordinated by the Local Authority.

A parent can apply for a place as an in-year admission at any point

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Wirral Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Admissions Criteria for Sixth Form

Oldershaw welcomes applications from students who have not previously studied at the school. Applicants must complete an application form which is available from the school office or the school website. The required minimum standard for Sixth Form Level 3 courses is at least 5 GCSE passes at grade 9 - 4 including English and Mathematics. Some courses may require a higher grade. For Level 2 courses the requirement is 5 GCSE passes. Priority for admission is given to existing students. Where an application is received from a student from another school, they will require an interview with our Head of Sixth Form and they will be required to evidence their GCSE (or equivalent) results.

Should the school receive more external applications for the sixth form than can be accommodated, then the criteria applied for entry into Year 7 will be used to determine admission.

Places in Sixth Form will be confirmed on receipt of GCSE results in the summer. Admission to Year 13 is based on students successfully passing their Year 12 courses.

Upton Hall School

Moreton Road, Upton, Wirral, CH49 6LJ
Academy single-sex (girls) grammar aged 11 to 18

Phone: **0151 677 7696**

Email: **uhs@uptonhall.org**

Admission number: **156**

Preferences for 2023: **1st: 155, 2nd: 113, 3rd: 26**

In 2023 all on-time applicants were offered places.

Upton Hall School FCJ Admission Policy for September 2024

Upton Hall School FCJ is a Roman Catholic Grammar School for girls aged 11-18. It is situated in the Diocese of Shrewsbury and is under the Trusteeship of the Society of the Faithful Companions of Jesus. The Academy Trust is the Admissions Authority and is responsible for decisions on admissions to the School. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2024, the published admission number based on net capacity is 156.

Admission to the School in Year 7

An Admissions Committee of the Academy Trust will determine admission to the school for those girls **who have achieved 236 in the Entrance Examination** consisting of two closed NFER tests in Verbal Reasoning.

If there are more than 156 girls who satisfy the requirements stated, places will be offered strictly in accordance with the order of merit based on the results achieved in the Entrance Examination and according to the following priorities:

- (1) Baptised Roman Catholic girls (including any girl who was baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church). Within this group priority will be given to those applicants who were Looked After or Previously Looked After Children (this includes those who, prior to adoption, were in state care outside of the UK).
- (2) Girls, who have not been baptised into the Roman Catholic Church, whose parents wish them to have a Roman Catholic education. Within this group priority will be given to those applicants who were Looked After or Previously Looked After Children (this includes those who, were prior to adoption, in state care outside of the UK).

In the event of oversubscription in any of the above categories, places will be allocated in order of merit based on the score in the Examination. If there are several candidates at the 156th place with equal marks in the order of merit, priority will be given to those girls whose homes are nearest the School.

Notes:

- a. All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2023.

- b. *A Baptised Roman Catholic girl* means a girl who has been baptised into the Roman Catholic Church prior to application to sit the Entrance Examination and who can produce a baptismal certificate.
- c. *Nearest to the School* means the shortest available safe walking distance as measured by the Local Authority computer mapping system.
- d. *Home* means the home address of the child (for children who are resident with both parents this means the home address of the parent with whom the child spends more than 50% of the week).
- e. There are clear published dates by which applications and evidence of SEN (available in the arrangements for admission to Upton Hall School document) must be submitted for candidates to sit the Entrance Examination for Year 7 Admission the following September. This is necessary because of the volume of administrative work which takes place. Candidates whose applications or SEN evidence is received after the published deadline will be offered a date in November to sit the Entrance Examination. These applications will be treated in accordance with the Local Authority procedure as they allocate secondary places. Detail of this can be found on their website <https://www.wirral.gov.uk/secondary-education-information-parents>.

In-year admissions

The school is responsible for co-ordinating its own in-year admissions.

An application can be made for a place for a child at any time outside the normal admissions round.

The school holds two sittings of the in-year examination which forms part of the application process. These will be held in November 2023 and March 2024.

An application will be considered 'in-year' if it is submitted on or after the first day of the first term of the relevant admission year. For Upton Hall School, this is year 7 or year 12. If the applicant meets the entry criteria and passes the applicable test she will be admitted by the school governors where there are available places

Enquiries and an application form may be obtained at the school office or by emailing inyeartransfer@uptonhall.org. In the event when there are places available but we receive more applications than places, the published oversubscription criteria, as set out above, will be applied.

The school will process any applications forwarded on from the Local Authority in accordance with the above arrangements.

You will receive written confirmation of the receipt of your application and a date for the next sitting of the entrance examination.

You will be advised of the outcome of your application in writing within 15 school days of your daughter sitting the entrance examination.

You have the right of appeal to an independent appeal panel if an offer of a placement is not made. Details of our waiting list arrangements are set out below.

If your application is successful we will make arrangements for your daughter to start school as soon as possible.

Request to be admitted outside of the normal age group

Parents have the right to request that their child is admitted outside of the normal age. In the event that you wish to make such a request please contact the Clerk to Governors with a written request including the following information:

1. the normal age group that the pupil would be admitted to (e.g. Year 7) and the year group which you are requesting your child be admitted to;
2. the reason(s) for your request;
3. your views on why the admission outside of the normal year group should be made;
4. information and evidence about your child's academic, social and emotional development as supported by professionals;
5. confirmation as to whether your child has been educated outside of the normal age group previously; and
6. if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

The Headteacher will be given the opportunity to consider the information and, along with your application, submit the information to the Governors' Admissions Committee to make a determination. If the request for entry outside of the normal age group is made in-year and granted, the child will be offered a place. If the application is not granted and no place is offered by the Admissions Committee, Parents will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and Governors agree that an admission outside of the normal age group is acceptable, then the application will be processed in accordance with the admissions scheme as co-ordinated by Wirral Council, and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria.

If the application for entry outside the normal age group is rejected by the Governors' Admissions Committee during the normal admissions round, the application for a place at the school will still be subject to our oversubscription criteria but for admission into the normal age group.

For the avoidance of doubt, if a place is offered but for the normal age group there will be no Parental right of appeal.

Waiting Lists

A waiting list for girls who have not been offered a place in Year 7 and who are eligible, will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their daughter's position on the waiting list. The waiting list will be maintained until 31 December 2024. For the avoidance of doubt, the school does not maintain waiting lists for any other year group.

Appeals

If an application for admission has been refused by the Admissions Authority, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of the refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Admissions Authority.

The Admissions Authority reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, place of residence or any other information in order to seek a place at the school.

Admission to the School in Year 12 (Sixth Form)

In addition to places available for students already in the School, the Admissions Authority will make available a further 30 places for students from other schools. The required minimum standard for all students wishing to obtain a place in the Sixth Form is five GCSE passes at grade 5 or above including English and Mathematics, with at least grade 6 in subjects to be studied at Advanced Level, with the exception of those students wishing to study Advanced Level Mathematics who will be required to have a grade 7 at GCSE. Should the School receive more external applications for the

Sixth Form than can be accommodated, then the criteria applied for entry in Year 7 will be used to determine admissions but without reference to the Governors Entrance Examination or gender.

Notes:

- a. If an application for admissions from either internal or external candidates has been turned down by the Admissions Authority then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Admissions Authority.
- b. The Admissions Authority expects that all students specifically selecting a Roman Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.

Weatherhead High School

A high performing Academy providing excellence for all

Breck Road, Wallasey, Wirral, CH44 3HS
Academy single-sex (girls all-ability) aged 11 to 16 and Mixed 6th Form

Phone: **0151 631 4400**

Email: **schooloffice@weatherheadhigh.co.uk**

Admission number: **254**

Preferences for 2023: **1st: 264, 2nd: 94, 3rd: 28**

In 2023 the last child offered a place was in Category E (3.04 miles)

ADMISSION CRITERIA FOR YEAR 7

For admissions to secondary school in the academic year 2024-25, the Local Authority will co-ordinate all admissions arrangements on behalf of Weatherhead High School (Please also see the Local Authority documents 'Secondary Education in Wirral', 'Admission Policies' and 'Scheme for Co-ordination of Admission Arrangements for Maintained Secondary Schools in the Wirral Area' all of which are updated annually and available at: <http://www.wirral.gov.uk/schooladmissions>).

Applications will be dealt with in order according to the following criteria:-

- a) Children who are Looked After or previously Looked After. A Looked After child is a child who is i) in the care of a local authority, or ii) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.
- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Students who have a sibling (including half-sibling or step-sibling living in the same household) on roll at the school when it opens in September 2024.
- d) Children of staff at the school – priority is given to children of staff in either or both of the following circumstances:-
 - i. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

- e) We will then take account of where your child lives. We will give priority to those students who live nearest to the school. The Authority's computer mapping system, based on Ordnance Survey maps, is used to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

Waiting Lists

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. The waiting list will operate for one term after the start of the Autumn term.

Appeals

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than 4 weeks from receiving the letter of refusal. The decision of the Appeals Panel is binding on the Governors.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

Sixth Form Admissions Policy

This Admissions Policy applies to students seeking admission to Year 12 at Weatherhead High School and covers admission into Year 13 for those wishing to complete their studies at the school – September 2024.

Applications for Year 12 must be completed using the school application form, by the date specified by the school. Applications received after this deadline will be placed on a waiting list. For internal applicants, the Director of Sixth Form will seek feedback from the Year Leader and subject teachers to check suitability for students' course choices. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements.

For external applicants, a reference/report from their previous school will be sought to check suitability for Post 16 study and their preferred subject choices. Students will be invited for interview as appropriate. Preferred learning pathways and course choices are discussed. Following the interview stage, a letter will be sent to the applicant confirming the decision made regarding a place in Year 12. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements.

Students holding conditional offers will have their place confirmed following receipt of GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results.

Admission to Year 12:

The majority of our students in Year 11 continue with their studies into our school Sixth Form. The school will usually have a number of places available for external students who wish to join Year 12.

1. Students who currently study at Weatherhead in Year 11 are given priority for places; however, the school is proud of its diverse intake and we welcome applications from all students under the age of 18 for whom we have suitable courses. We regularly admit students currently attending other schools and in these cases, admission is contingent on the receipt of supportive references and the production of GCSE (or equivalent) examination certificates.
2. Application forms should be submitted by the deadline on the form. Recruitment and information evenings are held in the Autumn Term to assist students in this process. We cannot guarantee that places will be offered when an application is late. External admissions interviews take place in February/ March and all offers are made by Easter for places to be taken up in September.

Application forms and prospectuses can be obtained from the Sixth Form reception by telephoning 0151 631 4401 or emailing ask6f@weatherheadhigh.co.uk. You can also visit our website at www.weatherheadhigh.co.uk.

3. In order to obtain a place, there are minimum entry requirements. These are:
 - a) **If you are applying for A level courses** you must achieve at least the Grades or equivalent levels in your GCSEs as detailed in the Sixth Form Prospectus and have the correct subject and grades to take that course.
 - b) **In order to take Childcare and Education** we expect a Grade or equivalent level in English plus 1 other GCSE as detailed in the Sixth Form Prospectus.
 - c) **All** applicants must meet the minimum Grade requirements for the subjects chosen to study, as stated in the prospectus.
 - d) A supportive reference confirming suitability at Post-16 study and the preferred subject choices.

4. If, having gained your GCSE results, you have fallen short of the minimum requirements; you are advised to call us for further advice or seek advice and support from our team on GCSE results day in August.

5. All Sixth Form students are expected to participate in an extensive enrichment programme that includes Personal Development sessions and Higher Education and careers advice.

6. A
 - i. Applicants must have demonstrated in Year 11, good attendance and behaviour and a commitment to their studies.
 - ii. Applicants will be expected to accept the standards of dress and conduct applicable upon admission to Weatherhead Sixth Form.B Where attendance/behaviour or commitment has been unsatisfactory, the school must be satisfied that:
 - (i) The absence/behaviour/commitment has not had such an impact on the candidate's academic development that he/she would be unlikely to cope with the demands of the course applied for.
 - (ii) The pattern of absence/behaviour/commitment will not continue into the Sixth Form.

7. Conditional offers are made in writing on the basis of predicted GCSE Grades/Levels. Candidates are asked to confirm their intention to take up the place offered, either in writing or by telephone. Once you have accepted an offer, your place is secure and we are committed to you *provided that you then meet the minimum requirements*. You make your final course choices in September on Induction Day, when you have your GCSE results. This is done in consultation with your Form Tutor.

9. By accepting a place at Weatherhead High School Sixth Form, you agree that:
 - a) You have read, understand and accept the Admissions Policy.
 - b) You have read, understand and will abide by the terms of the Sixth Form Charter.

10. In some cases, students will be offered a place for a probationary period. This trial period may be offered for a range of reasons. Students who are offered a trial period will be notified in writing, with the conditions of probation.

11. Where applications for a place are declined, students will be informed in writing and reasons will be given in line with the Admissions Policy. Students who have had their applications

rejected have the right to appeal against the decision. In such a situation, a formal letter must be sent to the Director of Sixth Form stating why it is felt that the decision is unfair and providing details of any mitigating circumstances. This must be done within ten working days of receiving formal notification that the application has been declined. If the decision not to admit is upheld, you may then choose to make a formal complaint.

12. External Students

- External students are offered a place in the Sixth Form on the basis of a satisfactory reference/report from their previous school and following discussion about their suitability with a member of the Senior Leadership or Sixth Form Management team.
- The school is able to make sufficient offers of places to lead to the admission of approximately 50 external students. After this number of offers has been made, the school reserves the right to place further applicants on a waiting list. The actual number of offers made is judged on the previous year's admission number and the applications received from internal students who have priority.
- In some circumstances, the school may be able to make offers of places above these thresholds and when other applicants have been placed on the waiting list if there is availability on particular courses. This will be dependent on the numbers of applications for particular courses in each year.

Where the number of eligible external applicants for a course of study exceeds the places available then admissions will be determined in accordance with the following priority of admissions criteria:

- Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Children who have a valid medical or social reason. Supporting evidence from a doctor, social worker or psychologist is essential if admittance to the school is to be made under the criteria for special medical or social circumstances. Such evidence must set out the specific reasons why Weatherhead High School is the most appropriate school.
- The overall strength of the student's profile, based on estimated grades and a satisfactory reference or report; the profile requirements will be determined annually in the light of applications received.
- The contribution the student could make to the overall life of the school, based on the evidence available from the application, reference and interview.
- In exceptional circumstances, the Headteacher may use his/her discretion in making offers to individual students who do not meet the required criteria, where extenuating factors apply.

Conditional offers will be made for a place at the school. Once an offer has been made the school will aim to allow students to follow their first-choice combination of subjects requested at interview. Where this is impossible, for reasons such as timetable clashes or over-subscription of particular subjects, guidance will be offered about suitable alternatives.

Admission to Year 13:

The majority of students in Year 12 continue with their studies into Year 13, dependent upon the entry criteria outlined below.

All offers of a place in Year 13 will be made on condition students meet the school entry requirements laid out below:

- All students wishing to complete their studies in Year 13 must achieve a favourable report in relation to progress in their chosen subject, which will include, supportive comments from relevant subject teachers confirming suitability for continued study at Advanced Level.

- Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.

3rd Year Sixth Form:

Admission to 3rd Year Sixth Form will only be due to exceptional circumstances eg either medical or a student who has shown significant commitment over a 2-year period of study.

West Kirby Grammar School

Graham Road, West Kirby, Wirral, CH48 5DP
Academy grammar single-sex (girls) aged 11 to 18

Phone: **0151 632 3449**

Email: **office@wkgs.net**

Admission number: **180?**

Preferences for 2023: **1st: 164, 2nd: 108, 3rd: 36**

In 2023 all on-time applicants were offered places.

ADMISSION OF STUDENTS AT THE START OF YEAR 7

The School plans to admit 180 students unless the net capacity figure indicates otherwise. Only students who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the School is determined by the Governors. The School's assessment arrangements will be conducted by the Grammar Schools of Wirral in collaboration with the Local Authority.

The assessment is currently based upon two test results. The tests have been designed to predict students' potential performance at secondary school.

Students take two tests during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. Students who achieve the required score will be deemed to have achieved the grammar school standard.

Places will be offered to students who have been deemed to be of suitable ability according to the Local Authority Assessment Procedures on the basis of the following criteria which will also be applied in the case of over-subscription:

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A Looked After Child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989).
- To those students with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- Up to 18 places for children on Free School Meals at the time of application who achieve the qualifying score in rank order of distance from the School. Details must be given on the preference form and will be verified.
- To those students who have siblings¹* at the School at the time of application.
- Children of staff at the school. Priority will be given where the student, having achieved the required pass mark, is the daughter of a member of staff who has been employed by the

school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- Once the above criteria has been applied, remaining places will be allocated to students based on geographical factors, that is distance from the home address to West Kirby Grammar School. Distances will be measured from the home to the School gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.
- The School, in considering the cases of children who are not allocated places on the grounds of sibling* connection or medical need, will also take into account the reasons that parents have put forward for their preference. If the reasons are considered to be exceptional and compelling, the child in question may be allocated a place regardless of their geographical circumstances. The process for consideration is managed by the Local Authority.

¹ *siblings are defined as either i. a child by the same parents, or ii. A half, adopted or step-child living in the same household

N.B. The School is fully accessible for students with a disability.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the arrangements applied by Wirral LA.

ADMISSION INTO THE SIXTH FORM

Priority for entry is given to existing students in the School. Each year the School welcomes a number of students from other schools. Places are offered after a meeting with a member of the Senior Leadership Team or Sixth Form team . All places are conditional on GCSE results awarded in the August, prior to entry. The required minimum standard for all students wishing to obtain a place in the Sixth Form is five GCSE passes at grade 5 or above, including English and Mathematics. In addition, students must meet the published entry requirements in all subjects that they wish to study at Advanced Level with most subjects requiring a grade 6 at GCSE level . The total admission number for the Sixth Form is **no more than 200**. This is to ensure that the educational provision is not prejudiced.

ADMISSION DURING YEARS 7 - 11

Students will continue to be admitted to other age groups provided they have reached the required standard as determined by the School's assessment procedures, which in most cases includes a general cognitive test and written tests in English and Mathematics and that their admission does not prejudice efficient education and efficient use of resources.

The results of the 11+ assessment will be final until September in Year 7 when parents may apply to the School for a re-assessment. The re-assessment will be conducted by the School.

The School will admit up to the standard number of 180 in Years 7-11 and 200 in the Sixth Form. If the year group is full the student will be placed on a waiting list.

APPEALS AGAINST ADMISSION DECISIONS

Arrangements will be made for parents who are dissatisfied with an admission decision to lodge an appeal. Appeals will be heard by an Independent Appeals Panel as required by law, providing they are lodged within the prescribed period.

Further details of the appeals procedure can be obtained from the School – 0151 632 3449.

Wirral Grammar School for Boys

Cross Lane, Bebington, Wirral, CH63 3AQ
Academy grammar single-sex (boys) aged 11 to 18

Phone: **0151 644 0908**

Email: **schooloffice@wirralgrammarboys.com**

Admission number: **155**

Preferences for 2023: **1st: 167, 2nd: 120, 3rd: 55**

In 2023 the last pupil offered a place was in Category 5 (8.94 miles).

Admission of Pupils at Start of Year 7

The school plans to admit 155 boys. Only boys who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Authority.

Pupils take the assessment during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted to take account of each child's exact age. Parents are notified of their son's result in October, prior to the deadline for returning school place selection forms.

Places will be offered to pupils who have been deemed to be of suitable ability according to Wirral Local Authority Assessment Procedures on the basis of the following criteria which will also be applied in the case of over-subscription:

- Boys who are looked after or previously looked after. A Looked After child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- To those boys with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- Up to 15 places for children at the time of application on Free School Meals who achieve the qualifying score in rank order of distance from the school. Details must be given on the preference form and will be verified.
- To those boys with a brother ^[1](sibling) attending the school at the time of application with a reasonable expectation that they will be attending at the time of the start of the new academic year.
- By reference to geographical factors, preference will be given to children with the shortest distance from their home to the school as measured by Wirral Local Authority's computer mapping system.

NB The school has facilities to enable disabled pupils' access to all of the curriculum.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

Moving into the area/late applications

Parents should contact the Local Authority in the first instance. Where children have never previously taken the admission assessment, this can be arranged by the School's Admissions Manager in discussion with the Local Authority.

Sixth Form Entry

Priority for entry is given to existing pupils in the school. Each year the school welcomes a number of boys from other schools. Places are offered after a visit to the school by a prospective student and meeting with the Headteacher. There is no limit upon entry provided admissions do not prejudice efficient education. As a guide, students typically enter the Sixth Form with a minimum of 6 passes at Grade 6 or higher, and including English and Mathematics. Our prime concern is for students to embark on courses that are appropriate for their ability. In many cases, students start A Level courses in subjects where they have gained the top grades (7 to 9) in these subjects at GCSE.

Admissions other than at the start of Year 7

Our policy is to advise against a change of school part way through a school year due to the potential negative impact on learning progression. Where parents feel that there is genuine reason for considering a change of school, admission is provided as long as they have reached the required standard as determined by the school's assessment procedures.

If a boy took the 11+ assessment in Year 6 and did not achieve the standard for Grammar School admission, it is not possible for the school to re-assess until twelve months have elapsed. Pupils can only be admitted to other age groups provided they have reached the entry standard and that their admission does not prejudice efficient education and the efficient use of resources.

Appeals against Admission Decisions

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it. Appeals will be heard by an Admissions Appeals Panel constituted under the Education Act 1998, providing they are lodged within the prescribed period. The process for appeals is explained in the Local Authority guidance.

[1] Brother is defined as either (i) a brother by the same parents or (ii) a half or step-brother living in the same household.

Wirral Grammar School for Girls

Heath Road, Bebington, Wirral, CH63 3AF
Academy grammar single-sex (girls) aged 11 to 18

Phone: **0151 644 8282**

Email: **schooloffice@wirralgirls.co.uk**

Admission number: **180**

Preferences for 2023: **1st: 179, 2nd: 106, 3rd: 74**

In 2023 all on-time applicants were offered places.

ADMISSIONS OF PUPILS AT START OF YEAR 7

The school plans to admit 180 girls unless the net capacity figure indicates otherwise. Only girls who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Authority.

The assessment is based upon the results of two tests. They have been designed to predict pupils' potential performance at secondary school.

Pupils take two tests during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. The two test scores are then added together.

Pupils who achieve a score higher than the required score will be deemed to have achieved the grammar school standard.

Places will only be offered to pupils who have been deemed to be of suitable ability according to the Local Authority Assessment Procedures on the basis of the following criteria which will also be applied in the case of over-subscription:

- Pupils who are Looked After or previously Looked After. A Looked After Child is a child who is a) in the care of the Local Authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an Adoption, Residence or Special Guardianship Order.
- To those girls with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- Up to 15 places for pupils on free school meals at the time of application who achieve the qualifying score in rank order of distance from the school. Details must be given on the preference form and will be verified.
- To those girls who have a sister; (sibling) attending the school at the time of application with a reasonable expectation that they will be attending at the same time of the start of the new academic year.

- Priority may now be given to members of staff employed by the school provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- By reference to geographical factors, that is distance from the home address to Wirral Grammar School for Girls. Distances will be measured from the home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.

Our Admission Policy complies with the School Admissions Code and Appeals Code.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

Late Applications

Late applications will be dealt with in accordance with the arrangements applied by Wirral LA.

Sixth Form Entry

Priority for entry is given to existing pupils in the school. Each year the school welcomes a number of girls finishing Year 11 from other schools. We do not admit girls older than this age group. Places are offered after a visit to the school by a prospective student and meeting with the Headteacher. There is no limit upon entry provided admissions do not prejudice efficient education. All students must achieve six GCSE passes at grades 9 - 5 including English and mathematics. Five of which must be grade 6 or above. A grade 6 or in some subjects or grade 7 is required in the subjects students wish to study at A Level.

All places are conditional on GCSE results awarded in the August, prior to entry.

If a student has not studied the subjects at GCSE we would look for allied subjects i.e. Psychology, a 6 grade or above in Science.

The planned admission number for each year group is 180. Our Sixth Form is for students aged 16 – 18 years of age.

Admission to other pupils other than Pupils at the start of Year 7

Where parents feel that there is genuine reason for considering a change of school, admission is provided as long as they have reached the required standard as determined by the school's assessment procedures, which includes a Verbal Reasoning test and written tests in English and mathematics.

If a girl took the 11+ assessment in Year 6 and did not achieve the standard for Grammar School, it is not possible for the school to re-assess until September of Year 7.

Pupils can only be admitted to other age groups provided they have reached the entry standard and that their admission does not prejudice efficient education and the efficient use of resources.

Appeals against Admission Decisions

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it. Appeals will be heard by an Admissions Appeals Panel constituted under the Education Act 1998, providing they are lodged within the prescribed period.

Further details of the appeals procedure can be obtained from the Local Authority.

¹Sister is defined as either (i) a sister by the same parents or (ii) a half or step-sister living in the same household.

Woodchurch High School

Church of England Academy

Carr Bridge Road, Woodchurch, Wirral, CH49 7NG
Academy co-educational (all-ability) aged 11 to 16

Phone: **0151 677 5257**

Email: **schooloffice@woodchurchhigh.com**

Admission number: **281**

Preferences for 2023: **1st: 362, 2nd: 213, 3rd: 134**

In 2023 the last child offered a place was in Category E (2.27 miles)

ADMISSIONS FOR YEARS 7-11

Our School

Woodchurch High School is an 11-16 mixed comprehensive, serving the communities of Woodchurch, Birkenhead, Prenton, Oxtown, Greasby, Beechwood, Moreton and surrounding areas.

Woodchurch High School is a Church of England Academy, therefore parents/carers should be aware before applying to the school that Religious Studies, Collective Worship and our whole ethos are based upon the teachings of the Church of England.

In working alongside such a highly-respected partner as the Church of England we are seeking to share best practice, broaden opportunity for both our pupils and the staff we employ and provide a high quality education for all. Being an Academy also fosters a great sense of ownership amongst our school community.

In addition, Woodchurch High School has received national recognition for the work carried out in many areas of school life and practice. Please see our website for more details:
www.woodchurchhigh.com.

Although we are a Church of England Academy, we remain part of Wirral's family of schools and are funded and inspected in the same way as every other secondary school. We are also part of the wider 'church family' of schools, consisting of over 4,000 primary schools, 200 secondary schools and 13 universities.

The Admissions Number as detailed below is determined by the Academy Trust's Board of Directors (hereafter referred to as the Governing Body) in consultation with the Chester Diocesan Board of Education and the Local Authority Admissions Officer in line with the School Admissions Code, School Admission Appeal Code and other laws relating to admissions, and relevant human rights and equalities legislation.

Admission Numbers

Woodchurch High School, a Church of England Academy, has a published admissions number. The school published admissions number is 281. Places will be allocated up to, but not beyond that number.

Admission Criteria for Year 7

As an Academy, the Governing Body is the Admissions Authority for the school and is ultimately responsible for the decisions on all admissions. Thus, it is the Governing Body that determines the

admissions arrangements. Nevertheless our admissions procedure is coordinated by the Local Authority (Wirral Council) in accordance with the Co-ordinated Admissions Scheme. This scheme fulfils the requirements for a scheme coordinating admissions arrangements under the Schools Admission (Coordination of Admissions Arrangements) (England) Regulations 2008, made under the Schools Standards & Framework Act 1998. All deadlines within the scheme should be adhered to by applicants. We do not have any requirements for an aptitude test by prospective pupils, nor do we operate a 'faith-based' criterion, thus there is no requirement to complete a 'supplementary form'. Neither is admission to school based on a 'voluntary' contribution.

Prospective parents/carers are strongly advised to consult the Local Authority's website and published information booklets. These are published in line with the Schools Admission Code (2014 and as subsequently amended). These publications detail the timetable for admissions to secondary schools for each subsequent September, as well as set out additional information pertaining to admissions.

Applications for admission to the school should be made through the "Citizens' Portal" available via the Local Authority's website: www.wirral.gov.uk. Ideally applications should be made electronically, although hard paper copies of the form are available from the Local Authority on request. It is not normally possible to change the order of preferences for schools after the closing date.

The Local Authority will provide the school with details of applicants who request a school place, but will not share the order of preference expressed by parents/carers.

Although it is legally the school's responsibility, the Local Authority, on behalf of the Governing Body, will then rank each applicant, using the criterion below. This is always completed by the Local Authority Mainstream Admissions Team, who rank applicants by the prescribed date.

Where a pupil is eligible to receive an offer of two or more school places, then the Local Authority will allocate the highest priority preference from those indicated on the form.

The Mainstream Admissions Team will notify the Governing Body of pupils allocated to the school by the 1st March each academic year. Parents of children not admitted will be offered an alternative place by the Local Authority.

Applications will be dealt with in order according to the following criteria:

- a) Children who are in the care of or looked after by the Local Authority (this includes children who have been looked after or were in care overseas). This also includes children who have previously been in care, but have been adopted or are subject to a residency order or special guardianship order.
- b) Children who have an exceptional and valid medical or social reason for a specific placement. This criterion is NOT about educational needs. Parents / carers must give details on the preference form and this may be checked by a medical officer of the Health Authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form and/or an EHCP (Educational Health Care Plan). The letter and/or EHCP is usually written following a professional medical examination of the child concerned by a health care professional, and not based simply upon an interview with the parents/carers. It needs to be made it clear why only this school is appropriate for your child's medical needs. It is the Local Authority, acting on behalf of the school, who then make the judgement whether a child fulfils this admission criteria. Due to the high level of intervention and support these pupils require, the LA will already be aware of the child's needs from the primary phase, as these are 'high tariff pupils'. These pupils are allocated by the LA to schools following discussions concerning the capacity of the school to meet specific children's need. Please note, an IHCP (Individual Health Care Plan), a PFA (Pupil Funding Agreement) or a Pupil Profile does not automatically qualify under this criterion. Please also note, this criterion is about the child's needs, not the needs or requirements of parents / carers, such as if their physical needs makes it more difficult to transport their child to a school that is further away.

- c) Children of UK Service Personnel and/or Crown Servants returning from overseas to live in the area. Places for these children will be allocated in advance if accompanied by an official letter with a relocation date and/or a Unit postal address or quartering postal address as per Section 2.18 of the School Admissions Code of Practice, published in February 2012. These pupils should also be admitted post-allocation, even if that takes the school above its planned admissions number.
- d) Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household. Sibling also includes adoptive siblings and children under the same guardianship of the same parents, living at the same address) on roll at the school and of statutory school age when the child joins the school in the subsequent September. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children as the distance criterion, as set out below. NB, the school has never been in a position where the entry of siblings has also been dependent upon distance from school as, to date, there have always been enough places to accommodate siblings. Please also see the information regarding 'Late Applications' below. If a child is refused a place at the school and they have an existing sibling on roll, it is more than likely the application has been treated as late by the Local Authority.

For clarity, children who have had siblings at school, who are not or will not be on roll when they are "due" to join in September do NOT qualify under this criterion. Thus, the siblings criterion is not and never has been "historic".

- e) We will then take account of where your child lives. We will give priority to those children who live nearest to the school. The Local Authority use a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which they (that is, Wirral Council) consider a safe walking route. This distance is calculated using the Authority's electronic Ordnance Survey address point based routing system.

NB, In the case of twins, triplets etc., all the multiples will be admitted to the school, even if this means that the Published Admissions number is exceeded.

Where parents are separated, only one application per child should be submitted. It is essential that agreement is reached by the parents of a child as to the preferences for school places. If agreement cannot be reached, or if either parent has been granted a Specific Issues Order in this respect, then we will accept the application from the parent with whom the child is 'ordinarily resident', by this, we mean the address of the main carer as defined by the Children's Act 1989. For the purpose of school admissions, the main carer's address is that where the 'Child Benefit' payment is registered.

Parents/carers must inform the Local Authority immediately of a change of address, even if the details of a future address were included on the application form. The Local Authority will require evidence to show that the place of residency has changed. Wirral Council regularly check addresses and any deliberate misrepresentation will result in any place offered at Woodchurch High School being withdrawn.

Applicants from Non-Wirral Residents

Applications for Woodchurch High School by parents/carers residing in a different Local Authority (e.g. Cheshire West and Chester) should be made on the preference form issued by their Local Authority. Parents/carers will be informed by the Local Authority where they reside of the outcome of their application and not by Wirral Local Authority. Details of any 'Out of Borough' applications will be received by the school on the same date as those advised by Wirral Local Authority.

Overseas Applications

Parents who have already moved to the UK from overseas who are British or European Economic Area nationals (EU and EFTA nationals, excluding Switzerland), or who have an endorsed passport showing the right of abode, can apply for places for their child at any school in line with the procedures outlined above. The Local Authority may require to see passports for verification.

Parents and children who do not yet live in the UK can apply before the date they move to the UK. However, the address to be used in the allocation of a place will be the address that the child is living at on the closing date, unless a subsequent house move has been accepted up to the last date for changes in the co-ordinated scheme. A UK address will only be used once the child is residing at that address, and not before. It may be that evidence will be required of proof of address and residency.

Withdrawal of Offers

Any offer of a place may be withdrawn if it is discovered that misleading information has intentionally been provided in order to secure an offer, for example a false claim to residence, and the award of the place denies a place to a child with a stronger claim. In such circumstances, the Governing Body is required to withdraw the offer of a place. The application can then be considered afresh and a right of appeal offered if a place is refused.

Late Applications

If places remain at the school after all 'on time' applicants have been allocated, places will be allocated using the above criteria, in date order of receipt, up to the school admission number. Where the school and the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and if it is before the list of pupils to be admitted has been devised, the late application will be considered alongside all others. Otherwise, applications which are received after the last date will be considered after all the others (i.e. 31st October each year). However, the School Admissions Code states school must not refuse to admit a child solely because they have applied later than other applicants. School can however refuse to admit children if the published admission number has been reached as to do so would prejudice the provision of efficient education and/or the effective use of resources.

If places become available before the start of the Autumn term, the Council will reallocate those places up to the school's admission number. The Council will use the same criteria as used in the initial allocation of places.

The Fair Access Protocol

In view of the 'Guidance on Hard to Place Children' (2004 and the subsequent 'Guidance on Fair Access Protocols 2007), there are a small number of pupils for whom the normal arrangements will be varied. School will be expected to admit the following categories of pupils above the admissions number:

- Children in care will be placed in the school of their carer's preference
- Children who have recently experienced a traumatic family or domestic event, for whom there are clear medical grounds to support placement in the school
- Children of refugees or asylum seekers, homeless children, children with unsupportive family backgrounds, where a place has not been sought
- Children without a school place who have a history of attendance problems
- Traveller children
- Children who are carers
- Children who have been out of education for more than two months
- Children from the criminal justice system or pupil referral units who are being reintegrated into mainstream education

NB. Such cases will be discussed with the Headteacher and considered by the Academy Trust (Board of Directors) and consequently, although these places do merit special consideration, evidence will need to be provided to show children meet one or more of the above criteria. The Local Authority are usually heavily involved in this process.

Admissions during the Academic Year to Year 7

In year requests for admission into Year 7 will be considered by the Academy Trust (Board of Directors) but will initially be coordinated by the Local Authority. Applications should be made using

the “Citizens’ Portal” available via the Local Authority’s website: www.wirral.gov.uk . Any decisions with respect to admissions are made with reference to the same criteria as above.

Appeals

If an application for admission to the school has been turned down, parents can appeal to an Independent Appeals Panel set up by the Local Authority on behalf of the Academy Trust (Board of Directors). An appeal must be sent in writing to the Local Authority within twenty-one days of the refusal. Parents must give their reason for appealing in writing and the decision of the Panel is binding on the Governors. Appeals that are received within the twenty-one days after refusal has been notified (i.e., those relating to decisions sent on the national offer date) are heard by the 6th July or the next working day, if 6th July falls on a weekend each academic year.

Appeals for late applications are heard within thirty school days (not including Staff Development Days, Bank Holidays etc) of the appeal being lodged.

Please note that the right of appeal does not prevent parents from making an appeal in respect of any other school.

Waiting List / Oversubscription Criterion

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria upon receipt, and **not** in the order of receiving requests to be placed upon the waiting list. Thus it is possible that a child who moves into the area later than a higher priority pupil may be placed ahead of that pupil, despite them being on the waiting list first. Parents/carers wishing their child to be placed upon the waiting list must notify the school of their intention to do so. Parents will be informed on request of their child’s position on the waiting list which will not be operated for longer than the end of the Autumn term, that is the 31st December of the year of admission, and not the last day of term.

Admission Criteria for other Year Groups

Other in year requests will be considered by the Academy Trust (Board of Directors), but will initially be coordinated by the Local Authority. All applications must be made by using the “Citizens’ Portal” available via the Local Authority’s website: www.wirral.gov.uk. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements. The Appeals process is the same as outlined above.

This document and other information pertaining to admissions is also available on the school website: www.woodchurchhigh.com

NB Information pertaining to admissions under the “Managed Move” and/or “Negotiated Transfer” system is dealt with in separate documentation.

Children Educated Outside of their Normal Age Group

Where applications are made by parents / carers to be considered for admission into a year group that is outside of their age group, any decisions made will take into account the circumstances of the request, as well as the child’s needs, including their social and emotional needs. For many children, it will remain right for them to remain in their adopted year group - if already placed by another school outside of their normal age group - but it is possible that others may be better off joining their normal year group.

Conclusion

Information relating to the Admissions Criteria is subject to change and review. It is advisable for parents/carers to ensure they have the most up to date documentation available from school.

Addendum

In line with Government requirements, you are free to make comments on the above policy. These can be forwarded to either the Admissions Authority, in this case, that is the Governing Body of the school, marked for the attention of the Clerk to the Governing Body, or to the Local Authority, via School Admissions.

Children's Services

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