Getting ready for school: is your child immunised?

Starting school is an exciting time for children, but some may start school not fully immunised. If your child is not fully immunised they are at risk of catching diseases such as measles, which can spread quickly in nurseries and schools. If your child missed any of their immunisations as a baby or toddler, this is a good time to ask your GP practice about catch-up doses. It is never too late to have your child immunised.

Further information on pre-school vaccinations: www.gov.uk/government/publications/pre-school-vaccinations-a-guide-to-vaccinations-from-2-to-5-years
Before completing your form, you should read a copy of the Information Booklet, Primary Education in Wirral which describes the procedures we follow when pupils start in primary in Wirral. You should read this very carefully before completing the preference form. All parents of children born between 1 September 2015 and 31 August 2016 must apply by 15 January 2020. The information booklet and admissions policies are available online at www.wirral.gov.uk/schooladmissions or by calling 0151 606 2020.

Who decides whether I will be allocated a place in a school?

We are the Admission Authority for all community and voluntary controlled schools. For voluntary aided schools and the Academy the governing body is responsible for the admission arrangements but under the co-ordinated scheme you must apply to Wirral Local Authority for a place at a Wirral primary school.

If you want to give a preference for a school outside Wirral, you need to include this as one of your preferences. We will tell other local authorities about parents’ preferences for schools in their area.

Making an application

Wirral’s online admission system can be accessed from www.wirral.gov.uk/schooladmissions. Applying online is simple and to do. You will receive an automatic email so that you know your application has been received by us. On 16 April 2020, online applicants will receive an email with their child’s allocated school place. The deadline for online applications to be submitted is 15 January 2020.

You can put up to three schools in the order of your preference. We would always recommend putting more than one school in your preferences in case you are not allocated a place at your first choice. If you are allocated a place at a school out of zone or one not linked with your parish bear in mind that it will not be possible to offer a place if the school is filled with children who have a higher priority. We always recommend putting your zoned or parish school as one of your preferences unless you have a strong reason for not sending your child there.

If you have particular reasons for your preference you should include them in the application. We may not be able to take into account information which is given after the closing date for the last school in your order of preference. You should return the form by post to the Mainstream Admissions team at the address on the back of this form. The deadline for paper applications, to be returned is 15 January 2020. You will receive a postcard acknowledging receipt of your application within three weeks.

Your child’s school place allocation will then be posted second class to your home address on 16 April 2020.

Late applications

Applications received after 15 January 2020 will be treated as a late application. A new preference or change in the order of your preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional.

Late applications and changed preference forms will be given a lower priority and will be dealt with after all applications received on time have been allocated places. We do not acknowledge receipt of late applications.

WHATEVER YOU DO, MAKE SURE YOU APPLY ON TIME. Naming just one school on your application does not increase the chance of your child securing a place at that school, neither does naming the same school more than once.

How do I find out which is my catchment (or zoned) school?

Each community school has a defined catchment area. Catholic schools serve one or more parishes. You can find out which is your catchment or parish school by using the Catchment Area finder on the Wirral website: www.wirral.gov.uk/schooladmissions ask at your local One Stop Shop or contact the Council on 0151 606 2020.

How do you decide who is given places at schools?

If more parents are asking for a place at a school than there are places available then we say that the school is “oversubscribed”. When this happens we apply a set of rules called oversubscription criteria to decide which children will be offered places at the school. The criteria for community and voluntary controlled schools are, in summary:

1. Children who live in zone for the school in this order,
2. Children who already have older brothers or sisters at the school and living in the same household when they are not at school. This also applies to children at a linked junior school.
3. Children who live nearest to the school measured as the shortest road route.

If there are places left, they will be offered to children who live out of zone for the school in the same order – brothers and sisters, then on distance.

These criteria are explained in more detail in the Primary Education in Wirral 2020-2021 booklet. You should read this very carefully.

Exemptions

For voluntary aided schools and Academy schools you may be able to appeal against the decision. Further details about the appeal procedures are outlined in both the allocation letter/email and the Information Booklet.

Applying for a Wirral school from outside Wirral

If you live outside England, including Scotland or Wales, you can complete a Wirral application form and return it to us directly.

NO CHANGE OF PREFERENCES WILL BE ACCEPTED UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES.

Allocation of school places

All parents will be informed by Wirral Local Authority. Schools cannot make offers of places. On 16 April 2020, if you have applied online you will receive an email informing you of the school allocated for your child. If you have applied on a paper form, on 16 April 2020 we will send out by post a letter informing you of the school allocated for your child.

If you are unhappy with the school allocation you would be able to appeal against the decision. Further details about the appeal procedures are included in the Wirral Admissions Information Booklet.

Important information about preferences

Most school places are allocated on the basis of the home address of each child. This must be the child’s permanent home address, where he or she lives with a person of parental responsibility, as the main carer (as defined by the Children Act 1989). You must not give the address of a business, relative, childminder, friend, a temporary address or an address to which you hope to move.

The home address must not be where parents have taken a short term let on a property solely to use its address on the application form without any intention of taking up permanent residence there. We will require evidence that the previous property has been sold.

We can only process one application for each child; therefore it is important that both parties in shared custody arrangements are in agreement on the preferred school(s) named. Where a child spends equal time with both parents, the child’s main residence should be submitted as their home address. Failure to provide a definitive application could jeopardise your child’s priority for a school place.

We regularly check addresses and any deliberate misrepresentation will result in a place being withdrawn by the Authority.

The LA acts on behalf of all Wirral admission authorities, and places the right to request independent confirmation of the child’s place of residence, as felt appropriate.

We may have to share the information you have provided on your parental preference form with other departments of the Council in order to verify the authenticity of pupils’ addresses.

The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Wirral Council processes personal admissions data in accordance with the Data Protection Act 2018 and the Schools Admissions Code 2014. The information you provide on your preference form will be used by Wirral Local Authority and Governing bodies of primary schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may be shared with other authorities in the co-ordination of school place allocation. Information about your child may also be shared with Members of Parliament or Councillors, if you ask them to act on your behalf.

Q. What happens if my child is not allocated any of the schools I have named on the preference form?

A. We will allocate a place at the nearest appropriate school where there is a place available.

Q. I have moved house since the application was sent in. Do I need to tell you?

A. Yes, if you have changed address and tell us before 28 February 2020 we can take this into account when allocating school places. If you move house after 28 February 2020 we cannot take it into account for allocating places, but it is still important to tell us.

Q. My child attends a nursery or preschool attached to a school. Will I automatically get a place at the school?

A. No. Attending a nursery class or preschool does not automatically mean that your child will be offered a place at a school. We recommend including your child’s zone school as one of your preferences.

Q. Can my preferences count if there is a vacancy at the school to which I have allocated a place?

A. Yes, although these schools are managed by another Authority we can co-ordinate preferences for their schools and you should include them on this form.

Q. How do you decide which children will be offered places at community schools where there are more preferences for them than there are places available?

A. We consider the preferences of the children applying to community schools. If there are more preferences for a child than there are places available, the Authority will consider a list of preferences for all children applying to the school in order of priority.

Q. If I state a preference for an Academy or Voluntary Aided school that is counted as one of my preferences?

A. Yes. Although these schools manage their own admissions, we can co-ordinate preferences for these schools.

Q. If I state a preference for a school in another Authority, is that counted as one of my preferences?

A. No. The Authority only has the right to request independent confirmation of the child’s place of residence, as felt appropriate.
PROTECT WHEN COMPLETED

YOUR PERSONAL DATA

Wirral Council processes personal admissions data in accordance with the Data Protection Act 2018 and the Schools Admissions Code 2014. The information you provide on your preference form will be used by Wirral Local Authority and Governing bodies of primary/secondary schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors, if you ask them to act on your behalf.

Proof of address or receipt of free school meals may be required and this might mean that we have to share the information you have provided on your parental preference form with other departments of the Council or relevant government agencies in order to verify the authenticity of pupils' addresses or income status etc.

For further information please read the School Admissions Privacy Notice (http://www.wirral.gov.uk/schools-and-learning/school-admissions/apply-primary-or-secondary-school-place). If you have any questions or concerns about how your data is secured the Council's Data Protection Officer can be contacted by email at DPO@wirral.gov.uk or by writing to: Data Protection Officer, Treasury Building, Cleveland Street, Birkenhead, Wirral, CH41 1AH.

The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Forms must be returned no later than 15 January 2020 directly to:
Mainstream Admissions
Adult and Disability Services
PO Box 290, Brighton Street, Wallasey CH27 9FQ

Apply online at www.wirral.gov.uk/schooladmissions
SECTION 1

If your child has a Statement of special educational needs or EHCP please tick □

If there are medical reasons for your preferences □ YES □ NO □
If Yes, please provide evidence as detailed in the Information for Parents booklet.

If you have other reasons for your preference complete Parts A and D of SECTION 2 □

If you state a preference for any of the Catholic Schools you must complete Parts A and B of SECTION 2 □

If you state a preference for any of the Church of England Aided Schools you must complete Parts A and C of SECTION 2 □

SECTION 2

A

Name of Child: Last name: ________________________________ Forenames: ________________________________

Date of Birth: ________________________________ Gender (boy/girl) ________________________________

Address (inc house number): ________________________________ Post Code: ________________________________

Name of current pre-school or nursery ________________________________

Sibling 1: ________________________________ Sibling 2: ________________________________

If your child is baptised Catholic then tick here □
Please name the Church and year in which the baptism took place
Church ________________________________ Year ________________________________

If you are applying for a place because you worship at a Church of England tick here □
Please name the Church and give the name and address of the minister to whom reference may be made in connection with your attendance
Church ________________________________ Minister’s name and address ________________________________

If you are applying for a place because you worship at a different Church tick here □
Please name the Church and give the name and address of the minister to whom reference may be made in connection with your attendance
Church ________________________________ Minister’s name and address ________________________________

Before signing the preference form, you are advised to read:

• The Authority's policy on transport in the Information booklet, Primary Education in Wirral
• The admission policy of the schools for which you are indicating a preference
• The information included with this Common Application Form

We will acknowledge your application within 15 working days of receipt.
If you do not receive an acknowledgement please ring 666 4600.

I declare that all information that I have given on this form is correct.
I understand that if at a later date this information is found to be incorrect I may lose any place offered to my child.
I confirm that all persons with parental responsibility for my child have been notified and are in agreement with the application.
I consent for the Authority to use my information for the purpose of School Admissions in accordance with the Local Authority’s School Admissions Privacy Notice (see back page of form for details).

Signed: ________________________________ Date ________________________________
Signed: ________________________________ Date ________________________________

Child’s Name – please print: ________________________________

The Admissions Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Forms must be returned no later than 15 January 2020 directly to:
Mainstream Admissions or Apply online by 15 January 2020 at: www.wirral.gov.uk/schooladmissions
PO Box 290
Brighton Street,
Wallasey CH27 9FQ

Apply online at www.wirral.gov.uk/schooladmissions