Secondary Parental Preference Form

Transfer to Secondary schools in September 2020

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

Useful websites and phone numbers

ACE (Advisory Centre for Education)
Phone: 0300 0115 142
www.ace-ed.org.uk

Ofsted
www.ofsted.gov.uk

Wirral SEND Partnership
www.wired.me.uk

Wirral Website
www.wirral.gov.uk

Admissions Portal
www.wirral.gov.uk/schooladmissions

Adult and Disability Services

PO Box 290
Brighton Street
Wallasey
CH27 9FQ

Phone: 0151 606 2020
Fax: 0151 666 4450
Email: secondaryplaces@wirral.gov.uk
Before completing this form you should read the Information Booklet, Secondary Education on Wirral, which describes the procedures we follow when pupils transfer from primary to secondary school in Wirral. You should read this very carefully before completing the preference form. All parents whose child is due to transfer from primary to secondary school in September 2020 that is, those children born between 1 September 2008 and 31 August 2009, must apply by 31 October 2019.

The Information Booklet and school admission policies are available online at www.wirral.gov.uk/schooladmissions or call 0151 606 2020 for the booklet to be sent out to you in the post.

Making an application
Wirral’s online admission system can be accessed from www.wirral.gov.uk/ schooladmissions. Applying online is quick and simple to do. You will receive an automatic email so that you know your application has been received by us. On 2 March 2020, online applicants will receive an email with their child’s allocated school place. The deadline for online applications to be submitted is 31 October 2019.

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 your first choice. If you have a particular preference, you should indicate this as one of your preferences. We will tell other local authorities about parents’ preferences for schools in their area.

If you cannot apply online, you can complete the preference form. If you decide to do this, you should include them in the application.

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.

Important information about preferences
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 out 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 over 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.

Preferences for schools
Most children will be allocated a place at a school which their parents have named as a preference. However, if schools are oversubscribed, that is there are more preferences than places available, we will not be able to meet every parent’s preference.

Once we have received all the applications, we will produce a list of applicants with the Wirral School Transfer System for each school named as a preference. A preference will be ranked according to the admissions criteria of the relevant Admission Authority.

We will co-ordinate with the other admissions authorities by sending them details of your application. The governors will decide the order in which children should be offered places in accordance with their admissions criteria. They are not allowed to know the order of preference you have put their school and cannot use this when applying their criteria.

Full details of the school admissions policies are available online in a supplementary booklet or can be obtained from the individual schools and you are advised to read them carefully before completing this form.

If your child is eligible for a place in more than one school we will offer a place at the school which you listed as the highest preference. If we cannot offer a place at any of the schools you have named as a preference, we will give your child a place at the nearest appropriate school with a place available.

Preferences for schools in other education authorities
If you are a Wirral resident you must complete our preference form. If you are resident in another Authority in England but wish to indicate a preference for a Wirral school or schools, you must complete their preference form.

No change of preferences will be accepted unless there are exceptional circumstances.

Allocation of secondary school places
On 2 March 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 2 March 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 allocated you will 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.

Questions about transfer to secondary school
Q. Where can I look to help me decide?
A. You can attend the schools open day/evenings and obtain a copy of the schools prospectus. You can also visit the Ofsted website (www.ofsted.gov.uk) for school inspection reports.

Q. Do secondary schools on Wirral have zones or catchment areas?
A. No. There are no catchment areas for secondary schools but if they are oversubscribed then the distance between home and school is one of the factors we use to decide which children are eligible for places.

Q. How do I find out which is my nearest secondary school?
A. You can write to or email Mainstream Admissions team at (secondariesplaces@ wirral.gov.uk) giving your child’s name and address and all schools in which you are interested. They will send you back your distance to each school.

Q. If I state a preference for a school in another Authority, is that counted as one of my preferences?
A. Yes. Although these schools are managed by another Authority we use their criteria for their schools and you should include them on this form.

Q. Can I be guaranteed a place in a particular school?
A. No. About 4000 applications are received every year. The pattern of preference changes from year to year and no one can know which schools will be under-subscribed or over-subscribed.

Q. Will I get my first preference of school?
A. Most children are offered one of their preferred schools. However, if more children want to go to a particular school than there are places available, some will have to be offered places at other schools.

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. The criteria in priority order are set out in the booklet Secondary Education in Wirral 2020-2021, Academy, Foundation, Trust and Voluntary Aided Schools have their own criteria.

Q. Can I see my child’s 11+ test papers?
A. No. If you do this, the preference cannot be considered and will be disregarded. After 2 March 2020 you can appeal for a grammar school place. Details of how to appeal will be on your offer letter/email.

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. Can I include my child’s extra-curricular activities?
A. No. Extra-curricular activities will not override the Data Protection Act in this instance.

Q. My child has not reached the standard for grammar school and I want to appeal. Should I include a grammar school as a preference?
A. Yes. If your child has not reached the standard for grammar school and you want to appeal, you should indicate a preference for a grammar school as a preference.
If you have other reasons for your preference please give them here and if need be continue on a separate sheet of paper. Please note that if you do not give reasons in support of your preference, it may not be possible to give the same weight to such reasons at a later stage as would be given at the initial consideration.

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.
SECTION 1

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 any other reasons for your preference complete SECTION 2 and SECTION 5.

If you state a preference for any of the Catholic schools you must complete SECTION 2 and SECTION 3.

If you state a preference for a non-Catholic grammar school and are currently claiming free school meals you must complete SECTION 2 and SECTION 4.

Is there any Court ruling e.g. Specific Issues Order, that determines who has authority to state a preference for a secondary school?  
YES □ NO □

If Yes, please attach copies of the Court rulings.

Is there any family member or ex-family member who is not entitled to have access to the information included on this form?  
YES □ NO □

If Yes, please give their name and relationship to the child

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

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

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

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).

I declare that I have read and understood the terms of the Privacy Notice.

Signed: (Parent) Date

Signed: (Parent) 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.

If your child attends a Wirral primary school this form should be returned to the Headteacher of your child's present school by 31 October 2019. All other forms, please return by 31 October 2019 directly to:

Adult and Disability Services
or Apply online at: www.wirral.gov.uk/schooladmissions

PO Box 290
Brighton Street, Wallasey CH27 9FQ

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

SECTION 2

Name of Child: Last name: Forenames: ________________________________

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

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

Name and address of current primary school:

______________________________

Sibling details:

______________________________

If your child is baptised Catholic then tick here

Please name the Church and year in which the baptism took place:

Church ________________________________ Year ________________________________

If your child was baptised as a christian of another denomination and subsequently admitted to the Roman Catholic Church then tick here

Please name the year of admission: ________________________________

SECTION 3

Applicants to Catholic Schools: Supplementary information

Parents are requested to complete this section of the preference form if applying for Catholic Schools.

In the following boxes, complete the ONE which applied to your child:

If your child is baptised Catholic then tick here □

Please name the Church and year in which the baptism took place

Church ________________________________ Year ________________________________

If your child was baptised as a christian of another denomination and subsequently admitted to the Roman Catholic Church then tick here □

Please name the year of admission: ________________________________

SECTION 4

Applicants to non-Catholic grammar schools: Supplementary information

You are requested to complete this section of the preference form if you are applying for non-Catholic grammar schools AND your child is currently in receipt of free school meals. Please do not complete this section if your child has not reached the required standard for grammar school.

Parent Full Name:

Parent Date of Birth: ________________________________ Parent National Insurance Number: ________________________________