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
Who decides whether I will be allocated a place?
We are the Admission Authority for all community and voluntary controlled schools. For voluntary aided schools and the Academies, the governing body is responsible for the 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 it as one of your preferences. We will tell other local authorities about your 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 quick and simple to do. You will receive an automatic email so that you know your application has been received by us. On 16 April 2018, online applicants will receive an email with their allocated school place. The deadline for online applications to be submitted is 15 January 2018.

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 name an out of zone school or one not linked with your 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 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, we say that the school is “oversubscribed”. When this happens we apply a set of rules called oversubscription criteria to decide who will be offered places at the school. The criteria for community and voluntary controlled schools are, in summary:

1. Children who are looked after, or were previously looked after by a Local Authority
2. Children who live in zone for the school in this order
   a. Children who already have older brothers or sisters at the school and living in the same household when they are due to start school. This applies also to children at a linked junior school
   b. Children who have valid medical reasons for going to the school
   c. 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, medical reasons, then on distance.

These criteria are explained in more detail in the Wirral Education in Wirral 2018-2019 booklet. You should read this very carefully before completing this form.

Voluntary Aided and Academy schools have their own admission criteria. Full details of the school admissions policies are included in a supplementary booklet or can be obtained from the individual schools and you are advised to read them carefully before completing this form.

Once we have received all the applications we will produce a list of applicants for each Wirral school. Your application for each school named as a preference will be ranked according to the preference order and the oversubscription 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 in and cannot use this when applying their criteria.

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.

Applying for a Wirral school from outside Wirral
If you live in England, you must apply through your home Local Authority who will co-ordinate the offer of a place.

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 made if parents (or, if the child is older, the child him/herself) are not offered their first choice.

Allocation of school places
All parents will be informed by Wirral Local Authority. Schools cannot make offers of places.

On 16 April 2018, if you have applied online for your child, 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 2018 we will send out by post a letter informing you of the school allocated for your child.

If you 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 primary 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. How do I find out which is my catchment or parish school?
A. Use the Catchment Area finder on www.wirral.gov.uk/schooladmissions. Otherwise you can write to or email Mainstream Admissions team (primaryplaces@wirral.gov.uk) giving your child’s name and address, or call 0151 606 2020.

Q. If I state a preference for an Aidend Academy school is that counted as one of my preferences?
A. Yes. Although these schools are managed by another Authority we co-ordinate admission arrangements with them and you should include them on your form, if your child is eligible for a place. Further details about the appeal procedures are outlined in both the allocation letter/email and the 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 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 first preference 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 reserves 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 preferences form with other departments of the Council in order to verify the authenticity of pupil addresses.

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

Wirral Council processes personal data in accordance with the Data Protection Act 1998. The personal data you provide on your preference form will be used by Wirral Local Authority and the governing Bodies of primary schools as Admissions Authorities.

They will apply the information to their admissions policies in order to allocate school places. 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 they ask us to act on your behalf.

Q. What happens if my child is not allocated any of the schools I have named on my 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 2018 we can take this into account when allocating school places. If you move house after 28 February 2018 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 be given a place at community schools?
A. No. Attending a nursery class or preschool does not guarantee a place in a school. We recommend including your nursery class as one of your preferences.

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 primary in Wirral. You should read this very carefully before completing the preference form. All parents of children born between 1 September 2013 and 31 August 2014. The information booklet and admissions policies are available online at www.wirral.gov.uk/schooladmissions or by calling 0151 606 2020.
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.

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 Church of England Aided Schools you must complete Parts A and C of SECTION 2

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

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

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

If Yes, please provide details

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.

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.

Forms must be returned no later than 15 January 2018 directly to:

Mainstream Admissions
Adult and Disability Services
PO Box 290
Brighton Street,
Wallasey CH27 9FQ

or Apply online by 15 January 2018 at: www.wirral.gov.uk/schooladmissions

SECTION 2

Applicants to Catholic Primary Schools

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

If your child is baptised Catholic then tick here □

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

Church ___________________________ Year ___________________________

Note that the Governing Body reserve the right to check on information provided by parents, including evidence of a baptismal certificate. If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Catholic Primary School or the Director of Schools for the Diocese, Curial Offices, 2 Park Road South, Birkenhead, phone 0151 652 9855.

Applicants to Church of England Aided Primary Schools

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

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 ___________________________

Note that the Governing Body reserve the right to check on information provided by parents, including evidence of church attendance. If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Church of England Aided Primary School.

Applicants to Church of England Aided Primary Schools

Parents are requested to complete this section of the preference form if applying for Church of England Aided Primary Schools.

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

Any other reasons for your preference, including involvement in the work and worship of a Church should be given 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. Note that the Governing Body reserve the right to check on information provided by parents, including evidence of church attendance. If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Church of England Aided Primary School.

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

Continue overleaf >