

8. School Application Forms

The schools which require you to complete a school application form will be clearly shown in the admissions booklet. It is important that if necessary you complete a school application form. These forms are obtained from and returned to the school. The closing date for receipt of most school application forms is 7th November 2008.

Some schools which use ability tests or aptitude assessments to allocate places require applicants to register for the tests or assessments before this closing date. This is because they intend to inform parents about the outcome of the tests or assessments before parents express a preference.

The following schools have earlier registration dates for applicants taking aptitude assessments or ability tests:

School	Closing Date	Telephone
Archbishop Blanch	11th September 2008	709 1452
Blue Coat	19th September 2008	733 1407
King David	11th September 2008	722 7496
St Edward's	11th September 2008	281 1999
St Hilda's	17th September 2008	733 2709
St Margaret's	12th September 2008	427 1825

For more information please contact the schools

Contact Points

Pupil Admissions Team (Call Centre)	Tel: 233 3006
Choice Advisory Service	Tel: 225 6030
Parent Partnership Service	Tel: 233 2848
Special Educational Needs and Disability Team	Tel: 225 6231
DCSF website	www.dcsf.gov.uk

You can write to:

Liverpool Children's Services, Municipal Buildings,
Dale Street, Liverpool L2 2DH.

If you would like information in another language or format, please ask us.

Telephone: 0151 233 3007 Minicom: 0151 225 3275

email: liverpool.direct@liverpool.gov.uk



Liverpool Children's Services

Transfer from Primary School to Secondary School in September 2009

Information for Parents

1. Introduction

In September 2008 you will receive a Secondary School Admissions Booklet for September 2009. The booklets will be distributed through your child's primary school.

The booklet contains important information about how to apply to schools; what criteria are used to allocate places if a school gets more applications than it has places available and how places were allocated in previous years. Before expressing a preference for a school it is important you understand the school's admission policy and know whether or not the school was oversubscribed in the previous year. Using this information you can assess your child's chances of gaining a place in the school.

This leaflet outlines what will happen and gives you information about how you can get more information about schools and advice about applying to schools.

2. Applying for Schools

In the front of the booklet there will be a preference form which asks you to express preferences for up to **three** schools. To apply for schools you must complete this form.

There are different types of schools in Liverpool and they have different admission arrangements. Community schools follow the admission policy decided by the City Council. Academies, foundation and voluntary aided schools follow the admission policy decided by the governing body. Some schools require parents to apply on a school application form as well as completing the local authority's preference form. Where this is the case, to apply you must complete both forms. The school application form is used by the governors when they are deciding which children to admit. The local authority's preference form is used as part of the coordinated admissions procedure.

Liverpool Residents

Liverpool residents can apply for Liverpool schools and schools in other local authorities on Liverpool's Preference form. If you are thinking of applying to schools in other areas you should contact the local authority serving that area to get a copy of their admission booklet to find out what the admission arrangements are for the school. Contact details for neighbouring local authorities are given in Liverpool's booklet.

Non Liverpool Residents

If you live outside Liverpool and your child attends a Liverpool primary school your home local authority (this is the local authority which serves the area where you live) will send you a copy of their admissions booklet and form. You apply for schools in Liverpool or schools in other local authorities on this form. The completed form is returned to your home local authority.

3. How places are allocated

If a school gets less applicants than it has places all applicants are admitted. If there are more applicants than places the school's admission policy is used to decide which children are admitted. The local authority decides which children are admitted to community schools. The governors of academies, foundation and voluntary aided schools decide which children are admitted to these schools.

For admission to secondary school in September 2008, 84% of applicants were offered their first preference school and 96% of applicants were offered one of the three schools they placed as a preference.

To ensure that parents are only allocated a place for their child at one school Liverpool coordinates the admission procedure with schools and neighbouring local authorities. This means that information about applications is shared between schools and local authorities. The local authority only provides information which is needed to operate the admission arrangements.

If your child meets the admission criteria for a place at more than one of your preferred schools, the local authority uses your school preference order to decide which school your child is offered. In these circumstances your child will be offered a place at the school you placed as the highest preference.

If the local authority cannot offer a place at any of the schools you have stated as a preference a place will be allocated at the nearest school with places available at the time of allocation.

The local authority will write to you to offer a place in secondary school. The letters will be sent on 2nd March 2009.

4. Choosing a School

In addition to the Secondary School Admissions Booklet there are several other sources that you can use to find out more information about schools. These include the following:

- Most schools have open days or open evenings which parents can attend.
- All schools have to produce a prospectus which gives more information about the school and schools can provide you with a copy of the last Ofsted Report. Schools can make a small charge for the Ofsted Report to cover photo copying costs.
- The Choice Advisory Service can provide parents with advice and assistance about applying for schools.
- Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools and can send you a list of Liverpool Secondary Schools' Examination Results.
- The Headteacher of your child's Primary School can provide advice.
- The Department for Children, Schools and Families (DCSF) has a website which you can access to find out more about schools and admissions.
- If you are thinking of applying to schools in other local authority areas you can contact the local authority for a copy of their composite prospectus.
- The contact information for these agencies is given at the end of this leaflet.

5. The Appeals Procedure

If you are not satisfied with the school your child has been allocated you can appeal against the decision to an Independent Appeals Panel. Details of the appeals procedures will be sent with the offer letters.

6. Children with Special Educational Needs

School Action or School Action Plus

If your child has special educational needs or a disability but does not have a Statement of Special Educational Needs you should complete the preference form issued by your home local authority. The usual admission policy for the school will apply. If you are not allocated a place for your child in your preferred school you can appeal to an independent appeal panel.

Children with a Statement

If your child has a Statement of Special Educational Needs and is in a mainstream school, you should complete the preference form issued by your home local authority.

You will discuss the secondary school your child will transfer to at your child's Annual Review in the autumn term. A decision about which secondary school your child will attend will be made following the Annual Review. If you disagree with the secondary school named in your child's statement you can appeal to the Special Educational Needs and Disability Tribunal. Contact the Special Education Needs and Disability Team about this.

7. Timetable for the Admissions Procedure

15th September 2008	You will receive the Secondary School Admissions Booklet from your child's Primary School.
7th November 2008	Closing Date for Receipt of Liverpool Preference Forms (other local authorities may have a different closing date).
10th November 2008 to 27th February 2009	The local authority coordinates admission arrangements with schools and neighbouring local authorities to allocate places.
2nd March 2009	Offer letters sent to parents.
April to May 2009	Admission Appeals.
1st July 2009	Liverpool Secondary Schools' Induction Day.