



## **IN YEAR CO-ORDINATED ADMISSIONS SCHEME FOR ST HELENS LA MAINTAINED PRIMARY AND SECONDARY SCHOOLS AND ACADEMIES FOR THE ACADEMIC YEAR 2023-24**

St Helens Local Authority is the admission authority for community and voluntary controlled schools. Voluntary aided schools and academies are their own admission authority. However, it has been agreed by St Helens own admission authority schools that in year school transfers should be co-ordinated by the St Helens School Admissions Team. Therefore, in year transfer applications for all publicly funded primary and secondary schools (except special schools) in St Helens shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Part 2 of this scheme.

### **PART 1: THE SCHEME**

#### **Applying for an in year transfer**

1. There will be a standard form known as the Common In Year Transfer Application Form which will be used for the purpose of admitting pupils as in year transfers to St Helens schools.
2. St Helens residents who wish to apply for schools outside the Borough will be advised to contact the relevant local authority.
3. The form will invite parents to name up to three schools and rank them in order of preference. The application form must be returned to the School Admissions Section, Atlas House, Corporation Street, St Helens WA9 1 LD.
4. The form will be available from all schools and Academies in St Helens, the Admissions Section at the above address and the Council's website:  
[www.sthelens.gov.uk/schools-education/school-admissions/](http://www.sthelens.gov.uk/schools-education/school-admissions/)
5. Parents who wish to apply for a voluntary aided/faith academy school in St Helens will be advised to complete the faith questions on the in year transfer application form. This will enable the relevant Admissions Committee to consider whether the application meets their higher priority faith criteria (if the school is oversubscribed). No supplementary forms will be required for voluntary aided/faith academy schools in St Helens.

#### **Determining offers**

All first, second and third preferences will be treated as equal regardless of parents' ranking. This means that each preference will, if necessary, have to be considered by the relevant admission authority without consideration of the ranking.

In order to determine offers:

### **Voluntary Aided Schools and Academies**

1. The School Admissions Team will check the central pupil database in order to determine whether there are available places in the year group and if they believe this to be the case, forward the Confidential Information and In Year Application Forms to the school. The school will then confirm the admission, assuming there is a place in the designated year group.
2. If the central pupil database indicates that the school has reached its published admission number in the relevant year group the Local Authority will confirm this with the school.
3. If an admission authority receives more applications than available places it must apply its oversubscription criteria, rank the applications accordingly and inform the School Admissions Team of the outcome within five school days.

### **Community and Voluntary Controlled schools**

The Local Authority will consider all preferences for community and voluntary controlled schools on the next school day. If there are more applications than available places, the Local Authority will apply its oversubscription criteria and rank applications accordingly.

### **Determining Fair Access Protocol applicants**

For all in year applicants, the Local Authority will send a confidential information sheet to the child's current school, in order to determine whether they should be considered under its Fair Access Protocol.

### **Co-ordinating the offer of a single place**

When applications for all schools have been considered and ranked, the Local Authority will make a single offer for the school that the parent has ranked the highest.

Where no stated preference can be offered the Authority may offer a place, for St Helens residents only, at the nearest appropriate St Helens school with an available place.

### **Informing St Helens schools of places offered**

The allocated school will be notified the day the decision letter is sent to the parent.

### **Notifying parents of decisions:**

The Local Authority will send decision letters on behalf the relevant admission authority, normally no later than 10 school days after receipt of the common in year transfer application.

### **Acceptance of a place**

The offer of a place will be open for four school weeks, if parents fail to respond the place will be withdrawn. If the place is accepted, the allocated school must make arrangements to admit the pupil within 5 school days.

### **Right of appeal**

If a parent's preference has been refused the Local Authority will advise them of their right of appeal.

If parents lodge an appeal and a place becomes available, the relevant admissions authority will apply their oversubscription criteria and the appellant will be considered alongside other applicants including those for whom application forms have been recently received or those on the waiting list.

### **Waiting Lists**

If a parent's application is refused their child's name will be kept on a waiting list for the remainder of that academic year. The waiting list will be kept in criteria (not date) order. Parents will be advised in the decision letter that they need to apply in June for the following academic year, if they wish their child to be kept on the waiting list.

## **PART 2: THE 10 SCHOOL DAYS TIMETABLE FOR THE CO-ORDINATION OF IN YEAR TRANSFERS**

<b><u>DAY 1</u></b> In year transfer application form received by the School Admissions Team
<b><u>DAY 1 TO 5</u></b> Information requested from applicants previous school to determine whether they should be considered under the Fair Access Protocol.
<b><u>DAY 6</u></b> Details of application forwarded to the relevant admission authority(s)
<b><u>DAY 7 TO 9</u></b> Admission authority(s) will consider applications. A single offer will be made for the school that has been ranked highest by the parent
<b><u>DAY 10</u></b> Receiving school will be informed of place that has been allocated.
<b><u>DAY 10</u></b> The Local Authority will send a decision letter first class or by email to parents