



St. Helens  
Council

Information for parents

# Secondary Education 2020/2021

Choosing the right secondary school for your child





# The statement of preference of a secondary school for your child is one of the most important decisions you will have to make.

Dear Parents/Carers,

The statement of preference of a secondary school for your child is one of the most important decisions you will have to make. We want to do as much as possible to help you understand how to make your application. This booklet has been produced to tell you about secondary schools in St Helens, how to apply for a place and what to do if your preference cannot be met.

This booklet sets out the arrangements for the admission of children to secondary schools for the academic year beginning September 2020. It also sets out arrangements for transfer from one secondary school to another during this year and gives details of how places are allocated.

**Please note that you may not always gain your first preference when you apply for a secondary school. Admission may depend on meeting the criteria which are explained fully in this booklet.**

Please take the time to read this booklet carefully before you fill in your application form, even if you have already decided which secondary school you prefer. It contains a lot of information which I hope will inform your preferences and, wherever possible, help you to avoid disappointment.

Each secondary school produces its own prospectus which contains a great deal of information about that school. It may also be useful to visit the schools which interest you before completing the application form (details of Open Evenings are on page 4). If you have any queries about individual schools, do not hesitate to contact the head teacher of the secondary school concerned.

A **checklist for applicants** is detailed at the back of the booklet and may help parents/carers in completing the form correctly.

You are also advised to read the information provided on eligibility for home to school transport on **page 39**, since this may be an important aspect to consider in expressing your preferences.

The staff who work in the Admissions Section at Atlas House are there to help with the application process. Please do not hesitate to contact them with any queries or concerns that you may have about admissions.

They can be reached on St Helens 01744 671030.

I hope very much that you find this booklet helpful.

Yours sincerely,



Joanne Davies  
Senior Assistant Director, Education and Children's Health



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# Information about Schools

## Open Evenings/Days

Secondary and academy schools hold open evenings during the autumn term so that parents and pupils may visit schools prior to completing the application form for a secondary school place.

Dates for open evenings/days are as follows:

Academies	Date and Time	
Hope Academy Telephone: 01744 671930	Saturday 28 September 2019	9.00am-1.00pm
Rainford High School Telephone: 01744 885914	Thursday 26 September 2019	From 6.00pm
Rainhill High School Telephone: 01744 677205	Thursday 3 October 2019	From 6.30pm
The Sutton Academy Telephone: 01744 678859	Wednesday 25 September 2019	From 6.00pm

Voluntary Aided Schools	Date and Time	
Cowley International College Telephone: 01744 678030	Thursday 12 September 2019	5.30pm-8.30pm
Haydock High School Telephone: 01744 678833	Tuesday 17 September 2019	5.30pm-8.00pm

Voluntary Aided Schools	Date and Time	
De La Salle School Telephone: 01744 20511	Wednesday 2 October 2019	Evening
St. Augustine of Canterbury Catholic High School Telephone: 01744 678112	Tuesday 1 October 2019	6.00pm-8.00pm
St. Cuthbert's Catholic High School Telephone: 01744 678123	Thursday 19 September 2019	5.30pm-8.00pm

Voluntary Aided Schools (Wigan)	Date and Time	
St. Edmund Arrowsmith Catholic High (Ashton-in-Makerfield) Telephone: 01942 728651	Wednesday 25 September 2019	6.00pm-8.30pm
St. Peter's Catholic High Visual Arts College (Orrell) Telephone: 01942 747693	Thursday 3 October 2019	6.00pm-8.00pm

**It is advisable to check the above dates with the schools in case there have been any changes since this booklet was printed.**

## Types of Secondary Schools in St Helens

All secondary schools in the Borough of St Helens are comprehensive:

### Academies

Academies are independently managed, all-ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education. Together they fund the land and buildings, with the government covering the running costs.

### Community Schools

The Local Authority employs the staff on the recommendation of the Governing Body, owns the school's land and buildings and, as the admissions authority, determines the oversubscription criteria for these schools.

### Voluntary Aided Schools

The Governing Body is the employer and the school's land and buildings are normally owned by the church or a charitable foundation and they contribute towards the capital costs of running the school. They are the admissions authority and, therefore, determine their own oversubscription criteria.

### School Prospectus

The Governors of each school publish a prospectus each year that provides information about their school. As well as including details about school policies, educational needs and curriculum, there will also be a summary of the National Curriculum assessment of the pupils in the school at the end of the appropriate Key Stage. The prospectus is available free of charge from each secondary school and Academy mentioned in this booklet.

### Ofsted Reports

Schools are inspected by the Office for Standards in Education (Ofsted). Copies of Ofsted reports are available from schools or can be viewed on the Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### School Achievement and Attainment Tables

Annual School Achievement and Attainment Tables (formerly performance tables) are available online at [www.education.gov.uk/schools/performance/index.html](http://www.education.gov.uk/schools/performance/index.html)

# Timetable for admission to Secondary School in September 2020

The timetable for admission to Secondary School in September 2020 is as follows:

**September 2019** - Booklets and application forms are distributed to parents by their child's primary school. (Any known St Helens children who attend primary schools in other Local Authorities will be sent booklets and application forms through the post.)

The website [www.sthelens.gov.uk/admissions](http://www.sthelens.gov.uk/admissions) is open for parents who wish to apply online.

**31 October 2019** - Closing date for the submission of online applications or the return of paper applications to primary schools or the Admissions Section for children who do not attend a primary school in St Helens.

**2 March 2020** - If you submit a paper application, a letter will be posted to you, notifying you of the place allocated to your child. If you apply online, you will receive an email at approximately 8am on 2 March 2020.

**April 2020 onwards** - Appeal hearings for parents whose preference(s) cannot be met.

**September 2020** - Admission to school.





# Applying for a Secondary School Place for September 2020

## Co-ordinated Admissions

Every Local Authority in England has to co-ordinate admissions to secondary schools in their area for children transferring from Year 6 in primary school.

### How Co-ordinated Admissions Work:

- Parents complete one application form on which they are asked to list three secondary schools and rank them in order of preference. These can be schools within St Helens or in neighbouring Local Authorities.
- St Helens Local Authority liaises with the appropriate admissions authorities, including other Local Authorities, if a parent has stated a preference for a school outside the Borough.
- The admissions authority for each of the schools will then determine whether a place can be offered. If more than one place can be offered, the school which the parent has ranked highest will be allocated by the home Local Authority.
- All parents who apply by the **31 October 2019** deadline will be sent an offer letter or email on 2 March 2020.

## Application Form

If your child was born on or between 1 September 2008 and 31 August 2009, and resides in St Helens, please complete the **application form at the back of this booklet or, alternatively, complete your application online (see overleaf). All St Helens residents must fill in a St Helens form even if they are applying for schools in other Local Authorities.**

The completed application form should be returned to the head teacher of your child's primary school, if they are currently attending a primary school in St Helens, by **31 October 2019**.

If you decide to apply online, we will inform your child's primary school (if this is in St Helens) that you have submitted an online application. If your child does not attend a primary school in St Helens, but you are a St Helens resident, then you should return the completed form to the School Admissions Section, Atlas House, Corporation Street, St Helens WA9 1LD by **31 October 2019**.

## Applying for schools outside St Helens

If you live in St Helens and wish to apply for schools in another Borough, you must do so on the St Helens form. If you name a school outside St Helens, you should obtain the information booklet from the relevant authority (contact details on page 51) to find out about the particular school in which you are interested.

## Applications from parents who live outside St Helens

Even if your child attends a St Helens primary school, if you reside in another Local Authority, then you must read your home Authority's booklet and complete their application form. See page 51 for neighbouring Local Authorities' contact details. Under no circumstances should you complete more than one application form, as this will only delay the allocation process for everyone.

## Supplementary Information and Additional Forms

Catholic secondary schools in St Helens do not ask parents to complete supplementary forms (but parents should complete the faith questions on the home Local Authority application form). If they are oversubscribed, the relevant Governing Body will check for proof of baptism (usually with the child's primary school) and may request proof of religious affiliation, in writing, normally from the appropriate Minister of Religion.

If any of your preferences are for voluntary aided (Faith) schools outside St Helens, these schools may require a supplementary form. If this is the case, you can get a supplementary form from the school and you should return it to them by the date that is specified.

**The supplementary form will not be regarded as a valid application unless you have completed the Local Authority's application form and nominated the school concerned on it.**

It is the parents' responsibility to make sure they supply such information and/or complete a supplementary form.

## Online Applications

You can make an online application for your child's school place. The online form asks for the same information as the paper form at the back of this booklet. The benefits of applying online are:

- It is quick and easy to use;
- There are simple instructions guiding you through the process;
- You can change your application up to the closing date (31 October 2019);
- You will receive an email confirmation that your application has been received;
- The offer of a school place will be sent via email, so you do not have to wait for the post.

For more information, please go to [www.sthelens.gov.uk/admissions](http://www.sthelens.gov.uk/admissions)

## Expressing and Ranking your Preferences for Schools

You do not have a right to choose which school your child will go to, you only have a right to express a preference for a school.

- **You should choose your preferences wisely.** For this reason, before expressing a preference, you should check whether the school was oversubscribed last year and read the oversubscription criteria for that school to work out what priority your child would have for a place. See page 11 for details of the oversubscription criteria for Community schools in St Helens and pages 12-13 on how places were allocated for September 2019. See pages 14-27 for details of the oversubscription criteria for Academy and Catholic schools in St Helens.
- If you are expressing a preference for a school outside St Helens, you will find details on the oversubscription criteria and how places were allocated last year from the information booklet of the Local Authority in which the school is situated. (See Local Authorities' contact details on page 51.)
- **Please remember that the number of pupils in the age group and the pattern of parental preference can change from year to year.**
- **You should state three schools and rank them in order of preference so that if your first preference cannot be met due to oversubscription, your child may be considered for a place at your second or third preference school.**
- If you do not name a second or third preference, **it does not** increase your chance of gaining a place at your first preference school. It means that you have wasted your preferences and, if you do not obtain a place at that school, you may lose priority for another school where you might otherwise have obtained a place.
- Repeating the name of one school does not improve your chances of getting a place there.
- If each of your preferred schools is oversubscribed, and your child is not offered a place at any of them, the Local Authority will normally allocate a place at the next nearest community school with available places. If your child is baptised Catholic, then the Local Authority will allocate the next nearest Catholic school with available places. If you live outside St Helens and you are unsuccessful with your application for a St Helens school, you will be referred back to your home Local Authority.
- **Please note** that if you do not name the secondary school that is associated with your child's primary school as a preference, it will not automatically be allocated if your other preferences cannot be met.

## **IMPORTANT – EQUAL PREFERENCE:**

**All first, second and third preferences for schools are treated as equal, regardless of parents' ranking. Therefore, if schools receive more applications than they have places available, the oversubscription criteria will be used to decide who can be potentially offered a place - not the order in which the preferences have been ranked.**

**The ranking is only used to determine which school should be offered if an applicant meets the criteria for more than one school, i.e. a single offer will be made for the school that has been ranked the highest by the parent.**

**If you have any concerns about this, please contact the Admissions Section on 01744 671030 prior to completing the application form.**

## **Changes of Preference**

The Local Authority will not accept a change of preference after the closing date without proof of an exceptional change in circumstances, e.g. house move to another area or an older sibling has transferred schools.

Where there is no evidence of an exceptional change in circumstances, the change of preference will be considered as a late application.

## **Late Applications**

Applications (including agreed changes of preference) submitted after the closing date will only be considered alongside those who applied on time, when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

## **Definition of Home Address**

This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. The Local Authority will use the address of the parent who is in receipt of Child Benefit for this. If parents are separated and the child spends time at each parent's address, the address which receives child benefit will normally be used, but the Authority reserves the right to request other proofs as fit the individual circumstances. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address, e.g. Council Tax or utility bills.

**Any parent seeking to advantage their child's application for a school place by submitting a false address may have the offer of a place withdrawn once this is discovered.**

**The Local Authority has withdrawn offers of places to parents who made false declarations in previous years.**

### **Please note:**

Any change in your home address after you have completed the application form must be notified to the Admissions Section and supported by documentary evidence. Similarly, if you are unsuccessful in your application for your preferred school(s) and subsequently move address, you should notify the Admissions Section as this may affect your child's position on the waiting-list(s).

## **One Application per Child**

The Local Authority will only accept one application per child for a school place. Where parents disagree on school preferences for their child, they must settle their differences between each other and submit only one form.



# How Places are Allocated

## Admission Number

All schools have an admission number (i.e. the number of places available). The admission number for each St Helens secondary school is published in this booklet on pages 12-27.

If more applications are received than the number of places available at a school, then it means the school is oversubscribed. When this happens, the oversubscription criteria will be applied in order to decide how places will be allocated.

## Oversubscription Criteria for Community Schools in St Helens

All St Helens Community schools have the same oversubscription criteria. (Both Rainford High, Rainhill High and The Sutton Academy have agreed to the criteria they had when they were Community Schools.)

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of pupils with Education, Health and Care Plans, where the school is named on the Plan, the criteria will be applied in the following order:

1. looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
2. children from the associated primary schools (detailed on pages 12-19);
3. children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit;
4. other children.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Local Authority will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

## Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Local Authority will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the school concerned.

## Please note:

In some areas of St Helens, pupils in associated primary schools may not always secure a place at their associated secondary school. Some children who have an older brother or sister attending a secondary school may not be able to secure a place at the same secondary school.

## Waiting-Lists and Appeals

Where there are more applicants than places for a particular school for the Year 7 September intake, the Local Authority will keep a waiting-list and inform parents about how they can appeal (see pages 35-36 for further details).

## Community Schools in St Helens and How Places were Allocated for September 2019

School Name: **Cowley International College**

Principal: Mr C Sheeran

Address: Hard Lane  
St Helens  
WA10 6PN

Telephone: 01744 678030

Website: **[www.cowley.st-helens.sch.uk](http://www.cowley.st-helens.sch.uk)**

Age Range: 11 – 18

Admission Number for Year 7 in September 2020: **250**

Number of pupils on roll, January 2019: **1513**



### Associated Primary Schools

Carr Mill Primary

Merton Bank Primary

Parish CE Primary (part of the Liverpool Diocesan Schools Trust)

Queen's Park CE/URC Primary

Rivington Primary

St.Mary & St.Thomas' CE Primary (part of the Three Saints Academy Trust)

### How places were allocated for September 2019:

The school was oversubscribed; therefore, 250 places were allocated as shown in the table below:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
250	<p><b>Total:</b> 572</p> <p>First Preference 321</p> <p>Second Preference 167</p> <p>Third Preference 84</p>	<p>Children with an Education, Health and Care Plan 2</p> <p>Looked after and previously looked after children 7</p> <p>Associated Primary 174</p> <p>Brothers &amp; Sisters 30</p> <p>Distance 37</p>	<p><b>252</b></p> <p>(4 appeals were upheld)</p>

*The last place allocated under Criterion 4 (distance) was measured at 1.113 miles.*

*Please be aware that how places are allocated can substantially change from year to year.*

**This school is regularly oversubscribed.**

School Name: **Haydock High School**

Executive Head Teacher: Mr C Sheeran

Head of School: Mr P Abram

Address: Clipsley Lane  
Haydock  
St Helens  
WA11 0JG

Telephone: 01744 678833

Website: **www.haydockhigh.org.uk**

Age Range: 11 – 16



Admission Number for Year 7 in September 2020: **180**

Number of pupils on roll, January 2019: **708**

### Associated Primary Schools

Allanson Street Primary  
Ashurst Primary  
Broad Oak Community Primary  
Grange Valley Primary  
Legh Vale Primary  
St.James' CE Primary (part of the Liverpool Diocesan Schools Trust)

### How places were allocated for September 2019:

Places were allocated as follows:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
180	<b>Total: 230</b> <b>First Preference 119</b> <b>Second Preference 58</b> <b>Third Preference 53</b>	All preferences were met	157

*Please be aware that how places are allocated can substantially change from year to year.*

*This school has been oversubscribed in previous years.*

## Oversubscription Criteria for Academies in St Helens and How Places Were Allocated for September 2019

**Hope Academy is a joint Catholic and joint Church of England Academy that opened in September 2011. It has been formed to replace Newton Community High School and St.Aelred's Catholic Technology College.**

School Name: **Hope Academy**  
 Principal: Mr P Ferguson  
 Head of School: Mrs M Adams  
 Address: Ashton Road  
 Newton-le-Willows WA12 0AQ  
 Telephone: 01744 671930  
 Website: **www.hopeacademy.org.uk**  
 Age Range: 11 – 18  
 Admission Number for Year 7 in September 2020: **270**  
 Number of pupils on roll, January 2019: **1136**



### Procedures where the Hope Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health and Care Plans, where the Hope Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

- looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- children in receipt of 'Enhanced Action Plus' funding for whom the LA has indicated that the Academy is the most appropriate educational establishment because of their special educational needs;
- after the application of criteria (a) and (b), places will be allocated on the following basis:

#### Catholic Places

50% of the remaining places, in order of priority to:

- \*\*Baptised Catholic children living in the designated Catholic Parishes of:  
 St.David, Newton-le-Willows; St.Mary & St.John, Newton-le-Willows; St.Patrick, Newton-le-Willows; All Saints, Golborne; St.Catherine of Siena, Lowton; St.Lewis, Croft; St.Paul of the Cross, Burtonwood\*  
 \*Pupils attending St.Paul of the Cross Primary School and living in the Kingswood area of West Warrington or in the 'Spa Towns' area bounded by Burtonwood Road, Burma Road and Whittle Avenue (formerly in St.Joseph's Parish) have admission to St.Gregory's High School, Warrington (Warrington LA).
- \*\*Baptised Catholic children living in parishes other than the designated parishes but attending one of the associate Primary Schools of the designated Catholic Parishes:  
 St.Mary's Catholic Junior School (Newton); All Saints Catholic Primary (Golborne); St.Catherine's Catholic Primary (Lowton);

#### Community Places

50% of the remaining places in order of priority to:

- Children who attend the associated Church of England and Community Schools:  
 Lyme Community Primary, Newton-le-Willows Primary, St.Peter's Church of England Primary, The District Church of England Primary, Wargrave Church of England Primary.



<p>St.Lewis' Catholic Primary; St.Paul of the Cross RC Primary*</p> <p>***'Baptised Catholic' means, within the policies and practices relating to school admissions, any child who, before the due date of application, is a baptised Catholic or who, having been baptised into another Christian denomination whose baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.</p> <p>For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception into the Church will be required, in accordance with the Archdiocesan Advice on this matter. A copy of the Advice may be obtained at the school.</p>	
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**If either Catholic or Community applicants are undersubscribed in criterion (c), any remaining places will be allocated to the other sector before the application of criteria (d) to (g).**

After the application of criterion (c), any remaining places will be allocated in order of priority to:

d) non-Catholic children attending one of the associate Primary Schools of the designated Catholic Parishes:

St.Mary's Catholic Junior School (Newton), All Saints Catholic Primary (Golborne), St.Catherine's Catholic Primary (Lowton), St.Lewis' Catholic Primary, \*St.Paul of the Cross RC Primary;

e) children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must have entered the Academy in Years 7 to 11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit;

f) children whose parents regularly worship in a recognised Faith community. Regular attendance shall be defined as at least once a month for at least 6 months before application. This would need to be supported by a reference/letter from a leader of that Faith community and submitted by the parent with their application form;

g) children whose parents express a preference for a place at the Academy.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Tie-Break**

In the event of any oversubscription in the number of applications made under any of the categories above, the Academy will offer places first to children whose \*family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the Academy.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the Academy.

## Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Governing Body will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the Academy.

## How places were allocated for September 2019:

The school was oversubscribed; therefore, 300 places were allocated as shown in the table below:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals	
300 (temporary increase)	<b>Total: 426</b> <b>First Preference 311</b> <b>Second Preference 67</b> <b>Third Preference 48</b>	Children with an Education Health and Care Plan	3	<b>311*</b> <b>(an additional 11 places were allocated due to exceptional circumstances)</b>
		Criterion a	8	
		Criterion b	1	
		Criterion c	239	
		Criterion d	10	
		Criterion e	5	
		Criterion f	0	
		Criterion g	45	

*The last place allocated under criterion g (distance) was measured at 2.516 miles.*

*Please be aware that how places are allocated can substantially change from year to year.*

School Name: **Rainford High**  
**(Part of Rainford Academies Trust)**



Principal: Mr I Young  
 Address: Higher Lane  
 Rainford  
 St Helens  
 WA11 8NY  
 Telephone: 01744 885914  
 Website: **www.rainford.org.uk/**  
 Age Range: 11 – 18

Admission Number for Year 7 in September 2020: **290**

Number of pupils on roll, January 2019: **1588**

### Associated Primary Schools

Bleak Hill Primary  
 Chapel End Primary  
 Eccleston Mere Primary  
 Garswood Primary  
 Rainford Brook Lodge Community Primary  
 Rainford CE Primary  
 Rectory CE Primary  
 St.Aidan's CE Community Primary

### Oversubscription Criteria for September 2020

The governing body has determined that their admission arrangements will be the same as Community Secondary Schools in the Borough of St Helens (see page 11).

### How places were allocated for September 2019:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
290	Total: 627  First Preference 347 Second Preference 179 Third Preference 101	Children with an Education Health and Care Plan 4 Looked after and previously looked after children 8 Associated Primary 238 Brothers & Sisters 25 Distance 19	295

The school was oversubscribed; therefore, 290 places were allocated as shown in the table above:  
*The last place allocated under Criterion 4 (distance) was measured at 1.272 miles.*

*Please be aware that how places are allocated can substantially change from year to year.*

**This school is regularly oversubscribed.**

School Name: **Rainhill High School  
(Rainhill Learning Village Multi-Academy Trust)**

Head Teacher: Mrs J Thorogood

Address: Warrington Road  
Rainhill  
L35 6NY

Telephone: 01744 677205

Website: **www.rainhillhighschool.org.uk**

Age Range: 11 – 18

Admission Number for Year 7 in September 2020: **300**

Number of pupils on roll, January 2019: **1535**



### Associated Primary Schools

Eccleston Lane Ends Primary  
Longton Lane Primary  
Nutmogrove Methodist Primary  
Oakdene Primary  
St. Ann's CE Primary (part of the Three Saints Academy Trust)

### Oversubscription Criteria for September 2020

The Governing Body has determined that their admission arrangements will be the same as Community Secondary Schools in the Borough of St Helens (see page 11).

### How places were allocated for September 2019:

The school was oversubscribed; therefore, 300 places were allocated as shown in the table below:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
311* *(temporary increase due to exceptional circumstances)	Total: 573 First Preference 329 Second Preference 159 Third Preference 85	Children with an Education Health and Care Plan 5 Looked after and previously looked after children 7 Associated Primary 171 Brothers & Sisters 35 Distance 94	312 (No appeals were upheld)

*The last place allocated under Criterion 4 (distance) was measured at 1.893 miles.  
Please be aware that how places are allocated can substantially change from year to year.*

**This school is regularly oversubscribed.**

School Name: **The Sutton Academy**  
Principal: Mrs A Sherman  
Address: Eltonhead Road  
St Helens  
WA9 5AU  
Telephone: 01744 678859  
Website: **www.thesuttonacademy.org.uk**  
Age Range: 11 – 18



Admission Number for Year 7 in September 2020: **270**

Number of pupils on roll, January 2019: **1188**

## **Procedures where The Sutton Academy is oversubscribed**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with an Education Health and Care Plan, where The Sutton Academy is named on the Plan, the criteria will be applied in the order in which they are set out below:

- a) looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- b) children from the following associated primary schools:
  - Eaves Primary
  - Robins Lane Community Primary
  - Sherdley Primary
  - Sutton Manor Community Primary
  - Sutton Oak CE Primary
  - Thatto Heath Community Primary
  - Willow Tree Primary;
- c) children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must be on the school roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit;
- d) other children.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Tie-Break**

In the event of any oversubscription in the number of applications made under any of the categories above, the Academy will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the Academy.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the Academy.

### Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Academy will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number for the Academy.

### How places were allocated at The Sutton Academy for September 2019:

The school was oversubscribed; therefore, 270 places were allocated as shown in the table below:

Admission Number	Total number of applications: First, Second and Third preferences	How places were allocated	Final number of places allocated after late applications, changes of preference and appeals
270	<p><b>Total:</b> 417</p> <p><b>First Preference</b> 273</p> <p><b>Second Preference</b> 103</p> <p><b>Third Preference</b> 41</p>	<p><b>Children with an Education Health and Care Plan</b> 1</p> <p><b>Looked after and previously looked after children</b> 8</p> <p><b>Associated Primary</b> 224</p> <p><b>Brothers &amp; Sisters</b> 9</p> <p><b>Distance</b> 32</p>	<p>274*</p> <p>*(an additional 4 places were allocated due to exceptional circumstances)</p>

*The last place allocated under criterion g (distance) was measured at 1.654 miles.*

**This school was oversubscribed for September 2019.**



## Oversubscription Criteria for Voluntary Aided Catholic Secondary Schools and How Places were Allocated for September 2019

**Please read the oversubscription criteria carefully and complete the question on the application form regarding the Faith to which your child belongs.**

If your child is Baptised Catholic and attends a Catholic primary school, the Admissions Committees of St Helens Catholic secondary schools will confirm this with the primary school. For other Catholic applicants, a copy of their Catholic Baptismal Certificate will be required. If the schools you have named on the form also give priority to applicants of other Faiths, proof in the form of a Baptismal Certificate or a letter from an appropriate religious leader or minister will be required.

If more applications are received than the number of places available, the Governing Body of the school will apply their oversubscription criteria. Each school has its own criteria and these are detailed on the following pages.

The oversubscription criteria for two Wigan Voluntary Aided Catholic schools – St.Peter’s Catholic High School Visual Arts College (Orrell) and St.Edmund Arrowsmith Catholic High School (Ashton-in-Makerfield) have also been included as they have contributory parishes within St Helens.

School Name: **De La Salle**  
 Head Teacher: Mr A Rannard  
 Address: Mill Brow  
 Eccleston  
 St Helens  
 WA10 4QH  
 Telephone: 01744 20511  
 Website: **www.delasalle.st-helens.sch.uk**  
 Age Range: 11 – 16  
 Admission Number for Year 7 in September 2020: **240**  
 Number of pupils on roll, January 2019: **1165**



**The following information has been taken from the School’s Admissions Policy and Arrangements document:**

### Associated Parishes and Primary Schools

Parish	Primary School
Corpus Christi	Corpus Christi
Our Lady, Portico	1. St.Austin’s 2. Our Lady’s, Prescott
Former Parish of Sacred Heart	1. St.Austin’s 2. St.Teresa’s
St.Austin	1. St.Austin’s 2. St.John Vianney’s
St.Bartholomew	St.Bartholomew’s
St.Julie	St.Julie’s
St.Teresa	St.Teresa’s
St.Thomas of Canterbury	St.Thomas of Canterbury



Where the number of applications exceeds the number of places, the Governing Body will apply the following oversubscription criteria:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
2. Baptised Catholic children living in the designated parish(es) and attending a Catholic primary school of a designated parish (see table on previous page).
3. Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and, in every case, who is living at the same address and is part of the same family unit.
4. Baptised Catholic children living in the designated Catholic parishes but attending another Catholic primary school.
5. Baptised Catholic children living in parishes other than the designated parishes, who attend a Catholic primary school of a designated parish.
6. Baptised Catholic children living in parishes other than the designated parishes and who attend other Catholic schools.
7. Baptised Catholic children living in the designated Catholic parishes but attending a school other than a Catholic primary school.
8. Baptised Catholic children living in parishes other than the designated parishes but attending a school other than a Catholic primary school.
9. Children, other than Catholic, who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit.
10. Children attending a Catholic primary school of a designated parish.
11. Children whose parents express a preference for a place at the school.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their Social Services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Notes:**

- a. All applications will be considered at the same time and after the national closing date for admissions. Applications (including agreed change of preferences) submitted after the closing date will only be considered alongside those who applied on time, when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.
- b. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.  
A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions,

or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

### **Tie-Break**

In the event of any oversubscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

### **Special Conditions for Twins (etc.)**

Where the final place in a year group is offered to one of twins (or triplets etc.), the Governing Body will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number.

### **How places were allocated for September 2019:**

A total of 447 applications were received: 228 First Preferences, 129 Second Preferences and 90 Third Preferences. After allocating places to 2 pupils with an Education, Health and Care Plan, the Governing Body allocated places as follows:

<b>Criterion</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>Final number of places allocated after late applications, changes of preference and appeals</b>
	<b>9</b>	<b>129</b>	<b>15</b>	<b>3</b>	<b>17</b>	<b>31</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>5</b>	<b>13</b>	<b>242 (2 appeals upheld)</b>

**This school was oversubscribed for September 2019.**

### **Enhanced ASD provision at De La Salle**

Applications for the enhanced ASD provision at De La Salle are determined by the Local Authority and are therefore outside the school's admission policy and arrangements. Places which are allocated at the provision are in addition to the 240 Published Admission Number set by the Governing Body of De La Salle.

Parents who wish their child to be considered for a place at the provision should contact the Additional Needs Team of the Local Authority (see page 48 for contact details).



## St. Augustine of Canterbury Catholic High School

Executive Head Teacher: Mr Ivan Gaughan  
 Head of School: Mrs Giselle Lynch  
 Address: Boardmans Lane  
 St Helens  
 WA11 9BB  
 Telephone: 01744 678112  
 Website: [www.staug.org.uk/](http://www.staug.org.uk/)  
 Age Range: 11 – 16



Admission Number for Year 7 in September 2020: **150**

Number of pupils on roll, January 2019: **585**

***The following information has been taken from the School's Admissions Policy and Arrangements document.***

### Associated Parishes and Primary Schools

Parish	Primary School
St. Mary's, Birchley*	St. Mary's Catholic Primary, Birchley
St. Mary's, Blackbrook	St. Mary's Catholic Primary, Blackbrook
St. Mary's, Lowe House	1. Holy Cross 2. St. Thomas of Canterbury
St. Patrick's	St. Peter and St. Paul
St. Peter and St. Paul	St. Peter and St. Paul

\*St. Mary's, Birchley is also an associated parish of St. Peter's Catholic High School Visual Arts College (Orrell).

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Looked after children and previously looked after children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;
2. Baptised Catholic children who have a brother or sister at the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
3. Baptised Catholic children resident in the designated parishes of St. Mary's, Birchley; St. Mary's Blackbrook; St. Mary's, Lowe House; St. Patrick's and St. Peter and St. Paul
4. Other Baptised Catholic children.
5. Other children who have a brother or sister at the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit.
6. Children attending one of the Catholic Feeder Primary Schools in the parishes named in Criterion 3 above.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required.
8. Children of other Faiths. An appropriate Minister of Religion would need to confirm, in writing, that the applicant is a member of their Faith group.
9. Other children.

## Notes:

- a. All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the St Helens admissions scheme for schools detailed in the St Helens admissions information booklets.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

## Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

## Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Governing Body will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number.

## How places were allocated for September 2019:

A total of 174 applications were received: 62 First Preferences, 79 Second Preferences and 33 Third Preferences. All preferences were met - the final number of places allocated was 100.

**This school has been oversubscribed in previous years.**

School Name: **St.Cuthbert's Catholic High School**

Head Teacher: Mrs C Twist

Address: Berrys Lane  
St Helens  
Merseyside  
WA9 3HE

Telephone: 01744 678123

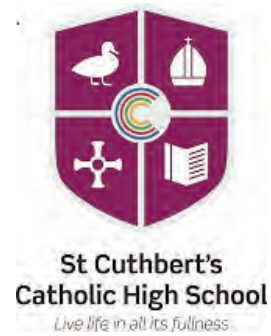
Website: **stcuthberts.com**

Age Range: 11 – 16

Admission Number for Year 7 in September 2020: **182**

Number of pupils on roll, January 2019: **815**

***The following information has been taken from the School's Admissions Policy and Arrangements document.***



### **Associated Parishes and Primary Schools**

<b>Parish</b>	<b>Primary School</b>
Holy Cross and St.Helen	Holy Cross
St.Anne and Blessed Dominic	St.Anne's
St.Theresa of the Child Jesus	St.Theresa's
St.Vincent De Paul	Holy Spirit

Where the number of applications exceeds the number of places available, the governing body will apply the following oversubscription criteria:

1. Looked after children and previously looked after children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;
2. Baptised Catholic children who have a brother or sister at the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case, who is living at the same address and is part of the same family unit.
3. Baptised Catholic children resident in the parishes of Holy Cross & St.Helen, St.Anne and Blessed Dominic, St.Theresa of the Child Jesus and St.Vincent de Paul.
4. Other baptised Catholic children.
5. Other children, who have a brother or sister at the school at the time of admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit.
6. Children attending one of the Catholic Feeder Primary Schools in the parishes named in Criterion 3 above.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required.
8. Children of other Faiths. An appropriate Minister of Religion would need to confirm, in writing, that the applicant is a member of their Faith group.
9. Other children.

## Notes:

- a. All applications submitted before the national closing date will be considered equally and included in the Local Authority initial allocation of school places. Applications received after the national closing date will be processed in accordance with the St Helens admissions scheme for schools detailed in the St Helens admissions information booklets.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

## Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, then the Admissions Committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

## Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Governing Body will not apply the tie-break as it will admit the other twin etc. too, even if that means going above the admission number.

## How places were allocated for September 2019:

A total of 309 applications were received: 196 First Preferences, 82 Second Preferences and 31 Third Preferences. After allocating places to 2 children with an Education Health and Care Plan, where St.Cuthbert's was named in the plan, the governing body allocated places as follows:

Criterion	1	2	3	4	5	6	7	8	9	Final number of places allocated, after late applications, changes of preference and appeals
	8	21	58	8	35	3	12	1	34*	184 (2 upheld appeals)

**\*The school was oversubscribed for September 2019, therefore the tie-break had to be used for applicants who fell under Criterion 9 and the last place was allocated to a child who lived 0.625 miles. Please be aware that how places are allocated can substantially change from year to year.**

School Name: **St.Peter's Catholic High School Visual Arts College  
(Maintained by Wigan LA)**

Head Teacher: Mr A McGlown

Address: Howards Lane  
Orrell  
Wigan  
WN5 8NU

Telephone: 01942 747693

Website: **[www.saintpetershigh.wigan.sch.uk](http://www.saintpetershigh.wigan.sch.uk)**

Age Range: 11 – 16

Admission Number for Year 7 in September 2020: **205**

***The following information has been taken from the School's Admissions Policy and Arrangements document.***

### **Oversubscription Criteria for 2020**

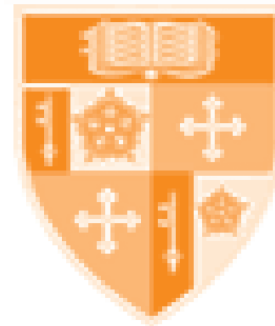
Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

1. Looked After Children and previously Looked After Children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children who have a sibling at the school on the date at which they will enter school.
3. Baptised Catholic children resident in the designated parishes of Our Lady of the Annunciation & St.Bernadette; St.James', Orrell; St.Joseph's, Wrightington; St.Mary's, Birchley; St.Teresa's, Upholland and St.Cuthbert's.
4. Other baptised Catholic children.
5. Other children who have a sibling at the school on the date at which they will enter school.
6. Children attending one of the Catholic Feeder Primary Schools in the parishes named in Criterion 3 above.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required.
8. Children of other Faiths. An appropriate Faith Leader would need to confirm, in writing, that the applicant is a member of their Faith group.
9. Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, we will use a system to randomly pick who will be offered a place.

### **Notes:**

- a. All applications will be considered at the same time and after the national closing date. Applications received after that date will be **treated as late applications** and will not be considered until **after** the main allocation of places has taken place. The only exception to this will be applications for looked after children that are received by the date stated in the Local Authority Admissions Booklet.





- b. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the church.

### **Important:**

In addition to the Local Authority application form, parents who wish their application to this Catholic school to be considered against the priority Faith criteria should **also** complete the school's supplementary faith form. If the school is oversubscribed, failure to complete the supplementary faith form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a Faith community. You can get the supplementary faith form from the school. If your child attends an associated primary school, supplementary faith forms will be sent to parents via this route.

### **Information about the 2019 Intake**

For details on the total number of preferences received, and how places were allocated in each criterion, as listed on page 30, please contact the school.



School Name: **St.Edmund Arrowsmith Catholic High School,  
Ashton-in-Makerfield (Maintained by Wigan LA)**

Head Teacher: Mr M Dumican

Address: Rookery Avenue  
Ashton-in-Makerfield  
Wigan  
WN4 9PF

Telephone: 01942 728651

Website: **[www.arrowsmith.wigan.sch.uk](http://www.arrowsmith.wigan.sch.uk)**

Age Range: 11 – 16

Admission Number for Year 7 in September 2020: **240**

***The following information has been taken from the School's Admissions Policy and Arrangements document.***

### **Oversubscription Criteria for 2020**

Where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria:

Please note the following point: All reference to Catholic children means baptised Catholic children.

1. Looked After Children and previously Looked After Children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children living in the designated parishes of St Oswald & St Edmund Arrowsmith; St Wilfrid, Ashton-in-Makerfield; Our Lady Immaculate, Bryn; The Blessed English Martyrs', Haydock; St.Benedict's, Hindley; Sacred Heart, Hindley Green; Holy Family, Platt Bridge and St.Aidan's, Winstanley.
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children attending one of the Catholic Feeder Primary Schools in the parishes named in Criterion 3 above.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community, from an appropriate Minister of Religion is required.
8. Children of other Faiths. An appropriate Faith Leader would need to confirm, in writing, that the applicant is a member of their Faith group.
9. Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using Wigan Council's Geographical Information System (GIS) which is based on ordnance survey. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, we will use a system to randomly pick who will be offered a place.



## Notes:

- a. All applications will be considered at the same time and after the national closing date. Applications received after that date will be **treated as late applications** and will not be considered until **after** the main allocation of places has taken place. The only exception to this will be applications for looked after children that are received by the date stated in the Local Authority Admissions Booklet.
- b. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.

- c. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the church.

## Important:

In addition to the Local Authority application form, parents who wish their application to this Catholic school to be considered against the priority Faith criteria should complete the school's supplementary form. If the school is oversubscribed, failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a Faith community. You can get the supplementary information form from the school, and you must return it to the school by the closing date, 31 October 2019. If your child attends an associated primary school, supplementary forms will be sent to parents via this route.

## Information about the 2019 Intake

For details on the total number of preferences received, and how places were allocated in each criterion, as listed on page 33, please contact the school.

# Waiting-Lists and Appeals

## Waiting-Lists

If your preference for a St Helens school or academy is refused, your child's name will automatically be placed on that school's or academy's waiting-list. **However, we strongly recommend that you consider carefully the school in which a place has been offered to your child, even if it was not one of your preferences.** For schools outside St Helens, you will need to check with the appropriate Local Authority.

### Please note:

- The Local Authority keeps waiting-lists for St Helens schools in priority order according to the published oversubscription criteria and not on the date on which applications were received.
- Your child's position on the waiting-list may change depending upon withdrawals, late applications or people moving address etc.
- When prospective pupils withdraw, places vacated are filled by children from the waiting-list. If the appeals process leads to the admission of pupils beyond the published admission number, places which are later given up will not be offered to those on the list until numbers fall below the published admission number.
- The waiting-list will operate until the end of the autumn term, i.e. **18 December 2020**. If a parent still wishes to be considered for a place after the waiting-list has ceased, it will be necessary for them to re-apply as an in-year transfer (see page 38).

## Appeal Procedure

If you are not allocated a place at your preferred school, you have the right to appeal to an Independent Appeal Panel.

### Before the Appeal

You will normally be given 10 days' notice of the date and place of the hearing. The majority of appeals for the Year 7 intake are heard in April and May. Whilst you are awaiting your appeal, it is important that you consider alternative schools (including the one that has been offered for your child) in case your appeal is unsuccessful.

### The Appeal Hearing

You are advised to attend the hearing, where you will be given the opportunity to put your case and ask questions. The appeal panel will normally allow you to be accompanied by a friend or to be represented. If you do not attend, the panel will consider the appeal on the basis of written statements.

### The Appeal Panel's Decision

The clerk to the appeal panel will send the panel's decision to you in writing.

If your appeal is unsuccessful, you cannot appeal for that school again in the same academic year, unless there is a significant change in your circumstances.

Before lodging an appeal, you may find it helpful to speak with an officer from the Admissions Section on 01744 671030.

## **Community Schools and Academies (Rainford High, Rainhill High and The Sutton Academy)**

If you are appealing for the above schools/academies in St Helens, you lodge your appeal by completing the appeal form that is enclosed with the decision letter. You should complete and return the appeal form as soon as possible.

## **Catholic Schools and Joint Faith Hope Academy**

If your preference for St. Augustine of Canterbury Catholic High School has been refused, you may appeal against the decision of the Governing Body by requesting an appeal form from:

The Archdiocesan Schools' Department  
Liverpool Archdiocesan Centre for Evangelisation  
Croxteth Drive  
Liverpool L17 1AA  
Telephone: 0151 522 1071

In the case of De La Salle, St. Cuthbert's Catholic High School, and Hope Academy, please contact the schools for an appeal form.



# Transfer Between Secondary Schools

## Secondary Education Establishments with entry at age 14+ (Year 10)

There are a number of establishments which provide education for young people from the beginning of Year 10. These are University Technical Colleges and Studio Schools: University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

Below is a list of the UTCs and Studio Schools within a reasonable travelling distance of St Helens:

### Liverpool

#### North Liverpool Academy

120 Heyworth Street L5 0SQ

Telephone: 0151 260 4044

Email: [admissions@northliverpoolacademy.co.uk](mailto:admissions@northliverpoolacademy.co.uk)

Website: <https://northliverpoolacademy.co.uk>

#### The Studio School

41 Greenland Street L1 0BS

Telephone: 0151 261 2959

Email: [admin@thestudio-liverpool.co.uk](mailto:admin@thestudio-liverpool.co.uk)

Website: <http://thestudioliverpool.co.uk>

#### Studio@Deyes

Vortex House, Wavertree Technology Park, Enterprise Way, Liverpool L13 1FB

Telephone: 0151 203 8392

Email: [enquiries@studio-deyes.co.uk](mailto:enquiries@studio-deyes.co.uk)

Website: [www.studio-deyes.co.uk](http://www.studio-deyes.co.uk)

### Sefton

#### Hugh Baird 14-16 College

Balliol Road, Bootle, Liverpool L20 7EW

Telephone: 0151 353 4444

Email: [enquiries@hughbaird.ac.uk](mailto:enquiries@hughbaird.ac.uk)

Website: <http://www.hughbaird.ac.uk/index.php/14-16-apply-online>

### Warrington

#### UTC Warrington

Dallam Lane, Warrington WA2 7NG

Telephone: 01925 737067

Email: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: <https://utcw.co.uk>

The application period is the same as for Year 7 admission - September 19 for September 2020 entry (pupils must be in Year 9 in 2019/20).

If you decide that you would like to apply for a place at any of these schools/colleges for your child, you will need to complete an application form. You will need to apply direct to them, and details are on their website. If you have any queries concerning what provision is on offer, please contact the relevant school/college

### **In-Year Transfers**

It is inadvisable for a child to transfer between schools except at the normal admission age or because of a change of address. If you wish to change your child's school for reasons other than a house move, you should consider this decision very carefully, bearing in mind that other schools may be full and that the upheaval may damage your child's progress. We recommend, therefore, that you discuss any concerns with your child's current head teacher to try to sort out any issues.

Also, any school move in Years 10 and 11 is likely to be difficult. There may be problems matching the curriculum, especially if the pupil has already begun option courses. Please make enquiries, before embarking on a move, that your preferred school can accommodate chosen GCSE subjects and options. If your child is in Year 10 or 11 at the time of the move, the Authority will try to help him or her complete his/her GCSE course at the same school by assisting with transport costs. Normally, this would be in the form of a season ticket for public transport. However, if the length of the journey is unreasonable, you should seek a place at a school nearer to the new address. Please contact the School Transport Team on 01744 671034/671033.

**If you decide to move your child, it is essential that you get a place at a new school before he or she leaves his or her current school.**

### **Application Form**

Parents who wish to transfer their child to a St Helens school or Academy school can obtain the application form from the Admissions Section, contact 01744 671027, or email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk). You may also download a form from the Council's website: [www.sthelens.gov.uk/admissions](http://www.sthelens.gov.uk/admissions)

### **Applications for schools outside St Helens**

If you want to apply for a school outside St Helens, you need to contact the relevant Local Authority (contact details for neighbouring Local Authorities on page 51).

### **Applications for the start of the school year**

If you wish to transfer your child to a new school at the beginning of the autumn term, you should complete an application form early in June and return it as soon as possible.

### **Fair Access Protocol - Admission of Vulnerable and Challenging Children**

Legislation requires all Local Authorities to have a Fair Access Protocol. The main purpose of the protocol is to ensure that all schools in an area admit their fair share of children with challenging behaviour. All schools must participate in their Local Authority's protocol.

Under the terms of the protocol, schools are required to admit pupils who meet the criteria, even if the year group concerned is full. For that reason, admission appeal panels will not view the fact that the protocol has obliged the school to admit over its admission number as an indication that more admissions will not cause difficulties for the school. See 'In-Year' booklet for more information. Please call 01744 671027, or email us for a copy.



# General Information and Advice

## School Transport Policy

It is parents/carers responsibility to secure their child's regular attendance at a school and to ensure that their child is able to get to and from school by whatever means is available to them.

Whilst parents/carers have a right to express a preference for their child to attend a primary or secondary school of their choice, the Local Authority does not have any legal responsibility to provide transport if the school is not their "nearest qualifying school".

If an eligible pupil is attending the "nearest qualifying school", the Local Authority has a duty to provide assistance with transport as per the Education Act 1996, and the Education and Inspections Act 2006.

The "nearest qualifying school", is taken to mean the nearest in-borough school to the pupils home address, with available places that provides education appropriate to the age, ability and aptitude of the pupil.

A copy of the full Home to School Transport Policy is available on our website. It sets out the way St Helens Council exercises its duties and powers under the legislation and provides information for parents/carers regarding assistance with transport.

The Local Authority has a duty to provide assistance, to eligible pupils who are St Helens residents.

## Statutory Distance Criteria

### Secondary Pupils - Year 7 up to Year 11;

Assistance with transport will usually be provided to those pupils who are attending the nearest in-borough qualifying school within borough with available places, where the measured walking distance between home and school is more than three miles.

## Low Income Criteria

### Secondary Pupils - Year 7 up to Year 11;

For those pupils who are entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, assistance will be awarded if they are attending any one of the three nearest qualifying secondary schools providing those schools are more than two miles and less than six miles.

## Religion or Beliefs

For those pupils who are attending a school on the basis of religion or beliefs, and are either entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, assistance will be awarded if they are attending the nearest school, providing the distance between home and school is more than 2 miles and not more than 15 miles.

## Special Needs Transport

A pupil's EHC Plan or Statement of Educational Needs will state if assistance with transport is required from home to school. For those pupils who cannot access public transport, alternative transport assistance will be offered.

## Sustainable Mode of Travel Strategy

Each academic year, Local Authorities have to update and publish their Sustainable Mode of Travel Strategy (SMOT). The document informs parents of the range of policies and initiatives that have been implemented to support sustainable school travel.

The key objectives of SMOT are:

- To inform parents and children of the travel options available to them for travelling to and from school
- To develop an understanding of the access to education issues facing both St Helens as a whole and individual schools
- To promote sustainable modes of travel to and from school.

The full document is available to view on St Helens Council's website.

## Applying for Transport

Applications can be downloaded from the St Helens website at: <http://www.sthelens.gov.uk/what-we-do/schools-and-education/school-and-college-transport> or alternatively contact:

People's Services, School Transport Team, Atlas House, Corporation Street, St Helens WA9 1LD.  
Tel: 01744 671033, [schooltransport@sthelens.gov.uk](mailto:schooltransport@sthelens.gov.uk)

If you are not a St Helens resident, you should contact your own Local Authority regarding assistance with transport costs.

## General School Holiday Dates

### Academic Year 2020-2021

**PLEASE NOTE:** These are the general holiday dates for 2020-2021, and dates should be confirmed with individual schools before any family holidays are booked.

Close	Re-open
	Morning of Wednesday 2 September, 2020
Evening of Friday 23 October, 2020	Morning of Monday 2 November, 2020
Evening of Friday 18 December, 2020	Morning of Monday 4 January, 2021
Evening of Friday 12 February, 2021	Morning of Monday 22 February, 2021
Evening of Thursday 1 April, 2021	Morning of Monday 19 April, 2021
May Day: Monday 3 May, 2021 (Bank Holiday)	
Evening of Friday 28 May, 2021	Morning of Monday 7 June, 2021
Evening of Thursday 22 July, 2021	

## Entrance of Pupils for Public Examinations

The public examination which most pupils enter at the end of their fifth year (Year 11) is the General Certificate of Secondary Education (GCSE). In many schools, there are other examinations for which pupils are entered. Full information is available in the prospectus for each school. The school is responsible for ensuring that the pupil is entered for the appropriate examinations.

The Authority funds the cost of only one examination in any one subject in the same examination sessions. Parents may be required to pay the fee for any repeated examinations in the same subject at the same level.

Pupils usually enter public examinations in subjects which they have been studying at school. Head teachers may be able to make arrangements for candidates who have been studying privately to be entered for an examination, provided that the school is an examination centre for that subject and that the candidate has complied with any syllabus requirements regarding coursework assessment. The fees for such entries must be paid for by the candidate or parent.

## Charging for School Activities

Schools cannot charge for activities during school hours which are an essential part of the curriculum. However, schools may ask for voluntary contributions to help with the cost. The Local Authority has issued guidance to governing bodies concerning charging for school activities. Parents should contact the individual schools for more details about their policy.

## Sixth Form Admission Arrangements for 2020-21

### Cowley International College

Applicants from outside the school will be accepted if a place is available and the applicant meets the same criteria as those applying internally. The school will be able to admit up to 50 external applicants in Year 12. However, it may exceed this number if demand for available courses can be met.

Students on roll at the school are required to apply for a place in the sixth form, as are students from other schools.

The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.

Pupils will be admitted into the sixth form at the start of the autumn term in each school year, although there may be some occasions when students transfer during an academic year.

### Entry Requirements

#### Cowley International College:

Qualifications at 16	Typical Course Programme
Minimum of grade 6 in each chosen subject	Level 3 course (A level)
5 GCSE's at grade 5 or above	Level 3 courses (BTEC)
Minimum of 4 GCSE grades 7-9	Cowley Honours Programme

### Method of Application

Prospectuses and application forms are published during the autumn term prior to admission, and are available to all who request them by contacting the school. Candidates will also be able to apply online via the school's website.

The Sixth Form Open Evening for 2020 entrance will be held in the 2019 autumn term.

Application forms must be received by the closing date publicised in the school's prospectus. When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

### **Post-16 Oversubscription Criteria**

If more applications are received than the number of places available, the following criteria, in order of priority, will be used for deciding how places will be allocated:

- 1) Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- 2) children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or a child of the parent/carer's partner and, in every case, who is living at the same address and is part of the same family unit.
- 3) other children.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Tie-Break**

The measurement shall be done by the Local Authority, on behalf of the school, in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Home address shall be defined as the address of the primary carer of the child, who is in receipt of child benefit.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Where the final place in a year group is offered to one of twins (or triplets etc.), the tie-break will not apply as the other twin etc. will be admitted, even if that means going above the admission number.

### **Appeal Procedure**

Any student refused admission to the sixth form has the right of appeal to an independent appeals panel. The school's decision letter will give reasons why the application was refused, including details of how, and to whom, to make an appeal and where to obtain further information.

### **Rainford High:**

The normal entry requirements for Rainford High are 5 B's (level 6 under the new grading system). However, dependent on the course of study, the College will consider candidates with less. For further advice, please contact the school.

### **Method of Application**

Prospectuses and application forms are published during the autumn term prior to admission, and are available to all who request them by contacting the school. Candidates will also be able to apply online via the school's website.

The Sixth Form Open Evening for 2020 entrance will be held in the 2019 autumn term.

Application forms must be received by the closing date publicised in the school's prospectus. When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

## **Post-16 Oversubscription Criteria**

If more applications are received than the number of places available, the following criteria, in order of priority, will be used for deciding how places will be allocated:

- 1) Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- 2) children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or a child of the parent/carer's partner and, in every case, who is living at the same address and is part of the same family unit.
- 3) other children.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Tie-Break**

The measurement shall be done by the Local Authority, on behalf of the school, in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Home address shall be defined as the address of the primary carer of the child, who is in receipt of child benefit.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Where the final place in a year group is offered to one of twins (or triplets etc.), the tie-break will not apply as the other twin etc. will be admitted, even if that means going above the admission number.

### **Appeal Procedure**

Any student refused admission to the sixth form has the right of appeal to an independent appeals panel. The school's decision letter will give reasons why the application was refused, including details of how, and to whom, to make an appeal and where to obtain further information.

### **Rainhill High School:**

Applications for admission into Year 12 will be administered by the school.

Rainhill High has capacity for 200 pupils in the sixth form. Applicants from outside the school will be accepted if a place is available and the applicant meets the same criteria as those applying internally. The school will be able to admit up to 20 external applicants in total in Year 12. However, it may exceed this number if demand for available courses can be met.

Both internal and external pupils wishing to enter the sixth form will normally be expected to have met the minimum academic entry requirements for the sixth form. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing alternative courses for which they do meet the minimum academic requirements.

### **Entry Requirements**

Rainhill Sixth Form operates a banded entry profile based on average GCSE points score:

## Grade Tariff

A\* = 8 points   A = 7 points   B = 6 points   C = 5 points

D = 4 points   E = 3 points   F = 2 points   G = 1 point

To calculate the average GCSE points score, use the grade tariff above and divide the total score by the number of GCSEs taken. Double GCSEs should be counted as two, e.g. Science.

Band	Average GCSE Points Score	Year 12 Programme of Study
A	5.8 or higher	At least 4 AS Levels - student's choice
B	5.2 – 5.8	4 AS Levels - guided choice with some applied vocational courses
C	4.5 – 5.2	3 AS Levels - guided choice with focus on applied vocational courses

The following courses require at least a grade B in that subject to study it at AS Level: Maths, Biology, Chemistry, Physics, French, German and Spanish.

All other courses require a minimum average GCSE points score of 4.5.

## Process of Application

Prospectuses and application forms are published during the autumn term prior to admission, and are available to all who request them by contacting the school. Candidates will also be able to apply online via the school's website.

The Sixth Form Open Evening for 2020 entrance will be held in the 2019 autumn term.

Application forms must be received by the closing date publicised in the school's prospectus.

When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

## Post-16 Oversubscription Criteria

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available (either on a particular course or for the sixth form as a whole) and after the admission of pupils with Statements of Special Educational Needs, where Rainhill High is named on the Statement, the criteria will be applied in the order in which they are set out below:

- 1) Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- 2) children who have a brother or sister at the school at the time of likely admission. The brother or sister must be on the school roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or a child of the parent/carer's partner and, in every case, who is living at the same address and is part of the same family unit.
- 3) children who express a preference for a place in the sixth form of the school.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## Tie-Break

The measurement shall be done by the Local Authority, on behalf of the school, in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Home address shall be defined as the address of the primary carer of the child, who is in receipt of child benefit.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Where the final place in a year group is offered to one of twins (or triplets etc.), the tie-break will not apply as the other twin etc. will be admitted, even if that means going above the admission number.

### **Appeal Procedure**

Any student refused admission to the sixth form has the right of appeal to an independent appeals panel. The school's decision letter will give reasons why the application was refused, including details of how, and to whom, to make an appeal and where to obtain further information.

## **Hope Academy**

### **Entry Requirements**

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. In addition to the minimum of 5 GCSE grades or equivalent at A\* - C (levels 9-4 on the new grading system). Pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. The Academy has capacity for 300 pupils in the sixth form with 150 places in Year 12.

### **Post-16 Oversubscription Criteria**

The Academy will not admit external applications unless it is undersubscribed by pupils progressing from its own Year 11, and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria detailed on pages 15-16.

## **The Sutton Academy**

The Academy has capacity for 200 pupils in the sixth form.

In addition to the sixth form's minimum academic entry of 5 GCSEs including C or above in Maths and English, (level 4 on the new grading system) pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with an Education Health and Care Plan, where The Sutton Academy is named on the Plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>;
- b) children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must be on the Academy roll in Years 7-11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer's partner and, in every case, who are living at the same address and are part of the same family unit.
- c) other applicants who have expressed a preference for the Academy.

<sup>1</sup>A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Tie-Break**

In the event of any oversubscription in the number of applications made under any of the categories above, the Academy will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the Academy.

Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the Academy.

### **Appeal Procedure**

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.





# Welfare Services

## 16-19 Bursary Fund

The 16-19 bursary fund is a government-funded scheme to encourage those students who are considered most in need to stay on in full-time education after reaching 16. Such students can apply for a bursary of £1,200 a year. Speak to your school, college, academy or training provider about how to apply for a bursary. They each have their own application process.

## Free School Meals

Every secondary school provides a midday meal for pupils. For the current cost of a daily meal, please check with the individual school. Schools offer cafeteria-style facilities.

If you receive income support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed Element of Pension Credit or Child Tax Credit, providing you are not entitled to working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) not exceeding £16,190, or Working Tax Credit 'run-on' - the week 4 payment you may receive after you stop qualifying for working Tax Credit and Universal Credit - your child will be entitled to a daily meal, free of charge, up to the cost set by the school.

For more information about free school meals, you should contact the Revenues and Benefits Section on: 01744 675217, or email: [educationbenefits@sthelens.gov.uk](mailto:educationbenefits@sthelens.gov.uk)

## Pupil Premium

Your child's school will also receive additional funding if you are in receipt of a qualifying award listed above. It is therefore important that you claim free school meals and the pupil premium even if your child does not wish to take a school meal.

# Children with Special Educational Needs

## Admission of children outside their normal age group

As a general principle, the Local Authority believes that children should be educated within their chronological peer group. The National Curriculum enables schools to modify both the curriculum offered and the assessment procedures in order to meet individual needs. Inclusion, therefore, should be promoted through curriculum differentiation within the classroom, rather than by moving the child into another year group.

The School Admissions Code makes it clear that it is school admission authorities who are responsible for making the decision on which year group a child should be admitted to but they should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Therefore, the Local Authority has drafted a separate protocol for the admission of children outside their normal age group. A copy of this protocol that explains how applications will be processed is available on the Council's website, at: [www.sthelens.gov.uk/admissions](http://www.sthelens.gov.uk/admissions)

## Discussing Parental Concerns

Parents who consider that their child may have special educational needs should initially contact their child's head teacher to discuss their concerns. The Local Offer for families who have a child with a special educational need can be referred to on the Council's website:

<https://www.sthelens.gov.uk/schools-education/sen-the-local-offer/>

**For further information, you should contact the Additional Needs Section, Atlas House, Corporation Street, St Helens WA9 1LD. Telephone: 01744 671106/671113.**

## Special Educational Provision

A formal assessment under the 2014 Children and Families Act may be undertaken if there is reason to believe that a child's educational needs are so significant or complex that some form of special provision needs to be made. Parents or a professional involved with the child can refer to the Authority for a formal assessment.

Parents are encouraged to contribute their views about the child's needs as part of the assessment. Advice is also obtained from the child's school, a medical officer, an educational psychologist and any other person whose opinion the parents or the Authority considered would be useful.

Parents are kept informed and consulted throughout the assessment process.

Following an assessment, the Authority may be required to make special provision to meet a child's educational needs. This may be in the child's mainstream school or in a special school. Copies of detailed information about each special school maintained by the Authority may be obtained from the school concerned or from:

**The Additional Needs Administration Service, People's Services, Atlas House, Corporation Street, St Helens WA9 1LD.**

## Pupils with a Statement of Special Educational Needs or an Education Health & Care Plan (EHCP)

Where a pupil has a Statement of Special Educational Needs or an EHCP and the Authority has named a school in that Statement/EHCP, the relevant admissions authority has a duty to admit the child to the school. This applies to all types of school.

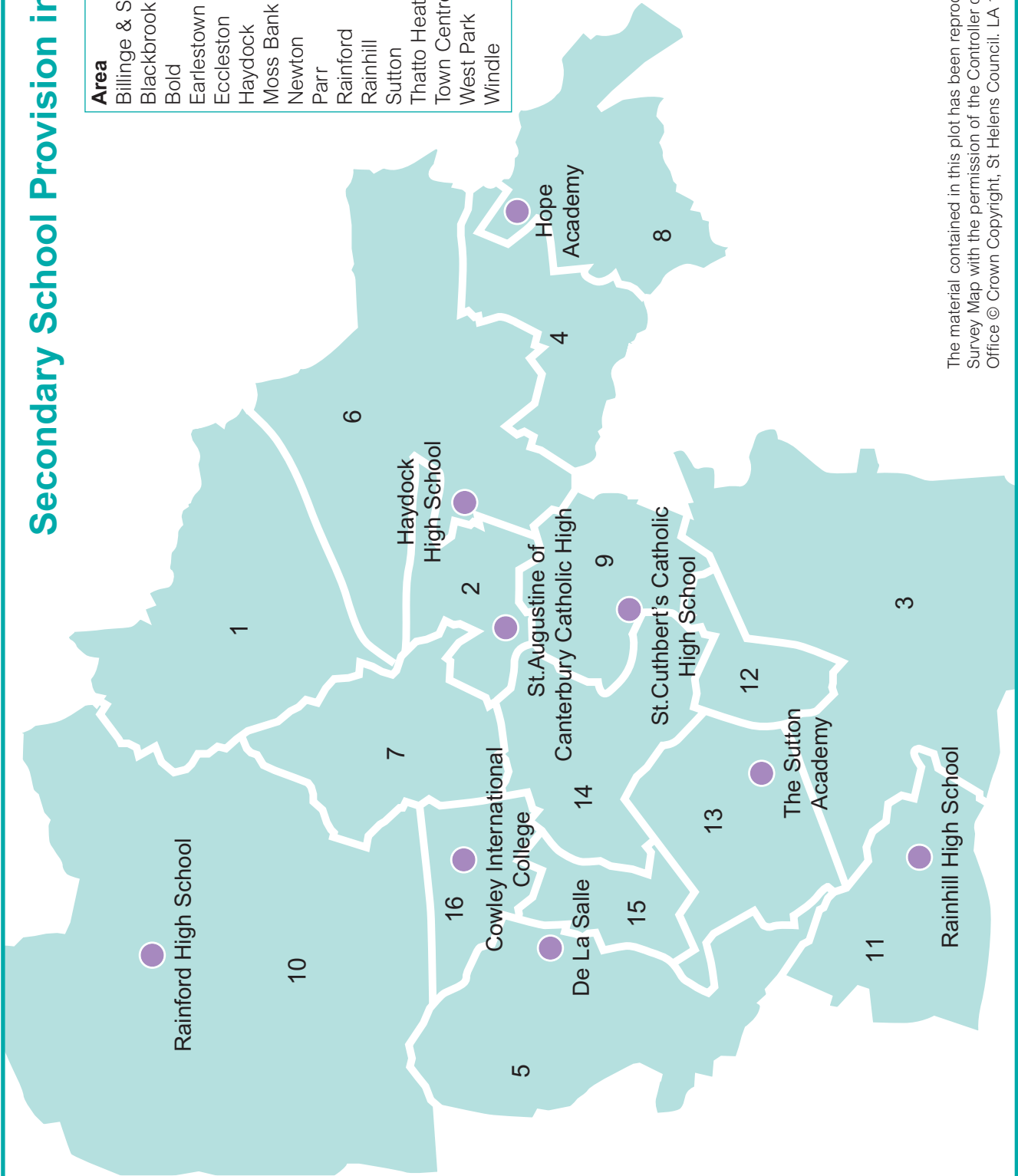
**If your child has a Statement/EHCP and attends a mainstream primary school, their Annual Review will take place late in Year 5. It is very important that you return your parental preference form by the closing date for a place at a mainstream secondary school. Please do not wait until the new Statement/EHCP is issued by the Local Authority.**

Enquiries relating to the Authority's policies or the placement of children who have been assessed should be directed to: The Director of People's Services, Atlas House, Corporation Street, St Helens WA9 1LD. Telephone enquiries should be made to the Additional Needs Section on (01744) 671106/671113.



# Secondary School Provision in St Helens

Area	Id
Billinge & Seneley Green	1
Blackbrook	2
Bold	3
Earlestown	4
Eccleston	5
Haydock	6
Moss Bank	7
Newton	8
Parr	9
Rainford	10
Rainhill	11
Sutton	12
Thatto Heath	13
Town Centre	14
West Park	15
Windle	16



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# Contact Points for other Local Authorities

## Halton

School Admissions Team  
Rutland House,  
Halton Lea, Runcorn WA7 2ES  
0151 511 7338  
schooladmissions@halton.gov.uk

## Knowsley

School Admissions  
PO Box 21, Municipal Buildings  
Archway Road, Huyton  
Knowsley L36 9YU  
0151 443 3372/5142/5143  
schooladmissions@knowsley.gov.uk

## Lancashire

The Admissions Co-ordinator  
Pupil Access Team  
Lancashire County Council  
School Improvement Service  
Room C37, Level 2, County Hall  
Preston PR1 0LD  
01772 532192  
www.lancashire.gov.uk

## Liverpool

Children & Young People's Service  
Cunard Buildings, Water Street  
Liverpool L3 1AH  
0151 233 3006  
liverpool.gov.uk/admissions

## Sefton

Schools and Families  
Schools Regulatory Services  
School Admissions and Pupil Support  
Bootle Town Hall, Oriel Road  
Bootle L20 7AE  
0151 934 3590  
admissions@sefton.gov.uk

## Warrington

School Admissions,  
Families and Wellbeing Directorate  
New Town House,  
Buttermarket Street, Warrington WA1 2NH  
Contact Centre: 01925 446226  
schooladmissions@warrington.gov.uk

## Wigan

School Organisation Team  
People Directorate  
Wigan Council  
PO Box 100  
Wigan WN1 3DS  
01942 489013  
schoolplaces@wigan.gov.uk

# Results from 2019 Secondary Admissions Questionnaires

## Results of the Secondary Questionnaires for 2019/2020:

Total amount of Questionnaires returned was 34.

Did you find this booklet ...	Excellent	Good	Fair	Poor
Clearly written and easy to understand?	53%	47%	0%	0%
Helpful and informative?	56%	44%	0%	0%
Well laid out, so you could find the sections you wanted?	53%	44%	3%	0%
Gave you a better understanding of the admissions process and related matters?	50%	47%	3%	0%

Here are some of the comments that the Local Authority has received from parents in the past and has taken action on.

### **“More space for home address details”**

*Action:* Additional space has been made on Part 1 of the application.

### **“More information on transport”**

*Action:* The Authority’s policy for secondary school transport is now included.

### **“Define sections by using coloured blocks at the edge of the page”**

*Action:* Contents pages have been colour-coded to match coloured blocks at the bottom of the page.

### **“The distance from home to school of the last applicant who was offered a place”**

*Action:* This information is included for the schools that were oversubscribed last year.

**The Authority is always looking to improve the service it delivers to parents, but to enable us to do this we need parents to complete the questionnaire on page 53. As you can see, we value parents’ opinions and do act upon suggestions for improvement.**

# Questionnaire

## Secondary Admissions 2020/2021

We would welcome your views to help us improve the booklet and application form for future users.

### What do you think of this booklet?

Please indicate your answer by ticking the appropriate box.

#### How would you rate this booklet in terms of it being:

**Excellent   Good   Fair   Poor**

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Clearly written and easy to understand?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Helpful and informative?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Well laid out, so that you could find the sections you wanted?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Useful in that it gave you a better understanding of the admissions process and related matters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any suggestions for improving the booklet?   |                          |                          |                          |                          |

.....

.....

.....

#### The Application Form

1. How would you describe filling in the paper application form?
- Very easy**    **Quite easy**    **Difficult**    **Very difficult**
2. Do you have any suggestions for improving the paper application form?

.....

.....

#### Online Application

1. Are you aware of the online facility for applying for a school place?
- Yes**    **No**
2. If yes, why did you decide not to complete an online application?

.....

### Thank you for your help.

**Please return via your child's primary school or, alternatively, to:**

Admissions Section  
Atlas House  
Corporation Street  
St Helens  
WA9 1LD



Please complete overleaf

# Service Equality Monitoring Form

St Helens Council is committed to achieving equality of service access, service quality and to ensuring that no individual or group receives less favourable treatment on grounds that are not justifiable, e.g. because of their age, disability, gender or race.

Equality does not necessarily mean that all individuals should or can be treated the same. It may be necessary for some individuals to receive more assistance than others, in order that they may achieve an equal level of service quality.

Monitoring the personal characteristics of people who use our services is one way in which we can get information to tell us if any group is not receiving equality of service access or service quality. This is why we are asking you for your personal details.

The information you are about to complete is held in strictest confidentiality by the Council department. Use or disclosure of personal details is subject to the Data Protection Act, which prohibits unlawful access by any person, agency or organisation.

Please fill in your personal details below and help us ensure quality within equality.

**Gender** (Tick the appropriate box) Female  Male

**Age** Please indicate which age band you are within:

0-16  17-24  25-34  35-44  45-54  55-64  65-74  75-84  84+

**Disability**

Do you consider yourself disabled? (Tick the appropriate box) No  Yes

If yes, can you specify what kind of impairment? .....  
(Optional)

**Ethnic Monitoring Categories** What is your ethnic group? Choose one section from (a) to (e), then tick the appropriate box to indicate your cultural background

**(a) White**

British (4 following sub-groups optional)

- Scottish
- Northern Irish
- Welsh
- English
- Irish
- Any other White background

Please write in below  
.....

**(b) Mixed or Mixed British**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

Please write in below  
.....

**(c) Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Please write in below  
.....

**(d) Black or Black British**

- Caribbean
- African
- Any other Black background

Please write in below  
.....

**(e) Chinese, Chinese British or Other ethnic group**

- Chinese
- Any other

Please write in below  
.....



# Secondary Admission Form

## Part 1

### Academic Year 2020/2021



St. Helens  
Council

To be completed by parents whose child resides in the Borough of St Helens and is due to start Secondary School in September 2020. It is important that the accompanying Information for Parents booklet is read BEFORE this form is completed. Only one application per child should be made.

#### Section 1

##### Your Child's Details

Surname ..... Date of Birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Legal surname, if different from above .....

First Name(s) ..... Sex (please tick) Male  Female

Home Address .....

Postcode ..... Daytime telephone number (if any) .....

Current Primary/Junior School .....

Does your child have a Statement of Special Educational Needs or an EHC Plan? Yes  No

Is your child looked after? Yes  No  If 'yes', which Local Authority? .....

Name of social worker: ..... Contact Number: .....

Was your child previously looked after? Yes  No  If 'yes', you will need to provide evidence to support this.

Evidence enclosed is a copy of:  
 Adoption Order       Residence Order       Special Guardianship Order

#### Section 2

##### Preferred Secondary Schools or Academies

Please name up to three schools/academies in order of preference, these can be schools/academies both in and outside St Helens Local Authority. If you state a preference for a school outside St Helens Local Authority, please ensure that you are aware of the admission arrangements for that school; these will be in the booklet of the Local Authority in which the school is situated.

	NAME OF SECONDARY SCHOOL	If <b>brother</b> or <b>sister</b> presently attend, state name and date of birth
1		
2		
3		

#### Section 3

##### Reasons for Preference

If you wish to give a reason why you prefer the schools/academies you have listed, please do so below. You can attach additional sheets if required.

Preference 1

Preference 2

Preference 3



## Section 4

### Applicants for Catholic Secondary Schools and Hope Academy Only

If any of your three stated preferences is for a Catholic Secondary School or Hope Academy, please ANSWER the questions below. **(If you apply for a voluntary aided school outside St Helens, please check whether the school requires you to complete a supplementary information form.)**

1. Is your child Baptised Catholic? Yes  No
- Date of Baptism .....
- Church of Baptism .....
- Catholic Parish of residence .....

**Please note:**

If your child is Baptised Catholic and attends a Catholic primary school, the Admissions Committees of St Helens Catholic secondary schools will confirm this with the primary school. For all other Catholic applicants, a copy of a Catholic Baptismal Certificate should be attached to the application form.

2. Is your child baptised in another Christian Faith? Yes  No
- Date of Baptism .....
- Church of Baptism .....

3. Is your child a member of another Faith group? Yes  No

**Please note:**

If the schools you have named on the form give priority to applicants of other Faiths and your child is a member of another Faith, proof, in the form of the Baptismal Certificate or a letter from an appropriate religious leader or minister, should be submitted with the application form.

### Applications for Hope Academy Only

- If your child does not fall into categories a-e of Hope Academy's oversubscription criteria, do you wish their application to be considered under category f: church attendance? Yes  No

If 'yes', please attach a letter from the appropriate Minister of Religion or religious leader to confirm church attendance.

# Secondary Admission Form Part 2 Academic Year 2020/2021



Child's name ..... Date of Birth .....

## Section 5

### Parent/Carer's details

Mother/Carer's name

Father/Carer's name

Home Telephone .....

Home Telephone .....

Daytime Telephone .....

Daytime Telephone .....

Mobile Telephone .....

Mobile Telephone .....

Address .....

Address .....

### Data Privacy

The information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held. These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, the Home to School Transport Application cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full privacy notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have noted the information in the current Primary Education: Information for Parents booklet and the checklist below.

Signature (Parent/Carer)

Date

PTO



# Application Checklist

Please ensure that you have:

## Section 1: Child's Details

- The address that must be given is where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will use the address of the parent who is in receipt of child benefit for this. It may be necessary for the Admissions Section to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce further documentary evidence of your child's address.

## Section 2: Preferred Schools

- Please refer to page 8 of the booklet. If your child has an older brother or sister at the school you have named as a preference, please give their details.

## Section 3: Reasons for Preference

- You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to.

## Section 4: Applications for Catholic and Other Faith Schools

- If any of your three stated preferences is for a Catholic Secondary School or Hope Academy, please answer the questions in this section and forward the documentary evidence that is requested.

**If you apply for a voluntary aided faith school outside St Helens, please check whether the school requires you to complete a supplementary information form.**

## Section 5: Parent/Carer's Details

- Please complete this section (ensure that you include the child's name and date of birth at the top of the page) – the Admissions Section needs this information to contact you in case of a query. **Please remember to sign and date your form before returning it.**

## Returning the Admission Form/Proof of Receipt

**If your child attends a St Helens primary school, please return the form to that school by 31 October 2019. The school will sign the tear-off slip at the bottom of the form and return it to you as proof of receipt. Please keep this as it is your proof of application.**

**If your child does not attend a primary school in St Helens, then you should send your completed form to the Admissions Section, Atlas House, Corporation Street, St Helens WA9 1LD and a receipt will be issued.**

**Please note: If you apply online an email receipt will be sent to you.**

## For school use only

Date received by school:  
(school stamp)

Address checked on SIMS:

Yes

No

Receipt issued:

Yes

## Proof of Receipt

I acknowledge receipt of your request that your child..... be considered for  
a secondary school place at ..... High School

Signed ..... Primary School ..... Date .....

(head teacher)

**\*Please retain this slip until the outcome of your application is known.**

## Where to get more help and information

The information contained in this booklet is important. If you need any further help in applying for a secondary school place, please contact:

### **Admissions Section**

Admissions Section, Atlas House, Corporation Street, St Helens WA9 1LD  
01744 671030/671029/671027

### **Other useful telephone numbers**

#### **School Transport**

01744 671033/671034

#### **Merseytravel**

0151 330 1342

#### **Special Educational Needs**

01744 671106

#### **Free School Meals**

01744 675217





**Contact Centre:**

Wesley House, Corporation Street, St  
Helens WA10 1HF

**Tel:** 01744 676789

**Minicom:** 01744 671671

[www.sthelens.gov.uk/contactus](http://www.sthelens.gov.uk/contactus)

Please contact us to request a  
translation of Council information into  
Braille, audio tape or a foreign language.

**Proviso**

The information contained in this booklet is applicable to the school year 2020/2021 and was correct as at 31 August 2019. It should not be assumed, therefore, that there will be no changes:

- (1) before the start of or during the 2020/2021 school year, or
- (2) subsequent years



## St. Helens Council

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People's Services  
School Admissions Section  
Atlas House  
Corporation Street  
St Helens  
WA9 1LD

Tel: 01744 671030  
Fax: 01744 674430

[schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)  
[www.sthelens.gov.uk](http://www.sthelens.gov.uk)



**EQUALITY**  
FRAMEWORK  
FOR LOCAL  
GOVERNMENT  
ACHIEVING



**INVESTORS  
IN PEOPLE** | Gold