

Welcome to the secondary school admissions booklet

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Dear Parent/Carer

This booklet has been produced by Warrington Borough Council as a guide to school admissions in the Borough. It sets out the arrangements for the transfer of children to secondary schools for the academic year beginning in September 2012 and gives details of how places are allocated.

The law gives parents the right to express a preference for which school you wish your child to attend. It is very important that you understand that this is not the same as being able to choose a school. Admission to your school of first preference depends on meeting the criteria that are explained in this booklet. The booklet tells you about the schools in Warrington, how to apply for a place and what to do if we cannot meet the preferences that you express.

Please take the time to read the booklet carefully before you fill in your application form, even if you have already decided which schools you prefer.

Each school produces a prospectus which contains a great deal of information about that school. It is also useful to visit the schools which interest you before completing the application form. Our schools welcome visits from prospective parents/carers; please telephone the school for a convenient appointment. If you have any queries about individual schools, do not hesitate to contact the Headteacher concerned.

The Admissions Team at the Children and Young People's Services Directorate, New Town House, is there to help and advise you. Please do not be afraid to contact them with any concerns that you might have about admissions. They can be reached on 01925 442951/2.

Finally, please make sure that you complete and return your application form before the deadline date, 31 October 2011, as late applications will normally only be considered after the main allocation of places is finished. If you do not return your form, it will reduce our ability to meet the preference for schools that you express.

Yours sincerely



**Executive Director,
Children and Young People's Services**

Translation information

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Types of secondary schools in Warrington

There are three main types of secondary schools in Warrington. These are:

- Community
- Voluntary controlled
- Voluntary aided (Church)

These names stand for the different roles which the school governors and Warrington Local Authority play in running the school.

Community and controlled schools have the same admission criteria and the Local Authority, as the admissions authority, deals with applications for places. Allocation of places will be decided by applying the published criteria.

Allocation of places at voluntary aided (Church) schools will be decided by the school governors. A separate application form may be necessary for these schools as well as the Local Authority application form, because these schools have their own admission criteria (see preference form).

Oversubscription criteria

From 1 September 2000 an important change to the oversubscription criteria was introduced for community and controlled schools. **These schools no longer have defined geographical catchment zones for admission purposes.** This change is reflected in the oversubscription criteria detailed below.

Sometimes there are not enough places at a school to satisfy every parent who wants to send a child there. This is what is meant when a school is 'oversubscribed'. This is why we ask you to name more than one school in the order you prefer on the application form.

Oversubscription criteria are used to prioritise applications for places when the number of applications for a school is greater than the number of places available.

None of the criteria guarantee placement

Community/controlled primary and secondary schools

The oversubscription criteria are:

- 1 - Children in the care of a Local Authority
- 2 - Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are **living at the same address as part of the same family unit**)
- 3 - Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents (at the time of application) in support of admission to a particular school, which, in the council's view, justifies admission to the preferred

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school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds

- 4 - Pupils attending designated associated partner primary schools (this applies to admissions to secondary schools only)
- 5 - Pupils, attending a community primary school which is partnered to a church aided secondary school, whose parents state a preference for their nearest community secondary school, because the parent objects on philosophical grounds to their child being educated in a church aided school. The nearest community secondary school will be the community secondary school closest to the child's permanent place of residence measured 'as the crow flies' using a Geographical Information address point system based on Ordnance Survey (this applies to secondary schools only)
- 6 - Pupils living nearest to the school defined 'as the crow flies' from the child's permanent place of residence to the school, measured using a Geographical Information address point system based on Ordnance Survey. This measures straight line distances from the address point of the permanent place of residence to the address point of the school.

Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion six.

For the purpose of dealing with applications for admission on the grounds of a sibling being in attendance separate infant and junior schools will be regarded as a single unit.

Voluntary aided secondary schools

Each individual school has its own criteria, which are published in the school's own prospectus, and are detailed on pages 34 – 42 of this booklet. Information on the areas/ecclesiastical parishes served by these schools and any clarification of the policy can be obtained from the school.

How places are allocated

Remember these important points when completing your application form

Oversubscribed schools

As stated earlier, sometimes there are not enough places at a school to satisfy every parent/carer who wants to send a child there. This is what is meant when a school is said to be "oversubscribed". This is why we ask you to name more than one school in the order you prefer on the application form.

Order of preferences – Change to an Equal Preference System

From September 2008, following a change in the law, The Education and Inspections Act 2006 and the School Admissions Code, required all admission authorities to operate an Equal Preference System for dealing with applications to school.

Under the Equal Preference System the three preferences you name on the preference form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools you have listed on your preference form. If this is the case your child will be allocated a place at the school you placed as the highest preference, for which your child qualifies for a place. It is therefore important for you to name the schools you prefer in order of preference.

The number of preferences for a particular school can vary from year to year and over a period of years. We have shown on the list of Warrington Schools (pages 29 - 42) which ones were oversubscribed for the previous school year and details of how many places were offered in each oversubscription criterion.

If we are not able to offer you a place at the school of your first preference, your second and third preferences will be considered alongside first preference applications for those schools. It is therefore very important that you take the opportunity to name three schools on the preference form.

Second and third preferences

If you do not name a second or third preference, it does **not** increase your chances of getting a place at the school you have put first. It means you have wasted your preferences and, if you do not obtain a place at your first preference school, you may lose priority for another school where you might otherwise have obtained a place.

Please do **not** name a school more than once. This does **not** improve your chances of getting a place there. It means that if you do not obtain a place at the school, the admissions team do not know which other schools are of interest to you. You may lose priority for another school where you might otherwise have gained a place.

When preferences cannot be met

If we are not able to offer your child a place at any of your preferred schools, your child will be offered a place at the nearest school to the home address which has a place available. When this school is a church aided school any offer of a place would be made in agreement with, and on behalf of, the governing body, as admission authority for the school.

How places are allocated

Home address

It is **essential** that you give the correct home address, i.e. the address where the child normally lives, not a childminder's or grandparent's address, and please tell us immediately if you change your address. Proof of address may be requested.

The address used for the allocation of places will be the address stated on the preference form at the closing date for the receipt of applications. If you change address between the date you submitted your application form and the allocation date (1 March 2012) you must inform us in writing and **provide documentary proof of a change of address** as this may affect the allocation of places.

Address changes with supporting documentary proof can only be accepted up until Friday 17 February 2012. Any later changes of address will be dealt with after the allocation date of 1 March 2012.

You should be aware that where a place is allocated at a school on the basis of your address, or having a sibling connection, and then you change address, or the older sibling leaves the school, this might result in the allocated place being withdrawn.

Due to problems encountered in previous years it may be necessary for the admissions team to carry out checks to confirm that addresses given are genuine, and so in certain cases you may be asked to produce further documentary evidence of your child's address.

Transport to School

It is the responsibility of parents to secure their children's safe travel to and from school. Parents should ensure, when stating preferences for schools, that they can fulfil this responsibility should their child be successful in securing a place at the preferred school. Please see Pages 21 and 22 for details of eligibility for assistance with transport.

Factual / false information

It is assumed that you will always give us correct factual information. You should be advised that giving false information in respect of an application for admission may result in any offer of a school place being withdrawn.

Shared parental responsibility

Where a child lives with parents with shared responsibility the address given on the form should be the address where the child sleeps on most nights of the week. Where the care is split 50/50 the address used for the allocation process will be the address of the parent who is in receipt of the Child Benefit and/or Child Tax Credit. Proof may be required.

Twins, triplets, etc

In respect of applications for twins, triplets etc the Local Authority will apply the oversubscription criteria in the normal way but will oversubscribe a school if a family would otherwise be split. However, this cannot apply to key stage one (infant classes) where a statutory limit applies.

Co-ordination of admissions

There are regulations which require all Local Authorities to co-ordinate admissions within their areas through close working with Church aided secondary schools and with neighbouring local

Need help to complete the application form?

authorities in accordance with a published scheme. Governors of church aided schools are the Admission Authority.

Under co-ordinated admission arrangements, applications must be made to a parent's home Local Authority (the Authority to which they pay their council tax). Warrington Local Authority will notify all parents living within the borough of Warrington of the place allocated to their child, even if the place offered is at a school within another local authority. These arrangements are to ensure that every parent living in a local authority receives an offer of one (and only one) school place on the same day. For secondary school allocations letters will be posted out to parents on 1 March 2012.

Where the place allocated is at a Church aided school, the governing body (as the admission authority) will make the allocation decision but the Local Authority will send out the letter on behalf of the Governing Body.

Copies of the scheme for co-ordinated admissions are available on request to the admissions team or can be viewed on the council's website: www.warrington.gov.uk/admissions (Determined Secondary Admission Arrangements 2012/13).

Choice Advice Service

Many parents find the admissions process quite difficult to understand so the Choice Advice Service can help support those people. This impartial service can support parents with school visits, completing the admissions applications forms and providing information leaflets and supporting materials, Ofsted reports and other data. This service can be contacted through the Parent Partnership Service on 01925 442978.

Remember: the admissions team will be happy to help you in any way they can. If you are unsure about completing your form please ring on 01925 442951

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Age of transfer

If your child's 11th birthday is between 1 September 2011 and 31 August 2012, he or she will transfer to secondary school at the beginning of the new school year in September 2012.

Raising the Participation Age

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning, thus requiring them to continue in education or training to the age of 17 from 2013 and to 18 from 2015.

Raising the participation age does not necessarily mean young people must stay in school; they will be able to choose one of the following options:

- Full-time education, such as school, college or home education
- Work-based learning, such as an Apprenticeship
- Part-time education or training if they are employed, self-employed or volunteering for more than 20 hours a week.

The 11 year olds who start secondary education in September 2012 continue their learning in education and training until the age of 18.

Timetable for moving on to secondary school

The following dates are now set by the Department for Education to comply with the requirements of co-ordinated admissions (see page 8).

This booklet will be sent home with your child from his/her primary school by 9 September 2011. A letter will also be posted to you at your home address.

If you live within the borough of Warrington you will also receive a preference form to complete.

If you live outside the Warrington borough you need to obtain a preference form from your home authority (the authority to which you pay your council tax). See page 20 for contact numbers for all local authorities surrounding the Warrington borough.

Obtaining more information about individual schools

During the following six weeks you will have time to think about your preferences for schools.

- **Visit the schools**

It is a good idea to visit a number of schools in your area before deciding which one you prefer your child to attend. See the following list of open days/information evenings.

- **School prospectus / school websites**

For more information about individual schools please request a copy of the prospectus direct from the school or, if you have internet access, log on to the school's website – contacts on pages 29 – 42.

- **Ofsted inspection reports**

Summaries of inspections carried out by Inspectors on behalf of the Office for Standards in Education (OFSTED) are available in schools. Headteachers will provide information on the

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action plans which address issues raised in OFSTED reports. If you have access to the internet, OFSTED reports can be viewed on www.ofsted.gov.uk

Achievement and Attainment Tables

Copies of the secondary school Achievement and Attainment Tables for Warrington secondary schools may be viewed in local libraries or may be obtained from the Department for Education by telephoning 0800 242322.

If you have access to the internet, Achievement and Attainment Tables can be viewed on www.dfe.gov.uk/performance/tables

Secondary schools' open days / information evenings

To help you make a decision in stating your preferences, each high school holds an open day / information evening on the following dates:

Community / voluntary controlled high schools

- Birchwood Community High School
Wednesday 21 September 2011 4.30pm-7.30pm (presentations at 5.00pm & 6.45pm)
- Bridgewater High School
Thursday 29 September 2011 – 6.30pm
- Culcheth High School
Thursday 6 October 2011 – 6.30pm
- Great Sankey High School
Thursday 13 October 2011 – 4.00pm – 7.00pm
Open days – Monday 17 and Tuesday 18 October – by appointment with the school
- Lymm High School
Thursday 6 October 2011 –
- Lysander Community High School
Thursday 22 September 2011 – 6.00pm
- Penketh High School
Wednesday 5 October 2011 –
- William Beamont Community High School
Thursday 15 September 2011 – 6.00pm

Voluntary aided high schools

- Sir Thomas Boteler Church of England High School
Tuesday 13 September 2011 – 6:30pm
- Cardinal Newman Catholic High School
Thursday 22 September 2011 – 6.00pm – 8.30pm
- St Gregory's Catholic High School
Thursday 29 September 2011 – 4.00pm – 7.00pm
- Hope Academy (St Helens Local Authority)

It is advisable to double check these dates and times with the schools in case there have been any changes since these booklets were printed. If you require further information about any of these please contact the school direct. Telephone numbers are given on pages 29-42 of this booklet.

Making your application

All parents of Year 6 pupils are required to complete a preference form for their child's transfer to the secondary stage of education. This applies equally to parents of children who have statements of special educational needs.

Closing date for receipt of preferences – 31 October 2011

Please return your child's application form to the school admissions team, Children's Services Directorate by 31 October 2011 at the latest.

If you are applying to Sir Thomas Boteler Church of England High School and your child does not attend one of the schools linked primary schools (see page 35) you will be required to complete the school's own form, obtainable direct from the school, as well as the Local Authority form.

If you do not return your form by 31 October 2011, it will normally only be dealt with after all those applications which were received on time (see late applications – page 13).

Acknowledgement of preference forms

Your preference form will be acknowledged on receipt by the Children and Young People's Services Directorate.

If you have not received an acknowledgement by Friday 18 November 2011 you are advised to contact the admissions team immediately on 01925 442951.

Applying for a school place online

If you live in Warrington and your child is due to transfer to secondary school in September 2012 you can apply online at: www.warrington.gov.uk/admissions

- **When can I use the online system?**

The online system is available 24 hours a day, 7 days a week up to the closing date of 31 October 2011. If you are applying after that day you will need to contact the admissions team for a paper form.

- **Will my application be secure?**

Yes, the system has a series of security features which will prevent others from seeing information they are not entitled to see.

- **What details will be requested on the online application?**

You will not need any more information than you would need if you were using a paper application form.

- **How can I get information about the schools?**

You are strongly advised to read this booklet carefully before making your application, (there is an electronic version of this booklet. To view it go to www.warrington.gov.uk/admissions and click on the appropriate link. When selecting your preferences, you will have the option to view the schools' websites.

- **Having submitted an online application, will I be able to change my preferences?**

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Yes, up to the closing date for receipt of applications – 31 October 2011. However you should note that if you revisit or edit your submitted application form **you must re-submit** the application or your revised application and the original application will be lost.

- **How will I know that the amendments have been logged?**

Every time you submit the online application, you will receive an email notification confirming the status of the application.

- **I am concerned that technology sometimes fails. Should I send a paper copy as well?**

The system notifies you of the status of your submitted application by email. If you think you have submitted an online application but do not get an email acknowledgement, we recommend that you contact the admissions team.

- **What do I need to apply online?**

You do need access to a computer but not to an email account. The Choice Adviser (see Page 9) will be able to arrange an appointment to visit your home or a more convenient location to enable you to complete the application form online without the need for an email account. For more information please phone 01925 442978.

- **How do I access the online system?**

The online application system is available at: www.warrington.gov.uk/admissions

Allocation date – 1 March 2012

The national allocation date set by the Department for Education is 1 March. This is to ensure that every parent applying for a place for their child at a maintained secondary school is notified of the allocation at the same time.

On 1 March 2012 a letter will be posted to you telling you about the place which has been allocated to your child. **You should expect to receive this letter by Monday 5 March.** A letter will be posted to all parents whether you have made your application by paper form or on-line, to ensure that all parents receive their notification at the same time.

If you have been allocated a place at a church aided school the letter will offer you a place on behalf of the governing body for the school.

If you have not obtained a place at the school of your preference, you will be offered the right of appeal and the opportunity to place your child's name on the waiting list (more details of this can be found on page 18).

Accepting or refusing a place

If you are offered a place at a Warrington school and subsequently do not require the place, or if you accept a place for your child at a school within another Local Authority or at an independent school please inform the admissions team immediately in writing. With your allocation letter you will receive a reply slip asking you to accept or refuse the place offered. This form must be returned to the Admissions Team by the stated date. Other children may be held on a waiting list who could then be offered a place if you do not require it.

Late applications

All applications sent in by the closing date will be dealt with at the same time. Late applications will normally be dealt with after those received on time. You should be aware that a late application could reduce your chance of gaining a place at your preferred school. In some

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cases when an application is submitted after the closing date but before the allocation date it may be considered alongside those applications which were received on time where there is, in the view of the admissions authority, an acceptable reason for the late submission of the preference form.

Change of preference

If you change your mind about the school you would prefer for your child you can change your preference up until the closing date – 31 October 2011. After this date a change of preference will only be accepted if there is, in the opinion of the admissions authority, a genuine reason for doing so, for example if you have moved address. Once places have been allocated (after 1 March 2012), you may then request a change of school but it may be difficult to meet your revised preference. All requests for a change of preference must be made in writing.

Change of residence

Children Entering High School in Year 7 – September 2012:

If you change your place of residence after submitting your form or after the closing date for receipt of applications, 31 October 2011, and have a child who will be transferring to the secondary stage of education in September 2012 you should inform the school admissions team immediately.

Proof of change of address will be required and you should provide documentary proof of purchase/rental of your new property and/or disposal of your previous property.

Where the change of address is to a rented property you will be required to provide a copy of your tenancy agreement (for a minimum period of six months) as proof of residence.

Address changes with supporting documentary proof can only be accepted up until Friday 17 February 2012. Any later changes of address will be dealt with after the allocation date of 1 March.

You should be aware that late applications or changes of preferences after the allocation date can result in long delays for parents, children and schools.

What happens if you do not send back your preference form

If you do **not** return a preference form your child will be offered a place at the nearest school with a place available. This may **not** be your local school as the allocation will normally only be made after the placement of all pupils whose forms have been received on time, and all places at your local school may have been filled.

Waiting lists for school places

Waiting lists for oversubscribed community and controlled schools will be maintained for the transfer age group (Year 7) until the end of the Autumn Term (December 2012). This is because vacancies sometimes arise after the initial allocation of places has been made.

Where parents are refused one of their preferences, their child's name will be automatically added to the waiting list for that school. If vacancies arise they will be offered to children on the waiting list. If vacancies arise they will be offered to pupils on the waiting list.

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How the waiting list is prioritised

If there are more names on the waiting list than places available we will use the criteria for oversubscribed schools to decide who will be offered a place.

If you change address during the time the waiting list is held, documentary proof of the address change will be required. The order of the waiting list can change as applicants leave or join the list, or as the circumstance of the applicant change e.g. change of address, change of primary school, sibling joining or leaving the preferred school.

Review of secondary provision – central and eastern Warrington

During 2007/8 Warrington Borough Council conducted a review of provision of secondary school places in central and eastern Warrington. The result of this review was the decision, taken by the council's Executive Board, to close Woolston Community High School from August 2012 and to admit no further pupils to Year 7 from September 2008 onwards.

This means that you cannot express a preference for a place at Woolston Community High School for your child transferring to the secondary stage of education.

Important dates to remember – Timetable for transfer to secondary school

By 9 September 2011

Your Year 6 child will bring home from school a booklet and a preference form.

31 October 2011

Closing date for the return of preference forms to the Admissions Team, Children and Young People's Services

1 March 2012

A letter will be posted to you notifying you of the place allocated to your child – you should receive this letter by Monday 5 March 2012

This booklet is also intended to give information and advice to parents who decide to transfer their children from one school to another and to families who move in to the Borough of Warrington.

Transfer between schools

You are entitled to transfer your children to alternative schools during the year and generally a child will be admitted to another school if there is room there. Whenever possible, it is better for transfers to take place at the beginning of a term. To arrange transfers of this kind you should approach the Admissions Team for information about available places.

You are advised to think very carefully before you transfer your child to another school since this causes an unnecessary break in your child's education. Problems that your child may be experiencing may not go away simply as a result of a change of school. If you are worried about your child's progress at school you are advised first of all to discuss matters with the headteacher.

Change of residence

Applications to enter a community or controlled secondary school or a church aided secondary school.

If you move into the borough, or move within the borough and wish to request a change of school, the admissions policy described in this booklet will apply. You will be given the opportunity to state three preferences for schools and generally your child will be admitted to a school if there is an available place. You should make your application to the Admissions Team for admissions to secondary school and to the school of preference for admissions to primary schools. You may wish to approach the Headteacher of your preferred school for more information about the school.

Applications will be considered by the Admissions Team in accordance with the admissions criteria applying to the school and your child will generally be offered a place provided there is a place available in the appropriate year group.

If your preferred school is a **community or controlled school** and the year group is full or oversubscribed the admissions team will apply the admissions policy but in addition will test for exceptional circumstances. At this stage your child may be offered a place at the school of your first preference in exceptional circumstances.

Exceptional circumstances will apply when **all** the following statements are true:

1. The preferred community school is the most appropriate school for the child to attend according to the transport zones used for the purposes of the transport policy.
2. Where the LA determines after consultation with the headteacher that on balance the needs of the child outweigh the prejudice caused if the child were to be admitted to that community school.
3. Admission to the school is in full compliance with relevant legislation on equal opportunities.

NB: Proof of a change of residence will be required and you may be asked to provide documentary proof of purchase of your new property and/or disposal of your previous property.

Where the change of address is to a rented property you will be required to provide a copy of your tenancy agreement (for a minimum period of 6 months) as proof of residence.

Where all the above statements do **not** apply, you will be offered the right of appeal (page 18).

In-year admissions and transfers

Church Aided Schools

When the application is made to a church aided school and there is no place available in the relevant year group, the place will be refused and you will be offered the right of appeal.

Taking up an offered place

Where a place is offered at a school as an in-year admission (i.e. not first admission to either primary or secondary school) the parent would be expected to admit the child to the school within 6 weeks of the offer of a place. This applies where:

- an available place has been offered, or
- a place has been offered at an oversubscribed school under the test for exceptional circumstances (see above), or
- a place has been offered as a result of a decision of the Independent Appeals Panel.

It is not normally possible to hold places for longer than 6 weeks (excluding school holidays).

Appealing against admission decisions

If your child is refused a place at any school for which you have expressed a preference, you have the right to appeal against this decision. This applies whether the school is community, controlled or voluntary aided (Church).

The letter telling you that a place cannot be offered to your child will tell you how to appeal if you wish to do so. The letter will also tell you the time limit within which you can appeal where appropriate.

You should send the completed appeal form to the Admissions Team at New Town House. An acknowledgement will be sent to you giving a telephone number in case of queries.

Before deciding whether to appeal, you will probably want to think about the school's published policy for admitting pupils, your reasons for wanting your child to attend the school, your child's view of what school he/she should attend and how strong a case you have. You may also want to visit the school where you have been offered a place.

Appeals are passed to the clerk to the Appeals Panel who then provides further advice for appellants on the procedures followed.

If your appeal is successful there will be **no** assistance with transport unless you qualify under the LA's transport policy as detailed on page 21.

If your appeal is declined you are not able to apply again for the same school for the same academic year unless there has been a material change of your circumstances (e.g. change of residence) or the circumstances of the school (e.g. a place becoming available).

If your child is refused admission to Year 12 (in a school sixth form) you have a statutory right of appeal against this decision. This applies to both internal and external applicants.

The Advisory Centre for Education provides free, independent advice on the admission process, including appeals, bullying, exclusion, SEN and attendance. For advice, enquirers should call 0808 800 5793 Monday to Friday 10am to 5pm. For further information visit www.ace-ed.org.uk.

The Department for Education has published an information booklet – Primary and Secondary School Admissions and Appeals – A Guide for Parents. Copies can be obtained from the Admissions Team or can be downloaded on-line at www.teachernet.gov.uk/publications.

NB: For pupils who have a statement of special educational needs any appeal with regard to the school named in the statement would be to the Special Educational Needs and Disability Tribunal rather than the Independent Appeals Panel.

In-Year Fair Access Protocol

Each Local Authority and their Local Admissions Forum are required to have an In-Year Fair Access Protocol in place. This ensures that access to education is secured quickly for children who have no school place and that all schools in an area admit their fair share of pupils with challenging behaviour.

Warrington Borough Council's Fair Access Protocol covers the following groups of children:

- Children in the care of a Local Authority
- Children excluded from school
- Children in Pupil Referral Units who need to be reintegrated back into mainstream education;
- Children who have been out of education for longer than one term;
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- Children who have been withdrawn from school by their family, following fixed term exclusions and unable to find another place;
- Children of refugees and asylum seekers;
- Homeless children;
- Children from unsupportive family backgrounds where a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and with a history of serious attendance problems;
- Traveller children;
- Children who are carers;
- Children with special educational needs (but without a statement);
- Children with disabilities or medical conditions;
- Children returning from the criminal justice system;
- Children of UK Service personnel and other Crown Servants.

The protocol aims to:

- Reduce the time these children spend out of school
- Deal with their admission to a school quickly and sympathetically
- Ensure that there is a fair sharing between all schools
- Admit such children above the Published Admission Number of the school if the school is already full (except where this would contravene the Infant Class Size Legislation).

Admissions to Warrington schools from outside the borough

Pupils resident outside the borough of Warrington are offered places at Warrington schools on the same basis as Warrington pupils.

If you are not resident within the borough of Warrington but wish to state a preference for a place at a Warrington school you should make your application on the preference form supplied by your own Local Authority (the authority to which you pay your council tax). (Telephone numbers and contact details for neighbouring local authorities are given below).

Admissions to schools in other Local Authorities

You are entitled to send your child to a school maintained by another local education authority provided that there is a place available. The decision is made by the authority maintaining the school, or the school governors if it is an aided or foundation school.

If you are resident in the borough of Warrington and any of your preferences are for schools maintained by another local education authority you should include the names of the schools on your application form. The application will then be passed to the appropriate Local Authority for consideration. Please do not include the names of Independent, fee paying schools. If you wish to apply to independent schools you will need to contact them direct.

You will need to contact other local authorities for details of admissions criteria applicable to schools within their area.

Contact numbers and addresses for local authorities neighbouring the Warrington authority are listed below:

Cheshire West & Chester Authority

School Admissions
Children & Young People's Services
Wyvern House
The Drummer
Winsford CW7 1AH
Tel: 0300 123 7039
Email: admissions@cheshirewestandchester.gov.uk

Cheshire East Council

School Admissions
Children & Families Services
Delamere House (EC)
Delamere Street
Crewe CW1 2LL
Tel: 0300 123 5012
Email: admissions@cheshireeast.gov.uk

St Helens Council

Children & Young People Service
Atlas House
Corporation Street
St Helens WA9 1LD
Tel: 01744 671028
Email: schooladmissions@sthelens.gov.uk

Halton Borough Council

Children & Young People
Grosvenor House
Halton Lea
Runcorn WA7 2WD
Tel: 01928 704377/704367

Salford City Council

Strategy & Commissioning
Children's Services
Minerva House
Pendlebury Road
Swinton M27 4EQ
Tel: 0161 778 0415
Email: school.admissions@salford.gov.uk

Trafford Council

School Admissions
4th Floor Waterside House
Waterside
Sale M33 7ZF
Tel: 0161 912 5007
Email: school.admissions@trafford.gov.uk

Wigan Council

Children & Young People's Services
Progress House
Westwood Park Drive
Wigan WN3 4HH
Tel: 01942 486040
Email: schoolplaces@wigan.gov.uk

See the note on assistance with travel on Page 21/22.

Primary education

A similar booklet to this one is published on primary education. You may obtain a copy from the Admissions Team, telephone no: 01925 442952 / 442951.

School meals

Currently school meals are available in all schools. In some primary schools there is a set meal and in others a choice of menu. In secondary schools there is a cash cafeteria service. Facilities are provided in all schools for pupils to eat snack meals brought from home.

If you are receiving:

- Income Support or
- Jobseekers Allowance (Income Based) or
- Child Tax Credit (but **not** entitled to Working Tax Credit) and whose annual income [as assessed by the Inland Revenue] does not exceed £16,190 [subject to annual review] or
- Support under Part VI of the Immigration and Asylum Act 1999, or
- The Guarantee Element of State Pension Credit
- The Employment and Support Allowance.

you will be entitled to free school meals for children who are attending school.

To apply visit, or telephone, the Children and Young People's Services Directorate and ask for a free school meals application form to complete.

Clothing and uniform

Headteachers, in consultation with school governors, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school's prospectus, which can be obtained from the school.

The authority does not help parents with the cost of school uniform or physical education kit. All pupils are expected to conform to a reasonable standard of clothing and personal appearance. Parents are asked to try to ensure that pupils attend school suitably dressed.

Transport to and from school

You should not confuse the right to express preferences for schools with an entitlement to assistance with travel or transport provision

The local authority is required by law to provide or pay for free transport by the most economic means for pupils who have to travel more than a certain distance to their nearest appropriate school.

For pupils at secondary schools this distance is over three miles, measured by the shortest available walking route.

Each secondary school has a defined geographical area for the purposes of the transport policy. If you reside in this area you can apply for assistance with travel if you live more than three miles from the school. **The primary school your child attends has no bearing on the assessment for assistance with travel to a secondary school.**

General information

If you state a preference for a school which is not the nearest appropriate school at which a place is available, your child will not normally be granted travel assistance.

Where preferences are based on a parent's religion or belief the transport policy outlined above is applied to the church schools where areas generally coincide with ecclesiastical parishes.

The School and College Transport Policy is currently under review so the policy outlined above may be subject to change.

Additional transport assistance for low income families

From September 2008, the Education and Inspections Act 2006 introduced some new assistance with school travel costs for low income families.

If you are in receipt of benefits which entitle your child to receive free school meals as follows:

- Income Support or
- Jobseekers Allowance (Income Based) or
- Child Tax Credit (but NOT entitled to Working Tax Credit) and whose annual income [as assessed by the Inland Revenue] does not exceed £16,190 [subject to annual review] or
- Support under Part VI of the Immigration and Asylum Act 1999, or
- The Guarantee Element of State Pension Credit.
- The Employment and Support Allowance

OR

- you are in receipt of your **maximum** level of Working Tax Credit,

you may qualify for travel assistance to:

- Any one of the three nearest secondary schools, where the distance travelled is between two and six miles.
- The nearest school preferred on the grounds of the parent's religion or belief where the distance travelled is between two and fifteen miles.

Documentary proof of entitlement will be required in all cases.

Assistance may take the form of:

- Travel pass for use on public transport
- Travel pass for use on private contract services
- *Cash grant
- *Mileage allowance payable to parents
- Cycle maintenance grant

* Cash grants and mileage allowances are only paid where there is no suitable local bus, rail or contract service available.

Information about the defined geographical area for each secondary school and more detailed information about the transport policy is obtainable from:

Admissions and Transport Team
Children and Young People's Services Directorate
New Town House
Buttermarket Street
Warrington WA1 2NJ
Tel: 01925 443117

Sustainable school travel

As part of the initiative to make access to education sites easier and to reduce traffic and parking congestion around schools, the council is working with schools on the School Travel Plan programme. All schools are required to have effective travel plans in place to ensure that students wishing to walk or cycle are able to do so safely. If your chosen school is implementing its plan it will be supporting walking and cycling to school by promoting it as a healthy option and highlighting safer routes to the school. The council's School Travel Adviser can help plan routes and give advice on road awareness and safety as well as Park & Stride schemes and Walking Buses. Details are available through the school or by contacting the Transport Planning team on 01925 443414 .

The school curriculum

All secondary schools must offer a curriculum which covers the National Curriculum Key Stage 3 and Key Stage 4. They must also provide the Key Stage 3 and 4 assessment arrangement for pupils.

The curriculum includes at Key Stage 3 the core and foundation subjects and religious education. At Key Stage 4 there is a set of core subjects that must be offered alongside a number of curriculum entitlement areas from which students will be able to choose options. Schools with Sixth Forms are free to choose the range of A-Level and Vocational courses to offer. If you need detailed information about the curriculum please ask your child's school.

Sex education must be provided by all secondary schools. Teachers are aware of the need to treat sex education sensitively and in appropriate groupings of pupils. The school should keep a written statement of the policy they adopt on sex education and consult parents about their sex education programme. Parents have the right to withdraw their children from all or any part of sex education except where this is provided as part of the National Curriculum.

All secondary schools must also provide RE and collective worship but parents do have the right to withdraw their children from RE and/or collective worship if they so wish. In aided schools religious education is given in accordance with the school's Trust Deed. In community school the locally agreed syllabus is followed.

There is a procedure for considering complaints from parents about the curriculum, religious education, collective worship and related matters. Please refer, in the first instance, any complaint to the school and then its governing body.

Public examinations

At Key Stage 4, the GCSE is the main way of assessing pupils but there are also a growing number of vocational qualifications being offered at 14-16. Post 16 there is also a range of GCE AS/A2 examinations, BTEC and OCR examinations and other vocational qualifications on offer. An on-line prospectus for Cheshire and Warrington www.wayahead-warrington.uk.com now includes descriptions of all courses currently offered in Warrington in schools and colleges for 14-19 year olds.

All pupils are entered, without charge, for prescribed public examinations (e.g. GCSE or GCE A levels) for which they have been prepared by the school, unless the headteacher decides on educational grounds not to enter the pupil, or the parents request that the pupil is not entered. Where pupils, without good reason, fail to attend public examinations for reasons other than illness, or fail to complete course work necessary to meet examination requirements, parents will be required to refund the cost of entry/subject fees charged by the Examination Board. In cases of absence through illness a medical certificate must be provided.

Discipline and exclusions

Schools are aware that they share with parents responsibility for the behaviour of children in their care. All school governing bodies maintain a written statement of general principles for their school's behaviour and discipline policy. Details are available from each school.

Warrington schools promote positive behaviour and offer a nurturing environment in which children and young people are encouraged to reach their potential, within a safe environment where clear boundaries exist.

Parents are fully involved if behaviour within school deteriorates and schools often together with parents, through a behaviour plan to promote positive change in the pupil's behaviour, with consequences clearly outlined. A range of sanctions are available for schools to use to manage poor or unsafe behaviour which may include the use 'reasonable force' in certain circumstances. In exceptional cases headteachers may exclude pupils from school, either for a fixed period or permanently. Parents have the right to make representations about an exclusion to the school's governing body and can receive advice and guidance from the Vulnerable Pupils Team at the Local Authority on 01925 442928. In the event of permanent exclusion parents have a right of appeal to the Independent Appeals Panel. However for pupils with statements of special needs other arrangements can be made by contacting the Inclusions Services Team on Telephone Number 01925 442911 or 442968.

Parents requiring further information should seek advice from their child's school, the Inclusion Services Team (Tel No 01925 442915) or the Parent Partnership Service (Tel No 01925 442978).

Charges for school activities and remission of charges

The law prohibits charges for most activities that take place in school time. LAs and school governing bodies wishing to charge for any activities where this is permitted must have a policy on charging and on remission, and must draw up and maintain a written statement of policy which must be available to parents on request.

The Council's policy is as follows:

1. To authorise Governing Bodies to establish a charging and remission policy for their school in accordance with the law if they wish to charge parents for any or all of those activities for which charges are permitted, as follows:
 - Board and lodgings on residential visits, subject to the remission, as a minimum, of board and lodgings charges for pupils on trips deemed to fall in school time, whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, Child Tax Credit (but NOT entitled to Working Tax Credit and whose annual income [as assessed by the Inland Revenue] does not exceed £16,190 [subject to annual review]) or Support under Part VI of the Immigration and Asylum Act 1999 or the Guarantee Element of State Pension Credit or the Employment and Support Allowance.
 - The cost of individual or small group tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum);
 - Activities which take place wholly or mainly outside school hours and which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to religious education;

General information

- The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupils for such an examination outside school hours;
 - The costs of entering a pupil for a prescribed public examination where no preparation, or no further preparation in the case of re-sits, has been provided by the school.
2. To remit charges for visits deemed to take place wholly or mainly during school hours to outdoor education and residential centres for pupils attending Warrington schools whose parents receive Income Support, Income-based Jobseeker's Allowance, Child Tax Credit (but not entitled to Working Tax Credit) and whose annual income [as assessed by the Inland Revenue] does not exceed £16,190 [subject to annual review]) or Support under Part VI of the Immigration and Asylum Act 1999 or the Guarantee Element of State Pension Credit or the Employment and Support Allowance.
 3. To authorise headteachers and governing bodies to seek voluntary contributions from parents in order to fund activities taking place wholly or mainly during school hours if the costs cannot be met from the school's budget, provided that it is made clear to parents in writing that any contribution is voluntary, and failure to contribute will not involve the child being treated differently from any other child in the school.
 4. To require headteachers and Governing Bodies to include details of the school's policy in the school's annual prospectus and to keep the school's policy under regular review.

Children in Care

Children in the care of a Local Authority will be given priority in the oversubscription criteria for community, controlled and church aided schools.

If a child in care has a statement of special educational needs advice should first be sought from the Inclusions Manager on 01925 442968 prior to completing the application form. Further general advice on school places for children in care may be sought from the Children in Care Education Officer on 01925 443134.

Children with special educational needs

Most children with special educational needs will attend an appropriate mainstream school where the governing body will be responsible for ensuring their needs are met. A small number of children who have special educational needs which cannot be met from within the resources normally available to children of a similar age will be assessed by the Authority in accordance with the procedure laid down in the Education Act 1996 and in accordance with the Code of Practice 2001. Assessments are carried out after consultation with parents or guardians who are given full details of the results of assessments.

Children who are considered to need a Statement of special educational needs can have their needs provided for in mainstream schools, Designated Provision in mainstream schools or special schools. In exceptional circumstances, where individual needs cannot be met effectively by the borough, children will be placed in special schools maintained by neighbouring Local Authorities or in independent and non-maintained special schools. Any appeal with regard to the school named in the statement would be to the Special Educational Needs and Disability Tribunal.

A leaflet entitled 'Special Needs Provision in Warrington' is available from the Parent Partnership Service on 01925 442978.

Parental access to pupils' records

Parents may inspect all parts of their child's school record. If you wish to look at your child's record you should apply direct to the school.

Parent governors

All school governing bodies include parent governors who are normally elected by parents of registered pupils at the school. Further information can be obtained from the school.

Personal property

The Authority does not accept responsibility for loss or damage to personal property whilst on or left on the school premises.

Post 16 (including further) education

Schools with sixth form provision

The following schools have their own sixth forms or post 16 centres which have admission limits for pupils joining the sixth form from other schools (external applicants).

School	Admission limit for external applicants
Birchwood Community High School	20
Bridgewater High School	20
Culcheth High School	20
Great Sankey High School	10
Lymm High School	40
Lysander Community High School	10
Penketh High School	10

Details of entry requirements and how to apply for a place at a school sixth form are available from the schools. If you are refused a place there is a right of appeal (please refer to page 18 of this booklet).

Other post 16 provision

In addition to sixth form courses in some secondary schools a wide variety of full-time and part-time courses is offered at colleges. Details of the courses available can be obtained from the colleges themselves.

The following colleges are located in the Borough of Warrington:

Warrington Collegiate Institute	Priestley College
Winwick Road Campus	Loushers Lane
Winwick Road	Warrington, WA4 6RD
Warrington, WA2 8QA	Tel No: 01925 633591
Tel No: 01925 494494	

Some students attend other colleges in neighbouring areas.

Denominational post 16 education is available to Catholic students from areas served by St Gregory's Catholic High School and Cardinal Newman Catholic High School at:

Carmel College
Prescot Road
St Helens, WA10 3HE Tel No: 01744 452200

Subsidised transport is generally available for students in the 16-19 age group in the form of a Student SaverCard for use on bus services provided by Warrington Borough Transport. Other

General information

bus operators such as Arriva also offer discounted fares for students. Further information about the transport policy is available from the admissions team (Tel 01925 443117)

Information about the national scheme for providing child care grants for 16–19 students can be obtained from the Care to Learn Helpline : 0845 600 2809 or by logging on to the website at <http://www.direct.gov.uk/en/EducationAndLearning/14To19>

Student finance (higher education)

The Student Finance helpline is 0845 300 5090.

A Reminder

If there are any terms in this booklet you do not understand or require any more information about please ask at the Children and Young People's Services Directorate. If you need to discuss a particular problem in person it is helpful if you can telephone in advance to arrange an appointment – ask for the admissions team, Tel no 01925 442951 / 442952.

List of Schools

The following pages detail the community, controlled, Church of England and Catholic aided high schools in the borough of Warrington. All are comprehensive and co-educational.

Information about admissions to these schools is included together with a statement about whether or not the school was oversubscribed in the last academic year.

School Term calendar 2012/13

	Date of opening	Date of closing
Autumn First Half Term 2012	Tuesday 4 September 2012	Friday 19 October 2012
Autumn Second Half Term 2012	Monday 29 October 2012	Friday 21 December 2012
Spring First Half Term 2013	Monday 7 January 2013	Friday 15 February 2013
Spring Second Half Term 2013	Monday 25 February 2013	Thursday 28 March 2013
Summer First Half Term 2013	Monday 15 April 2013	Friday 24 May 2013
May Day Holiday – Mon 6 May 2013		
Summer Second Half Term 2013	Monday 3 June 2013	Tuesday 23 July 2013

Please note these are general holiday dates for guidance and information only. Dates should be confirmed with individual schools before family holidays are booked. Parents are reminded that holidays should not be taken during term time.

Useful Telephone Numbers

First Admission to Secondary school	01925 442951
First Admission to Reception Class	01925 442952
Nursery School Admissions	01925 442952
Free School Meals/School Transport	01925 442938
In Year Admissions	01925 443117
Special Needs/Pupil Support	01925 442920 / 442910
Children in Care	01925 443134
Parent Partnership/Choice Adviser	01925 442978
Families' Information Service	01925 443131
Student finance (Higher education)	0845 300 5090

Note: The information contained in this booklet was accurate at the time of printing. However it is possible that some arrangements and policies could be changed before or during the 2012/2013 school year and in subsequent years.

All mixed, comprehensive.

Birchwood Community High School

Brock Road, Off Benson Road
Birchwood, Warrington, WA3 7PT

Headteacher: Ms A Bright

Tel: 01925 853500

Website: www.birchwoodhigh.co.uk

Specialist Status: Business and Enterprise, Applied Learning

Expected number on roll in Sept 2012 – 1200

Published Admission Number 2012 – 210

Age range 11 – 18 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 245

Applications (all preferences) refused at the initial stage of allocation – 35

Admitted Sept 2011 (by criteria) – 210

Named in statement of SEN	– 1	Partner primary school	– 78
Children in Care	– 2	Proximity to school	– 66
Siblings	– 63	Admitted on appeal	– 0

Partner primary schools:

Birchwood CE Primary School

Gorse Covert Primary School

Locking Stumps Community Primary School

Bridgewater High School

Lower School, Hall Drive
Appleton, Warrington WA4 5JL

Headteacher: Mr T Long

Tel: 01925 263814 (Lower School)

Tel: 01925 263919 (Upper School)

Website: www.bridgewaterhigh.com

Specialist Status: Arts, Science with Maths

Expected number on roll in Sept 2012 – 1670

Published Admission Number 2012 – 300

Age range 11 – 18 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 381

Applications (all preferences) refused at the initial stage of allocation (including 28 from partner primary schools) – 81

Admitted Sept 2011 (by criteria)	– 300	Partner primary school	– 177
School named in statement of SEN	– 1	Proximity to school	– 0
Children in Care	– 1	Admitted on appeal	– 3
Siblings	– 118		

Community and controlled high schools

Partner primary schools:

Appleton Thorn Primary School

Broomfields Junior School

Grappenhall Heys Community Primary School

St Thomas' CE Primary School

Stockton Heath Primary School

Stretton St Matthew's CE Primary School

Culcheth High School

Warrington Road, Culcheth

Warrington WA3 5HH

Headteacher: Mr M Froggett

Tel: 01925 767587

Website: www.culchethhigh.org.uk

Specialist Status: Humanities

* This school is currently applying to become an Academy

Expected number on roll in Sept 2012 – 1250

Published Admission Number 2012 – 210

Age range 11 – 18 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 256

Applications (all preferences) refused at the initial stage of allocation – 46

Admitted Sept 2011 (by criteria) – 210

Children in Care – 1

Siblings – 67

Partner primary school – 117

Proximity to school – 25

Admitted on appeal – 0

Partner primary schools:

Croft Primary School

Culcheth Primary School

Glazebury CE Primary School

Newchurch Community Primary School

Hollins Green St Helen's CE Primary School

Twiss Green Community Primary School

Winwick CE Primary School

Great Sankey High School

Barrow Hall Lane, Great Sankey

Warrington, WA5 3AA

Acting Headteacher : Mr M Duggan

Headteacher: Ms J Morgan (from January 2012)

Tel: 01925 724118

Website: www.greatsankey.org

Specialist Status: Engineering

Expected number on roll in Sept 2012 – 1850

Published Admission Number 2012 – 300

Age range 11 – 18 (mixed)

Last academic year the school was oversubscribed.

Community and controlled high schools

Applications received naming the school as a preference which needed to be considered – 308

Applications (all preferences) refused at the initial stage of allocation – 8

Admitted Sept 2011 (by criteria) – 300

Children in Care – 4

Siblings – 97

Partner primary school – 168

Proximity to school – 30

Admitted on appeal – 1

Partner primary schools:

Barrow Hall Community Primary School

Burtonwood Community Primary School

Callands Primary School

Park Road Community Primary School

Sycamore Lane Community Primary School

St Philip (Westbrook) CE Primary School

Lymm High (Voluntary Controlled) School

Oughtrington Lane

Lymm, WA13 0RB

Headteacher: Miss Angela Walsh

Tel: 01925 755458

Website: www.lymmhs.co.uk

Specialist Status: Languages, PE and Sport

Expected number on roll in Sept 2012 – 1900

Published Admission Number 2012 – 300

Age range 11 – 18 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 409

Applications (all preferences) refused at the initial stage of allocation (including 18 from partner primary schools) – 109

Admitted Sept 2011 (by criteria) – 309

Children in Care – 0

Siblings – 101

Partner primary school – 198

Proximity to school – 0

Admitted on appeal – 10

Partner primary schools:

Bradshaw Community Primary School

Cherry Tree Primary School

Grappenhall St Wilfrid's CE Primary School

Oughtrington Community Primary School

Little Bollington CE (Controlled) Primary School

Statham Community Primary School

Thelwall Junior School

Ravenbank Community Primary School

High Legh Community Primary School

*these two schools will cease to have partner primary status to Lymm High School with effect from September 2017 admissions

Community and controlled high schools

Lysander Community High School

Insall Road, Padgate
Warrington, WA2 0LN

Headteacher: Mrs Alison Sherman
Tel: 01925 822632
Website: www.lysander.warrington.sch.uk
Specialist Status: Technology

*** This school is currently applying to become an Academy**

Expected number on roll in Sept 2012 – 730
Published Admission Number 2012 – 180
Age range 11 – 18

Last academic year all applications were accommodated.

Admitted Sept 2011 (by criteria)	– 122		
Children in Care	– 2	Partner primary school	– 52
Siblings	– 33	Proximity to school	– 35

Partner primary schools:

Brook Acre Community Primary School	Cinnamon Brow CE Primary School
Bruche Community Primary School	Woolston CE Primary School
Christ Church CE Primary School	Woolston Community Primary School

Penketh High School

Heath Road, Penketh
Warrington WA5 2BY

Headteacher: Mr Jeff Hughes
Tel: 01925 722298
Website: www.penkethhigh.com
Specialist Status: Media and Visual Arts

Expected number on roll in Sept 2012 – 1230
Published Admission Number 2012– 240
Age range 11 – 18 (mixed)

Last academic year all applications were accommodated.

Admitted Sept 2011 (by criteria)	– 182		
Children in Care	– 1	Partner primary school	– 90
Siblings	– 65	Proximity to school	– 26

Partner primary schools

Evelyn Street Primary School	Penketh Primary School
Great Sankey Primary School	Penketh South Community Primary School
Westbrook Old Hall Primary School	Sankey Valley St James CE Primary School
Warrington St Barnabas CE Primary School	

Community and controlled high schools

William Beamont Community High School

Long Lane
Warrington WA2 8PX

Headteacher: Mrs M Williams
Tel: 01925 579500
Website: www.wb.warr.ac.uk
Specialist Status: Sport

Expected number on roll in Sept 2012 – 910
Published Admission Number 2012 – 210
Age range 11 – 16 (mixed)

Last academic year all applications were accommodated.

Admitted Sept 2011 (by criteria)	– 177	Partner primary school	– 96
Children in Care	– 1	Proximity to school	– 27
Siblings	– 53		

Partner primary schools:

Beamont Community Junior School	
Bewsey Lodge Primary School	St Andrew's CE Primary School
Dallam Community Primary School	Warrington St Ann's CE Primary School
Meadowside Community Primary School	St Margaret's CE Primary School

Woolston Community High School

Holes Lane, Woolston
Warrington WA1 4LS

Headteacher: Mrs J Robinson
Tel: 01925 493349
Website: www.woolstonhigh.org.com
Special Status: Science

This school is due to close in August 2012.
There were no admissions to Year 7 in September 2008, 2009, 2010 and 2011.
No secondary transfer preferences can be made for this school.

Application for admission

The following page details the Church of England aided secondary school within the borough of Warrington. A brief description of the school's admission criteria is included in the information provided.

Children are admitted to Church aided schools in the academic year in which the child reaches his / her twelfth birthday.

You need to be aware that when applying for a place for your child in a Year 7 class at a Church of England aided secondary school you must:

- complete the Local Authority preference form
AND
- complete the school's own form (obtainable direct from the school) if your child does not attend one of the linked partner primary schools.

You should also obtain from the school a copy of their full admission policy. This should be supplied to you with the application form for admission.

Important points to remember when applying for a place in a Church of England aided secondary school:

1. The Governing Body of the school is the admissions authority for the school not the Local Authority. The Governing Body allocates places at the school.
2. Religious Education, collective worship and the whole ethos of the school are based on the teaching of the Church of England.
3. Members of the Church and the Diocese pay towards its upkeep.
4. Applicants are sometimes required to supply supporting letters from members of the clergy. Please refer to the school's full admission policy for their requirements.
5. Generally, Church aided schools follow the same timetable for receipt of applications as the one used by the Local Authority and detailed on pages 10 - 14 of this booklet. However you should consult the school's full admission policy to verify this.
6. Arrangements for admission to Church aided schools are reviewed annually in line with statutory requirements.
7. Parents who are refused places at a Church aided school have a statutory right of appeal to an Independent Appeals Panel. Appeals must be made in writing and addressed to the Chair of Governors at the school.
8. Parents who are refused places but who wish their child's name to be placed on a waiting list should contact the Admissions Team.
9. Further information concerning ecclesiastical parish areas and boundaries and other factors affecting admissions to Church aided schools should be obtained from the school.
10. Requests for further information or arrangements to visit the school should be made with the headteacher.

The Diocesan Authority responsible for the Church of England aided secondary school within the Borough of Warrington: Chester Diocesan Board of Education
Church House, Lower Lane, Aldford, Chester CH3 6HP

Church of England aided high schools

Tel: 01244 620444

Sir Thomas Boteler Church of England High School

Grammar School Road, Latchford, Warrington WA4 1JL

Headteacher: Mr J Sharples

Tel: 01925 636414

Website: www.boteler.org.uk

Specialist Status: Music

Expected number on roll in Sept 2012 – 800

Published Admission Number 2012 – 165

Age range 11 – 16 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 167

Applications (all preferences) refused at the initial stage of allocation – 2

Admitted Sept 2011* (by criteria) – 162

Criterion 1	– 1	Criterion 3a	– 6	Criterion 4	– 82
Criterion 2	– 41	Criterion 3b	– 2	Criterion 6	– 4
				Criterion 7	– 26

*Admissions agreed under the policy applying for 2011/2012. The admissions policy for 2012/2013 detailed below has not changed for this school.

Partner primary schools:

Alderman Bolton Community Primary School

St Elphin's (Fairfield) CE Primary School

Oakwood Avenue Community Primary School

Latchford St James CE Primary School

Order of priority for admissions

(the full policy is obtainable from the school)

1. Children in public care (looked after children).
2. Siblings of children currently attending the school and expected to continue to attend the school in the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
3. Up to 17 places for:
 - a. children who have (or whose parent/parents have) a strong and dedicated commitment to the life and worship of a Christian Church, as recognised by Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by worship at least twice per month for at least two years confirmed by the local minister on the application form.
 - b. children who have (or whose parent/parents have) a reasonable commitment to the life and worship of a Christian Church, as recognised by Churches Together in Britain and Ireland (their website is <http://www.ctbi.org.uk/>), shown by at least monthly worship for at least two years confirmed by the local minister on the application form.
4. Children attending primary schools associated with Sir Thomas Boteler Church of England High School (Alderman Bolton Primary, Latchford St James C of E Primary, St Elphin's C of E Primary, Oakwood Avenue Primary).
5. Children meeting criteria 3, but not allocated one of the 17 places (in the order of priority 3a, then 3b)
6. Children who have (or whose parent/parents have) some commitment to the life and worship of a Christian Church, as recognised by Churches Together in Britain and Ireland, shown by worship at least twice per year confirmed by reference from the local minister.

Church of England aided high schools

7. Other children.

Application for admission to the school should be made on the common application form enclosed with the local authority's booklet and also on the school's application form if you are applying under criterion 3, 5 or 6 of the school's admission policy between 1 September 2011 and 31 October 2011. These applications may also be made on-line.

In the event of two or more applications being considered as of equal merit by the Governors and there not being sufficient places available to admit all the equal merit applicants, the Governors will admit those living nearest the school, defined "as the crow flies". The distance will be measured in a direct line from the child's permanent place of residence to the school using a Geographical Information Address Point system based on Ordnance Survey.

Under exceptional circumstances and on the advice and written support of the School Medical Officer or Educational Psychologist, the Governors will give preferential admission to a pupil on medical or psychological grounds.

Where there are multiple birth children wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If only one place can be offered then random allocation undertaken by an independent body will be used to decide which child is offered a place and parents will be informed of their legal right of appeal for the other child/children.

NB Parents of children not currently attending one of the schools linked partner primary schools are required to complete the school's own form in addition to the local authority form. This form can be obtained direct from the school.

Catholic aided high Schools

Application for admission

The following pages list the two Catholic aided high schools within the borough of Warrington, and one Catholic/CE/Community Academy within the borough of St Helens which is partnered to two Warrington Catholic primary schools. A brief description of each school's admission criteria is included in the information provided for each school.

Children are admitted to Church aided high schools in the academic year in which the child reaches his / her twelfth birthday.

You need to be aware that when applying for a place for your child in a Year 7 class at a Catholic aided high school you must:

- complete the LA preference form **and**
- provide additional information if required by the school

You should also obtain from the school a copy of their full admission policy.

Important points to remember when applying for a place in a Catholic aided high school:

Definition of 'Baptised Catholic':

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 who baptisms are recognised by the Catholic Church, has subsequently been formally received into the Catholic Church.

1. The governing body of the school is the admissions authority for the school not the Local Authority. The governing body allocates places at the school.
2. Religious Education, collective worship and the whole ethos of the school are based on the teaching of the Catholic Church.
3. Members of the Church and the Diocese have contributed to the building of the school and continue to pay towards its upkeep.
4. Applicants are sometimes required to supply supporting letters from their priest or baptismal certificates. Please refer to the school's full admission policy for their requirements.
5. Generally Church aided schools follow the same timetable for receipt of applications as the one used by the LA and detailed on pages 10 - 14 of this booklet. However you should consult the school's full admission policy to verify this.
6. Arrangements for admission to Church aided schools are reviewed annually in line with statutory requirements.
7. Parents who are refused places at a Church aided school have a statutory right of appeal to an Independent Appeals Panel. Appeals must be made in writing and addressed to the Admissions Team at the local authority.
8. Parents who are refused places but who wish their child's name to be placed on a waiting list should contact the Admissions Team.
9. Further information concerning ecclesiastical parish areas and boundaries and other factors affecting admissions to Church aided schools should be obtained from the school.
10. Requests for further information or arrangements to visit the school should be made with the headteacher.

Diocesan Education Authorities responsible for Catholic aided secondary schools within the borough of Warrington are:

Diocese of Shrewsbury Schools Commission
2 Park Road South, Prenton
Wirral, CH43 4UX

Archdiocesan Schools Department
Liverpool Archdiocesan Centre for Evangelisation
Croxteth Drive, Liverpool, L17 1AA

Catholic aided high schools

Tel: 0151 652 9855
All mixed, comprehensive

Tel: 0151 522 1071

Cardinal Newman Catholic High School

Bridgewater Avenue, Latchford
Warrington, WA4 1RX

Headteacher: Mr S Clarke
Tel: 01925 635556
Website: www.cardinal-newman.org.uk
Specialist Status: Maths with Computing

Expected number on roll in Sept 2012 – 820
Published Admission Number 2012 – 165
Age range 11 – 16 (mixed)

Last academic year the school was oversubscribed
Applications received naming the school as a preference which needed to be considered – 166
Applications (all preferences) refused at the initial stage of allocation – 1

Admitted Sept 2011* (by criteria)	–	165			
Criterion 1	–	0	Criterion 5	–	6
Criterion 2	–	109	Criterion 7	–	8
Criterion 3	–	1	Criterion 8	–	28
Criterion 4	–	2	Criterion 10	–	11

*Admissions agreed under the policy applying for 2011/2012. The admissions policy for 2012/2013 is detailed below and has not changed for this school.

Partner primary schools:

Our Lady's Catholic Primary School
St Augustine's Catholic Primary School
St Benedict's Catholic Primary School#
(#for children living in the parish of St Mary)
St Bridget's Catholic Primary School
St Monica's Catholic Primary School
St Oswald's Catholic Primary School
St Peter's Catholic Primary School
St Stephen's Catholic Primary School

The school serves the parishes of Blessed John Henry Newman, St Bridget, St Mary, St Monica, St Oswald, St Peter, St Stephen and St Winefride.

Order of priority for admissions (the full policy is obtainable from the school)

1. Baptised Catholic children who are in the care of the Local Authority (looked after children)
2. Baptised Catholic children from the following Catholic Partner Primary Schools:
 - Our Lady's Catholic Primary School
 - St Augustine's Catholic Primary School
 - St Benedict's Catholic Primary School (for children living in the parish of St Mary)
 - St Bridget's Catholic Primary School
 - St Monica's Catholic Primary School
 - St Oswald's Catholic Primary School
 - St Peter's Catholic Primary School
 - St Stephen's Catholic Primary School
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children from other Catholic Primary Schools.
5. Baptised Catholic children from non Catholic Primary Schools.

■ Catholic aided high schools

6. Non Catholic children who are in the care of the Local Authority (looked after children)
7. Other children who have a sibling in the school at the time of admission.
8. Non Catholic children from the Catholic Partner Primary Schools.
9. Non Catholic children from other Catholic Primary Schools.
10. Other Non Catholic children whose parents wish them to have a Catholic education.

NOTES

- a) All applicants will be considered at the same time and after the closing date for admissions which will be the date provided by the LA.
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently if in this or any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the child's permanent place of residence to the school, measured using a Geographical Information Address Point System based on Ordnance Survey. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- d) Siblings are defined as including full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.

St Gregory's Catholic High School

Cromwell Avenue, Westbrook
Warrington, WA5 1HG

Headteacher: Mr S Clarke

Tel: 01925 574888

Website: www.st-gregorys.warrington.sch.uk

Specialist Status: Humanities

Expected number on roll in Sept 2012 – 967

Published Admission Number 2012 – 192

Age range 11 – 16 (mixed)

Last academic year the school was oversubscribed.

Applications received naming the school as a preference which needed to be considered – 195

Applications (all preferences) refused at the initial stage of allocation – 3

Admitted Sept 2011* (by criteria)	–	193		
Criterion 1	–	0	Criterion 7	– 9
Criterion 2	–	127	Criterion 10	– 1
Criterion 3	–	11	Criterion 11	– 16
Criterion 4	–	2	Criterion 12	– 1
Criterion 5	–	5	Criterion 13	– 7
Criterion 6	–	13	Admitted on appeal	– 1

*Admissions agreed under the policy applying for 2011/2012. The admissions policy for 2012/2013 is detailed below and has not changed for this school.

Catholic aided high schools

Partner primary schools:

St Alban's Catholic Primary School

St Benedict's Catholic Primary School (for pupils living in the parish of St Benedict)

St Joseph's Catholic Primary School

St Vincent's Catholic Primary School

Sacred Heart Catholic Primary School

St Paul of the Cross Catholic Primary School - for all Catholic pupils resident in the Kingswood area and the area enclosed by Whittle Ave, Burma Road and Burtonwood Road.

The school serves the parishes of St Alban, St Benedict, Sacred Heart, St Joseph and the Kingswood area and the area enclosed by Whittle Avenue, Burma Road and Burtonwood Road of St Paul of the Cross.

Order of priority for admissions:

(the full policy is obtainable from the school)

1. Baptised Catholic looked after children.
2. Baptised Catholic children living in the designated parish(es) named above and attending a Catholic primary school of a designated parish.
3. Baptised Catholic children who have a brother or sister who is a pupil at the school at the time of likely admission. This includes full, half or step brothers 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 as 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 from parishes other than the designated parishes who attend a Catholic primary school in a designated parish.
6. Baptised Catholic children from 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 from other Catholic parishes attending primary schools other than Catholic primary schools.
9. Looked after children who are other than Catholic.
10. Children who are other than Catholic who have a brother or sister who is a pupil at the school at the time of likely admission. This includes full, half or step brothers and sisters and 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 as part of the same family unit.
11. 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.
12. 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.
13. Children whose parents express a preference for a place at the school.

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 living nearest to the school defined 'as the crow flies' from the child's permanent place of residence to the school, measured using a Geographical Information address point system based on Ordnance Survey.

Catholic aided high schools

Administered by the St Helens Local Authority

Hope Academy

Ashton Road
Newton-le-Willows
WA12 0AG
Tel: 01925 225974

Principal: Mr J Gannon

Website: www.hopeacademy.org

Published Admission Number 2011 – 270

Age range 11 – 18 (mixed)

Specialist Status: Technology

Last academic year all applications were accommodated

Admitted Sept 2011* (by criteria) – 265

Criterion 1 – 0 Criterion 5 – 0

Criterion 2 – 2 Criterion 6 – 0

Criterion 3 – 244 Criterion 7 – 19

Criterion 4 – 0

*Admissions agreed under the policy applying for 2011/2012. (a copy of this policy is available from the Academy)

Order of priority for admissions

(the full policy is obtainable from the St Helens Local Authority)

1. Children in public care.
2. Children in receipt of 'Enhanced Action Plus' funding for whom the local authority has indicated that the Academy is the most appropriate educational establishment because of their special educational needs.
3. After the application of criteria 1 and 2, places will be allocated on the following basis:

Catholic Places:

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

- a) Baptised Catholic children living in the designated Catholic Parishes of:

St David, Newton-le-Willows
St Mary and 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 Catholic 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 St Joseph's parish) have criterion two admission to St Gregory's Catholic High School, Warrington (Warrington LA).

- b) Baptised Catholic** children living in parishes other than the designated parishes but attending one of the associate primary schools of the designated parishes:

Apply online up until 31 October 2011 at www.warrington.gov.uk/admissions

Catholic aided high schools

St Mary's Catholic Junior School, Newton-le-Willows
All Saints Catholic Primary School, Golborne
St Catherine's Catholic Primary School, Lowton
St Lewis' Catholic Primary School, Croft
St Paul of the Cross Catholic Primary School, Burtonwood*

** 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. For a child to be considered as a Catholic, evidence of a Catholic Baptism (i.e. Baptismal Certificate) or reception in the Church will be required, in accordance with the Archdiocesan Advice on this matter. A copy of the Advice may be obtained from the school.

Community Places

- a. 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

If either Catholic or Community applicants are undersubscribed in criterion 3 any remaining places will be allocated to the other sector before the application of criteria 4 to 7.

After the application of criterion 3 any remaining places will be allocated in order or priority to:

4. Non Catholic children attending one of the associate Primary Schools of the designated Catholic parishes:
St Mary's Catholic Junior School, Newton-le-Willows
All Saints Catholic Primary School, Golborne
St Catherine's Catholic Primary School, Lowton
St Lewis' Catholic Primary School, Croft
St Paul of the Cross Catholic Primary School, Burtonwood*
5. 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 step-brother 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 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.
7. Children whose parents express a preference for a place at the Academy.

Catholic aided high schools

In the event of any oversubscription in the number of applications made under any of the categories above, then 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.

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.

Family home – is defined as the permanent address of the parent or legal guardian who is in receipt of child benefit.

Response sheet

We would be glad to know whether you found this booklet helpful. Please complete the following questions, cut out this page and return it to the address below via your child's school or by post.

Please circle as appropriate

Did you find the booklet:	Very good				Poor
• clearly written?	1	2	3	4	5
• easy to understand, without too much jargon?	1	2	3	4	5
• contained the information you wanted?	1	2	3	4	5
• well laid out, so that you could find the sections you wanted?	1	2	3	4	5
• gave you a better understanding of the admission procedures?	1	2	3	4	5
• Overall did you find the booklet helpful?	1	2	3	4	5

Are there any issues not covered in the booklet which you think should be included in the future?

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.....
.....

Do you have any other suggestions for improving the booklet?

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Are you responding as a parent/governor/WBC employee/other? – please specify

.....

Did you make your application by paper form or on-line?

If you did not use the on-line facility were there any reasons why you did not wish to use this facility?

.....
.....

Thank you for your help.

Please return with your child's application form or alternatively direct to:

The Admissions Team, Children and Young People's Services Directorate, New Town House, Buttermarket Street, Warrington, WA1 2NJ