



**WARRINGTON**  
Borough Council

**Secondary Education**

**First Admission to Year 7**

**Information for Parents**

**2019/20**

**Apply on line at: [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)**

# INTRODUCTION

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Families and Wellbeing  
New Town House  
Buttermarket Street  
Warrington  
Cheshire  
WA1 2NH

Dear Parents/Carers

This booklet has been produced as a guide to all admissions to secondary schools in the Borough of Warrington. There are three types of secondary school admissions which are as follows:

1. Children transferring from Year 6 to Year 7 in September 2019 (referred to as normal rounds of admission);
2. In year admissions, which are all other admissions where children move from one school to another part way through a school year; and
3. Admissions to schools with an atypical age range, such as University Technical College.

The booklet provides important information on the processes associated with admissions to schools and gives details of how places are allocated (normal rounds) which should help you make an informed decision about your preferences.

**Please take the time to read the booklet carefully before completing an application, even if you have already decided which schools you prefer.**

The law gives parents/carers 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 and availability of places at the school. 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.

**Finally please make sure that you submit your application for admission to Year 7 for September 2019 on or before the deadline date which is Wednesday 31 October 2018. Late applications will only be considered after all on time applications have been processed and will significantly reduce our ability to offer a place at your preferred school.**

Yours faithfully



Steve Peddie  
Executive Director  
Families and Wellbeing Directorate

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# IMPORTANT DATES TO REMEMBER

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## Timetable for transfer to secondary school

**3 September 2018**

The online application will be available at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

**31 October 2018**

Closing date for applications

**1 March 2019**

Offer letters will be sent to all Warrington applicants. An email will also be sent to all those applicants who have requested to be informed via email

**29 March 2019**

Appeals lodged by 29 March 2019 will be heard within 40 school days of this date

**September 2019**

Admission to school

**31 December 2019**

Waiting lists close

## OPEN DAYS/EVENINGS FOR PUPILS TRANSFERRING SCHOOLS IN SEPTEMBER 2019

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

**It is advisable to check these dates and times with the schools in case there have been any changes since the book was printed. For further information please contact the schools direct.**

School	Date	Time
<b>Beamont Collegiate Academy</b> Tel : 01925 579500	Tuesday 25 September 2018	5.30pm – 8pm
<b>Birchwood Community High School</b> Tel: 01925 853500	Thursday 27 September 2018	4.30pm – 7.30pm
<b>Bridgewater High School</b> Tel: 01925 263814	Thursday 27 September 2018	6pm – 8pm
<b>Cardinal Newman Catholic High School</b> Tel: 01925 635556	Wednesday 12 September 2018	5.30pm – 8pm
<b>Culcheth High School</b> Tel: 01925 767587	Thursday 4 October 2018	6pm – 8pm
<b>Great Sankey High School</b> Tel: 01925 724118/9	Thursday 4 October 2018	3.30pm – 7pm
<b>King's Leadership Academy</b> Tel: 01925 817939	Please contact the school for information	
<b>Lymm High School</b> Tel: 01925 755458	Thursday 4 October 2018	5pm – 7.30pm
<b>Penketh High School</b> Tel: 01925 722298	Wednesday 10 October 2018	6pm – 8pm
<b>Sir Thomas Boteler Church of England High School</b> Tel: 01925 636414	Wednesday 19 September 2018 Monday 17 September to Friday 21 September 2018	5pm – 8pm 9am – 1pm
<b>St Gregory's Catholic High School</b> Tel: 01925 574888	Thursday 13 September 2018	4pm – 7.30pm
<b>University Academy Warrington</b> Tel: 01925 822632	Thursday 20 September 2018 Thursday 27 September 2018 Thursday 4 October 2018 Thursday 11 October 2018 Thursday 18 October 2018	5.30pm – 7.30pm 9.30am – 11.30am 9.30am – 11.30am 9.30am – 11.30am 9.30am – 11.30am
<b>University Technical College</b> Tel: 01925 737067	Thursday 13 September 2018 Saturday 15 September 2018	5.30pm – 8pm 10am – 1pm

# POINTS TO BE CONSIDERED BEFORE COMPLETING YOUR APPLICATION FOR YEAR 7 TRANSFER IN SEPTEMBER 2019

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## **Admission Arrangements – Academic year 2019/20**

All Admission Authorities must have admission arrangements that clearly set out how children will be admitted to their school, including the criteria that will be applied if there are more applications received for the school than there are places available (oversubscription criteria).

Admission arrangements must be determined annually by 28 February, even if they have not changed from the previous years and a consultation has not been required. A copy of the full arrangements for community schools is available to download from our website: [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

For full copies of all the Faith, Academy and the Free School admission arrangements please contact the individual schools direct or visit the schools website.

## **Co-ordinated admissions**

There are regulations which require all Local Authorities to co-ordinate admissions in accordance with a published scheme.

Under the 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 situated within another Local Authority. These arrangements are to ensure that every parent living in a Local Authority receives an offer of one school place on the same day.

Where the place is for a Faith, Academy or Free School, the Governing Body/Academy Trust (as the Admission Authority) will make the allocation decision but the Local Authority will send out the letter on behalf of the Governing Body/Academy Trust.

The scheme for co-ordinated admissions is available to view or download on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

## **Published Admissions Numbers (PAN)**

As part of their admission arrangements all Admission Authorities must set an admission number for each relevant age group. This number identifies the maximum number of places available in each year group. The admission number for September 2019 in each school is published in this booklet on pages 25 to 42.

## **Oversubscription criteria**

All schools must have oversubscription criteria. The oversubscription criteria are part of the school's admission arrangements and could change on an annual basis. If more applications are received than there are places available then it means that the school is oversubscribed. When this happens the oversubscription criteria will be applied in order to decide how places are allocated.

The 2019/20 oversubscription criteria for all Warrington schools are detailed on pages 25 to 42 of this booklet. Information on the **2018/19** oversubscription criteria can be found in the Secondary Information booklet for 2018/19 a copy of which is available to view or download on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)



## Admission Age

If your child was born between 1 September 2007 and 31 August 2008, you will need to complete an online application form for your child to start secondary school in September 2019.

## Applying for schools outside Warrington

If you live in Warrington and wish to apply for schools in another Local Authority, you must do so on the Warrington online application form. If you name a school outside Warrington please take the time to read that Local Authority's Information Booklet as well as Warrington's as their admission arrangements may be different to those applied in Warrington. Contact details for neighbouring Authorities can be found on page 56.

After the closing date for applications it is a legal requirement for Local Authorities to exchange information which is relevant to schools in their area.



**Please note other Local Authorities may specify some different deadlines and requirements regarding their admissions process. So, if you are applying for a school in another Local Authority area please ensure that you contact the relevant Local Authority for further information.**

## Applications from parents who live outside Warrington

If you reside in another Local Authority and wish to apply for a Warrington school you should complete your home Local Authority's online application form and read both Local Authority's Information Booklets before submitting your application. Contact details for neighbouring Authorities can be found on page 56.

After the closing date for applications it is a legal requirement for Local Authorities to exchange information which is relevant to schools in their area.



**Please note your home Local Authority may specify some different deadlines and requirements regarding their admissions process, so if you live outside of the Warrington area and wish to apply for a Warrington school, please read both Local Authority's information booklets carefully before submitting your application.**

## Only one application per child is permitted

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

## Definition of a child's current address

For allocation purposes the home address is defined as the address where the child lives, not a grandparents or childminders. Where a child lives with parents with shared responsibility the child's address given on the form should be the address of the parent who is in receipt of the child benefit and/or child tax credit.

It may be necessary for the Local Authority to carry out checks to confirm addresses given are genuine. Parents may, therefore, be asked to provide documentary evidence of their child's home address.



Any parent seeking to advantage their child's application by putting a false address may have the offer of a place withdrawn. The Local Authority has withdrawn offers of places in previous years. You should be aware that where a place is allocated at a school on the basis of your address, or sibling connection, and then you change address, or the older sibling leaves the school, then the offer of the place may be withdrawn.

### Supplementary forms

Supplementary forms are used by some schools, usually Faith schools, to provide them with relevant information to help them decide the correct oversubscription criteria that your child falls under.

If parents are including a faith School as **any** of their preferences then they should also complete the school's own supplementary form, **even if you have listed one of these schools as a second or third preference.**

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

All supplementary forms are available from each individual school or alternatively they can be downloaded from our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) Once completed these forms should be returned to the school.



Please be aware that if any of your preferences are for schools out of borough you will need to contact the school direct to check if a supplementary form for admission to their school needs to be completed.

### Children in Care and Children formerly in Care

Children Formerly in Care are defined as previously Looked After Children who have ceased to be so because they have been Adopted or became subject to a Child Arrangement Order or Residence Order immediately following being looked after.

If your child is a child formerly in care then **you must** provide a copy of the Adoption Certificate, Child Arrangement Order or Residence Order at the time of application for your child to be considered under this criterion. This information should be sent to the School Admissions Team either by post or email.



Please be aware that if copies of the verifying documents are not received then your application will not be considered under this criterion.

## Siblings

Siblings are defined as elder brothers and sisters already attending the preferred school and expected to continue at 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.

## Children of multiple births

In respect of twins, triplets etc. the Admission Authority will apply the oversubscription criteria in the normal way but will oversubscribe a school if a family would otherwise be split.

## Pupils with an Education, Health and Care Plan

If your child has an Education, Health and Care Plan you do not need to complete an online preference transfer form as the EHCP Assessment Team will contact you with details of their process.

Parents of children currently undergoing assessment for an Education, Health and Care Plan should follow the procedures outlined in this booklet and complete an online preference form for their child.

## Amending your application

You can make changes to your online application form up to the closing date of 31 October 2018. All you need to do is go back to the online application form (you will need your username and password), make the changes and then **you must re-submit your application. If you do not re-submit, your application form will not be registered.**

Any requests to make changes which are received after the closing date of 31 October 2018 but before 15 February 2019, will only be considered if, in the view of the school's Admission Authority there is a genuine reason for the change, such as, a change of address or a child who has recently been taken into care.

Requests should be made in writing stating your reasons for the change. It will be the decision of the school's Admission Authority as to whether to treat the request as on time or as late. If their decision is to treat the request as late, then it will only be considered after all other on time applications have been processed.



**Any requests to make changes to your application received after 15 February 2019 will only be processed after the national offer day which is 1 March 2019.**

## Change of address

If you change your address before the closing date of 31 October 2018, you can make changes to your online application form. All you need to do is go back to your online application form (you will need your username and password), make the changes and then **you must re-submit your application. If you do not re-submit, your application form will not be registered.**

If you change address after the closing date of 31 October 2018 you must inform us in writing, even if you have included this information on your application form. Proof of your new address must be provided in the form of an exchange of contracts or a tenancy agreement, for a minimum period of 6 months. Only once this information is received will your child's records be updated.

In Warrington, address changes with supporting documentary proof can only be accepted up until **Friday 15 February 2019**. Any changes received after this date will be dealt with after the allocation date **Friday 1 March 2019**.



**Please note, other Local Authorities may specify some different deadlines and requirements regarding their admissions process. So, if you are moving out/into Warrington please ensure that you contact the relevant Local Authorities for further information.**

### **Late applications**

All applications submitted on or before the closing date of 31 October 2018 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 the chance of gaining a place at your preferred school. In some 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 school's Admission Authority, an acceptable reason for the late submission of the form.



**Any late applications received after 15 February 2019 will only be processed after the national offer day which is 1 March 2019.**

# THINGS TO BE AWARE OF WHEN EXPRESSING AND RANKING YOUR PREFERENCES

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## Equal preferences

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 application 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.**

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.

The number of preferences for a particular school can vary from year to year and over a period of years. Information is provided in the table of Warrington schools on pages 20 to 24 on which schools were oversubscribed for the previous school year.

## 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.

## Verifying information

If you wish your child's application to be considered under the Child in Care criterion or in accordance with the medical/social criterion, then verifying information in support of your application must be provided at the time you apply. The information should be sent to the School Admissions Team either by post or email.

If your child was a child formerly in care, you will need to provide a copy of the Adoption Certificate, Child Arrangement Order or Residence Order for your child's application to be considered against this criterion.

If you would like your application to be considered against a medical/social criterion, you should provide supporting evidence from a registered professional, such as a Medical Practitioner, Psychologist or Social Worker, which sets out the particular reasons why the school in question is the most suitable school for your child.



Please be aware that if this verifying information is not provided at the time of application then the application will not be considered against these criterions.

## Reasons

Parents are able to indicate the reasons for their preferences, however, since Admission Authorities can only allocate places on the basis of their published oversubscription criteria, the reasons should relate to the criteria published by your preferred school(s).

## 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 Faith, Academy or Free school any offer of a place would be made in agreement with, and on behalf of, the Governing Body/Academy Trust as Admission Authority for the school.

## Changes of preference

You can make changes to your application form up until midnight on 31 October 2018. All you need to do is go back to the online application form, (you will need your username and password), make your changes **and then you must re-submit your application. If you do not re-submit, your application form will not be registered.**

After the closing date, 31 October 2018, the online facility is no longer available so you would need to contact the School Admissions Team and request to change your preferences. All requests to make changes to your application received after the closing date of 31 October 2018 will be considered as late, unless there is a genuine reason for the change, such as a changed address or a child has recently been taken into care.

Requests should be made in writing stating your reasons for the change. It will be the decision of the school's Admission Authority as to whether to treat the request as on time or as late. If their decision is to treat the request as late, then it will only be considered after all other on time applications have been processed.



Please remember that address changes with supporting documentary proof (copy of the exchange of contracts or a tenancy agreement of at least 6 months) will only be accepted up until 15 February 2019. Any later changes of address will be dealt with after the allocation date of 1 March 2019.

Once places have been allocated (after 1 March 2019), you may 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.

# NOTIFICATION

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## Offers

The offer information will be sent to your home address on 1 March 2019. Please allow time for the letter to be received before contacting the office.

If you have expressed a preference to receive the offer information via email the information will also be sent to the email address (which you provided on the online application form) from 10:00 hrs.

In the unlikely event of the email notifying you of an offer of a school place which is different to the offer information in the letter, the school place offered in the letter will always prevail.

If you have been offered one of your preferred schools it is assumed that you will accept the place and no further action will need to be taken. The school will contact you in due course to arrange admission and to invite you to the school.

If you are refused a preference (or preferences), your letter will include a breakdown of how places were allocated in accordance with the school's oversubscription criteria. It will also include details regarding waiting lists and appeals procedures.

If you are a Warrington resident and we are unable to offer a place at any of your preferred schools we have a duty to offer a place at the next nearest school with a place available, measured in a straight line distance from the address point of your residence to the address point of the school. In the event you are offered a next nearest school you will be asked to complete a reply slip indicating whether or not you accept the place offered.

## Year 7 waiting lists

Waiting lists for oversubscribed schools will be maintained by the Local Authority until the end of the Autumn Term 2019 (i.e. 31 December 2019). This is because vacancies sometimes arise after the initial allocation of places has been made.

When parents are refused one of their preferences, their child's name will be automatically added to the waiting list for that school. If a place becomes available, it will be offered to the child at the top of the waiting list. These places will only be offered after **29 March 2019**.



**Waiting lists are held strictly in oversubscription criteria order. 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.**

## Appeals

If your child is refused a place at any school for which you have expressed a preference, you have the right of appeal against this decision. This applies whether the school is Community, Faith or Academy.

The letter explaining that a place cannot be offered to your child will include an appeal form and details of 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 must send the completed appeal form to the Admissions Team at New Town House or you can email a scanned copy to [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

An acknowledgement letter will be sent to you giving a telephone number in case you have any queries.

All appeal paperwork will be sent to the Clerk to the Independent Appeals Panel who will arrange dates for the appeal(s) to be heard and will contact you direct with details. All appeals lodged by the **29 March 2019** should be heard within 40 school days of this date.

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.

If your appeal is successful there will be no assistance with transport unless you qualify under the Local Authority's transport policy.

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



**NB: For pupils who have an Education, Health and Care Plan any appeal with regard to the school named in the Education, Health and Care Plan would be to the Special Educational Needs and Disability Tribunal rather than the independent appeals panel.**



## HOW TO APPLY – COMPLETING YOUR APPLICATION

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All parents need to apply online using the Citizen Portal. The Citizen Portal enables families to apply for council services such as school places and 2 year old funding.

### No Internet access or email account at home

If you do not have access to the internet, you can use facilities at your local library or call to see the Admissions Team at our drop in surgeries.

### Drop-in surgeries

Drop in surgeries will be available:

- When Every Wednesday between 5 September 2018 and 31 October 2018
- Time 10am to 4pm
- Where New Town House, Buttermarket Street, Warrington, WA1 2NH

### How to apply for a Year 7 place for September 2019

Please visit our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) to access the secondary information booklet, supporting information and online application. To access the webpage Click on 'Secondary Admissions' then click on the link [To register and apply online for admission to secondary school.](#)

### Registration - New users of the Citizen Portal

If you don't already have an account on the Citizen Portal simply click on 'Don't have an account' and follow the instructions. You will receive an email confirming your registration; this email will contain a unique link which will allow you to proceed with your online application. Click on 'Home' and confirm your email and password, you will then be able to add your child's details by clicking on the 'My Family' icon.

**Please note this link expires after 3 days. If you have not accessed the link within this period you will have to re-register.**

Once you have added your child's details click on 'Home'. You can now click on the 'School admission' icon. To complete the online application click the link 'start new application'.

### Registration- Already registered on the Citizen Portal?

If you have previously registered your details on the Citizen Portal you can log in using the same email and password and select the 'School admission' icon. To complete the online application click the link 'start new application'

If you cannot remember your password you can click on the forgotten password link. **Please be aware that this link will expire after 3 days. If you have not accessed the link within this period you will have to re-register.**

If you do remember your password but still have problems accessing your account please contact the School Admissions Team on 01925 446226 or [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

### Frequently asked questions about online applications

#### Q. When can I use the online system?

- A. The online system is available 24 hours a day, seven days a week up to midnight on the closing date of 31 October 2018. If you are applying after this date you will need to contact the School Admissions Team.

**Q. Will my application be secure?**

A. Yes, the system has a series of security features which prevent others from seeing your personal information.

**Q. Can I change my mind after submitting an application?**

A. Yes, up to the closing date for receipt of applications, 31 October 2018. However you should note that if you revisit or edit your submitted form you **must re-submit** and accept the terms and conditions or the original will be lost.

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

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

**Q. What do I need to apply online?**

A. All you need is access to the internet and your child's details. If you do not have access to the internet you can access the internet at your local library or alternatively you can call in to see us at our drop in surgeries.

### **Supplementary forms**

If any of your preferences are for Faith Schools then the school's own supplementary form should be completed as well as the online form. The supplementary forms are available to download on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) or from individual schools. All supplementary forms should be returned to the individual schools.

### **Verifying information**

If you wish your child's application to be considered under the Child in Care criterion or in accordance with the medical/social criterion, then verifying information in support of your application must be provided at the time you apply. The information should be sent to the School Admissions Team either by post or email.

If your child was formerly in care, a copy of the Adoption Certificate, Child Arrangement Order or Residence Order will be required in order to be considered against this criterion.

If you would like your application to be considered against a medical/social criterion, you should provide supporting evidence from a registered professional, such as a Medical Practitioner, Psychologist or Social Worker, which sets out the particular reasons why the school in question is the most suitable school for your child.



**Please be aware that if the verifying information supporting your application is not provided at the time of application then your application will not be considered against these criteria.**

## SECONDARY SCHOOLS IN WARRINGTON

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This section provides information about all Warrington secondary schools including contact details, age range of pupils, published admission number, how places were allocated for the previous year and the individual school's oversubscription criteria for 2019/20.

The information provided should enable you to estimate your chances of success at being allocated a place at a particular school before submitting your application.

Please be aware that how places are allocated can significantly change each year.

**It is important to remember that none of the admissions criteria guarantee a place at a school.**

The table on page 20 - 24 contain individual school's details and information regarding how places were allocated for September 2018. **Please be aware that the 2018/19 oversubscription criteria for each school has been used when allocating these places, details of which can be found in the 2018/19 Information Booklet, which is available to view or download on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) or from the individual schools websites.**

### Types of secondary school

There are four types of secondary schools in Warrington. These are:

- **Academies and free schools**

Academies are independently managed, all ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education. Together they fund land and buildings, with the Government covering the running costs. The Academy Trust is the Admission Authority for the school. Each Academy Trust has its own published admission criteria as detailed on the individual school's information page in this booklet and is responsible for the allocation of places. The Local Authority informs parents of the allocation decisions on the school's behalf.

- **Community schools**

The Local Authority owns the school land and buildings and employs the staff on the recommendation of the Governing Body. As the Admission Authority for all community schools, the Local Authority deals with the allocation of places using the published admission criteria for community schools as detailed on the individual school's information page in this booklet.

- **Faith schools**

The Governing Body is the employer and the school's land and buildings are normally owned by the church or a charitable foundation and they contribute towards capital costs of running the school. The Governing Body is the Admission Authority for the school. Each Governing Body has its own published admission criteria as detailed on the individual school's information page in this booklet and is responsible for the allocation of places. The Local Authority informs parents of the allocation decisions on the school's behalf.

- **University Technology College**

Technology Colleges are academies which cater for Key Stage 4 and 5 children only (entry at years 10 and 12 only). The Academy Trust is the Admission Authority for the school. The school

has its own published admission criteria as detailed on the individual school's information page in this booklet and is responsible for the allocation of places. The Local Authority informs parents of the allocation decisions on the school's behalf.

## Location map

A map showing the location of all the secondary schools in Warrington is available to view or download from our website: [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

## Obtaining more information about individual schools

- **Visit the schools**

It is a good idea to attend the open evenings of schools you may be interested in before deciding which one you prefer your child to attend.

- **School prospectus/school websites**

Each year schools publish a prospectus that provides information about their school. A hard copy of the prospectus is available from the school or, if you have internet access, log on to the school's website to view or download a copy. The individual school's website addresses can be found on pages 20-24.

- **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 action plans which address issues raised in OFSTED reports. OFSTED reports can be viewed on [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk)

- **School performance tables**

Copies of the published secondary school Achievement and Attainment Tables for Warrington secondary schools may be inspected in local libraries or are obtainable from the Department for Education by telephoning 0800 242322 or online at [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

This table contains information regarding how places were allocated for September 2018 on the national offer day, 1 March, using the individual school's 2018/19 admission arrangements.

School Details	School Type	Age Range	PAN	Address point of the school	Was the school oversubscribed	Number of places allocated	Last criterion admitted	Last distance admitted under this criterion	Number of appeals lodged	Number of appeals upheld (successful)
<b>Beamont Collegiate Academy</b> Long Lane, Warrington, WA2 8PX Principal: Mr A Moorcroft Tel: 01925 579500 Email: mail@bcawarrington.ac.uk visit : www.bca.warrington.ac.uk	Academy	11-16	180	Easting: 361125  Northing: 390205	Yes	180	5	0.823	30	8
<b>Birchwood Community High School</b> Brock Road, Birchwood, Warrington, WA3 7PT Headteacher: Mrs M Bryan Tel: 01925 853500 Email: contactus@birchwoodhigh.org visit: www.birchwoodhigh.co.uk	Academy	11- 18	210	Easting: 364907  Northing: 391231	No	143	5	2.336	0	0
<b>Bridgewater High School</b> Lower site: Hall Drive, Appleton, Warrington, WA4 5JL Tel: 01925 263814 Upper site: Broomfields Road, Appleton, Warrington, WA4 3AE Tel: 01925 263919 Principal: Mr T Long Email: enquiries@bridgewaterhigh.com visit: www.bridgewaterhigh.com	Academy	11-16	300	Easting: 361851  Northing: 384636	Yes	300	4	2.514	26	0

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

School Details	School Type	Age Range	PAN	Address point of the school	Was the school oversubscribed	Number of places allocated	Last criterion admitted	Last distance admitted under this criterion	Number of appeals lodged	Number of appeals upheld (successful)
<b>Cardinal Newman Catholic High School</b> Bridgewater Avenue, Latchford, Warrington, WA4 1RX Tel: 01925 635556 Headteacher: Ms J Langstaff Email: enquiries@cardinal-newman.co.uk visit: www.cardinal-newman.org.uk	Faith	11-16	165	Easting: 362720 Northing: 388147	Yes	165	10	0.943	8	0
<b>Culcheth High School</b> Warrington Road, Culcheth, Warrington, WA3 5HH Tel: 01925 767587 Headteacher: Mr C Hunt Email: info@culchethhigh.org.uk visit: culchethhigh.co.uk	Community	11-16	240	Easting: 366274 Northing: 395621	Yes	240	6	3.400	28	7
<b>Great Sankey High School</b> Barrow Hall Lane, Great Sankey, Warrington, WA5 3AA Tel: 01925 724118/9 Executive Head: Mr J Wright Headteacher: Mrs P Crawley Email: enquiries@greatsankey.org visit: www.greatsankey.org	Academy	11-18	375	Easting: 356152 Northing: 389463	Yes	375	5	2.148	19	10

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

School Details	School Type	Age Range	PAN	Address point of the school	Was the school oversubscribed	Number of places allocated	Last criterion admitted	Last distance admitted under this criterion	Number of appeals lodged	Number of appeals upheld (successful)
<b>King's Leadership Academy</b> Hillock Lane, Woolston, Warrington, WA1 4PF Tel: 01925 817939 Principal: Mr S Ierston Email: info@kingswarrington.com visit: www.kingswarrington.com	Free	11-18	120	Easting: 364299  Northing: 389656	Yes	130	6	0.909	24	4
<b>Lymm High School</b> Oughtrington Lane, Lymm, WA13 0RB Tel: 01925 755458 Principal: Mr G Williams Email: info@lymmhigh.org.uk visit: www.lymmhigh.org.uk	Academy	11-18	300	Easting: 369530  Northing: 386969	Yes	317	4	6.511	12	0
<b>Penketh High School</b> Heath Road, Penketh, Warrington, WA5 2BY Tel: 01925 722298 Principal: Mr J Carlin Email: <a href="#">click here</a> to contact by email visit: www.penketh.com	Academy	11-16	240	Easting: 357019  Northing: 388115	No	146	4	2.869	0	0

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

School Details	School Type	Age Range	PAN	Address point of the school	Was the school oversubscribed	Number of places allocated	Last criterion admitted	Last distance admitted under this criterion	Number of appeals lodged	Number of appeals upheld (successful)
<b>Sir Thomas Boteler Church of England High School</b> Grammar School Road, Latchford, Warrington, WA4 1JL Tel: 01925 636414 Headteacher: Mrs B Scott-Herron Email: info@boteler.org.uk visit: www.boteler.org.uk	Academy	11-16	165	Easting: 362489  Northing: 387133	No	113	7	5.546	0	0
<b>St Gregory's Catholic High School</b> Cromwell Avenue, Westbrook, Warrington, WA5 1HG Tel 01925 574888 Headteacher: Mr E McGlinchey Email: schoolenquiries@stgregoryshigh.com visit: www.stgregoryshigh.com	Faith	11-16	240	Easting: 358816  Northing: 388420	No	221	9	7.749	1	0
<b>University Academy Warrington</b> Insall Road, Padgate, Warrington, WA2 0LN Tel: 01925 822632 Principal: Ms M Barclay Email: info@uawarrington.org visit: www.uawarrington.org	Academy	11-16	150	Easting: 362846  Northing: 390564	No	85	d	5.288	0	0

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)



School Details	School Type	Age Range	PAN	Address point of the school	Was the school oversubscribed	Number of places allocated	Last criterion admitted	Last distance admitted under this criterion	Number of appeals lodged	Number of appeals upheld (successful)
<b>University Technical College- Warrington (UTC Warrington)</b> Dallam Lane, Warrington, WA2 7NG Tel: 01925 737067 Principal: Mr L Barber Email: info@utcwarrington.org visit: www.utcwarrington.org	Academy	14-18	100	Easting: 360502  Northing: 388590	No				0	0

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Children with an Education, Health Care Plan (EHCP) are allocated school places under different regulations and will override all other categories or priority.

## **Oversubscription criteria for 2019/20**

- 1 Children who are or have been in the care or interim care of a Local Authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a Local Authority pursuant to section 20 of the Children's Act 1989, or children who have previously been in care of a Local Authority but have since been adopted.
- 2 Admission of pupils whose siblings currently attend Beamont Collegiate Academy and who will continue to do so on the date of admission. For the purpose of allocating places, siblings mean:
  - Full sibling living at the same address as the applicant
  - Step sibling living at the same address as the applicant
  - Half sibling living at the same address as the applicant
  - Long term foster sibling living at the same address as the applicant
- 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 Academy's view, justifies admission to the Academy. The Academy, if it is considered appropriate, will seek the views of the Academy medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- 4 Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5 Pupils attending Beamont Collegiate Academy's partner primary Schools, which are:-
  - Beamont Community Primary School
  - Bewsey Lodge Primary School
  - Brook Acre Community Primary School
  - Dallam Primary School
  - Meadowside Community Primary School
  - St Andrew's CE Primary School
  - Warrington St Ann's CE Primary School
  - St Margaret's CE Primary School
  - Oakwood Avenue Community Primary School
- 6 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local land and property gazetteer (LLPG). This measures straight line (direct) 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.

In the event of a tie between two or more young people when applying criteria, or because none of the specific criteria apply to them, a process of random allocation will be followed. This will be in the form of a manual process which is overseen by an independent person.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Children who have an Education, Health and Care (EHC) Plan will be admitted to the school named in the statement over and above the published admission criteria.

- 1 Children who are or have been in the care or interim care of a Local Authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a Local Authority pursuant to section 20 of the Children's Act 1989, or children who have previously been in the care of a Local Authority but have since been adopted.
- 2 Admission of pupils whose siblings currently attend Birchwood Community High School and who will continue to do so on the date of admission. For the purpose of allocating places, sibling means;
  - full sibling living at the same address as the applicant
  - step sibling living at the same address as the applicant
  - half sibling living at the same address as the applicant
  - long term foster sibling living at the same address as the applicant
- 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 Academy's view, justifies admission to the Academy. The Academy, if it is considered appropriate, will seek the views of the Academy medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- 4 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local land and property gazetteer (LLPG). This measures straight line (direct) 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 four.

### Tie Breaker

A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.

In the event that the distances measured in kilometres are the same, a random allocation will be applied.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Children who have an Education and Health and Care Plan (EHCP) will be admitted to the school named in the EHCP over and above the published oversubscription criteria.

- 1 Children in care and children formerly in care\*.
- 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 the school which, in the schools view, and taking advice from Warrington Borough Council, justifies admission to the Bridgewater High School. The School, 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 living nearest to the school defined as a direct distance from the child's permanent place of residence to the school, measured using a Geographical Information Address Point system based on the Local Land and Property Gazetteer. This measures straight line distances from the address point of the permanent place of residence to the address point of the school, (in miles).

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 four.

\*Children in Care and Children Formerly in Care is defined as Looked After Children and previously Looked After Children who have ceased to be in Care because they have been adopted or have become subject to a residence order or special guardianship order.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

- 1 Baptised Catholic children who are in the care of the Local Authority (Looked After Children) (see notes 2 & 3).
- 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(See notes 3 & 4)
- 3 Baptised Catholic children from other Catholic Primary Schools (see note 3).
- 4 Baptised Catholic children from non-Catholic Primary Schools (see note 3).
- 5 Non-Catholic children who are in the care of the Local Authority (Looked After Children) (see note 2).
- 6 Non-Catholic children from Catholic Primary Schools.
- 7 Other Non-Catholic children whose parents wish them to have a Catholic education.

**Within each of the categories listed above, the following provisions will be applied in the following order:**

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above. (See note 5)

### Notes

- 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 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.

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.

#### **Additional notes with reference to admissions criteria**

1. A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in Section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.  
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).  
  
For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.
4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'Brother or sister' includes:
  - (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) The child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

**NB: PARENTS ARE REQUIRED TO COMPLETE THE SCHOOL'S OWN SUPPLEMENTARY FORM IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM. THIS FORM CAN BE OBTAINED DIRECT FROM THE SCHOOL OR IS AVAILABLE TO DOWNLOAD FROM THE COUNCIL AND SCHOOL'S WEBSITE.**

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available. Children who have an Education, Health and Care Plan will be admitted to the school named in the EHCP over and above the oversubscription criteria.

- 1 Children in care and children formerly in care\*.
- 2 Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue in the following year. This includes full, half or step brothers or sisters and foster brothers or 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/carers at the time of application in support of admission to a particular school which, in the council's view, justifies admission to the preferred 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 a designated partner primary school. Partnering arrangements apply to Hollins Green St Helen's CE Primary. Hollins Green St Helen's CE Primary School is the designated partner to Culcheth High School.
- 5 Pupils attending a community primary school which is partnered to a Faith 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 Faith School.
- 6 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a Geographical Address Point System based on the Local Land and Property Gazetteer. This measures straight line (direct) 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 these 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.

- \* Children in Care and children formerly in Care is defined as looked after children and previously looked after children who have ceased to be in Care because they have been adopted or became subject to a residence order or child arrangement order.



The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Children who have a statement of special educational needs will be admitted to the school named in the statement over and above the published oversubscription criteria.

- 1 Children in care and children formerly in care.
- 2 Siblings (pupils with Older brothers or sisters already attending the preferred school and expected to continue at the school in the following school year (including students in Barrowhall College). 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 Children for whom it is essential to be admitted to Great Sankey High School Academy because of special circumstances to do with significant medical needs. The recommendation must be received in writing from a consultant at an NHS hospital or equivalent. This criterion relates to the child's medical needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Great Sankey High School is the most suitable school and difficulties that would be caused if the child had to attend another school.
- 4 Pupils attending Burtonwood Community Primary School.
- 5 Pupils living nearest to the school defined as a direct distance from the child's permanent place of residence to the school, measured using a Geographical Information Address Point system based on the Local Land and Property Gazetteer. This measures straight line distances from the address point of the permanent place of residence to the address point of the school, (in miles).

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 five.

## HOPE ACADEMY

**Admission Authority:** Academy Trust  
Administered by St Helens Local Authority

**PAN:** 270

### Procedures where the Hope Academy is oversubscribed 2019/20

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

- a) \*looked after children and previously looked after children;
- b) children in receipt of 'Enhanced Action Plus' funding for whom the LA has indicated that the Academy is the most appropriate educational establishment because of their special educational needs;
- c) after the application of criterion (a) and (b) places will be allocated on the following basis:

#### Catholic Places

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

- I. \*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 Primary School and living in the Kingswood area of West Warrington or in the 'Spa Towns' area bounded by Burtonwood Road, Burma Road and Whittle Avenue (formerly in St Joseph's Parish) have admission to St Gregory's High School, Warrington (Warrington LA).

- II. \*\* Baptised Catholic children living in parishes other than the designated parishes but attending one of the associate primary schools of the designated Catholic parishes: St Mary's Catholic Junior School, (Newton); All Saints Catholic Primary School (Golborne); St Catherine's Catholic Primary School (Lowton); St Lewis' Catholic Primary School; St Paul of the Cross Catholic Primary School\*

\*\*\*'Baptised Catholic' means, within the policies and practices relating to school admissions, any child who, before the due

#### Community Places

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

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

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

- After the application of criterion (c) any remaining places will be allocated in order of priority to:
- d) Non Catholic children attending one of the associate Primary Schools of the designated Catholic Parishes:  
 St Mary’s Catholic Junior School (Newton), All Saints Catholic Primary School (Golborne), St Catherine’s Catholic Primary School (Lowton), St Lewis’ Catholic Primary School, \*St Paul of the Cross Catholic Primary School;
  - e) Children who have a brother or sister at the Academy at the time of likely admission. The brother or sister must have entered the academy in Years 7 to 11. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, or children of the parent/carer’s partner and, in every case, who are living at the same address and are part of the same family unit;
  - f) Children whose parents regularly worship in a recognised Faith community. Regular attendance shall be defined as at least once a month for at least 6 months before application. This would need to be supported by a reference/letter from a leader of that Faith community and submitted by the parent with their application form;
  - g) Children whose parents express a preference for a place at the Academy.

\*A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

**Tie-Break**

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

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

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Where more applications are received than there are places available, after the admission of pupils with a statement of special educational need naming King's Leadership Academy, applications will be considered in accordance with the school's published oversubscription criteria:

- 1 Children in care and children formerly in care (those who have ceased to be in care because they have been adopted, or became subject to a residence order, or special order).
- 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 Children for whom a particular school is appropriate on genuine medical or social grounds. Such applications will be decided by King's Leadership Academy. (Applications on medical grounds will only be considered under this criterion if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested).
- 4 Children of current permanent members of staff at King's Leadership Academy Warrington with a minimum of two years' service at the time that the application is made.
- 5 Five places from the 120 will be set aside to be offered as music scholarships for children with an aptitude for music. Applicants will be subject to an aural skills test which is designed not to discriminate in favour of those who have already had instrumental lessons. The tests will take place during the month of November 2018. The successful applicants will receive a music scholarship at the academy.
- 6 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the site of the new school on Hillock Lane measured using a geographical information address point system based on the local and property gazetteer. This measures straight line distances from the address point of the permanent place of residence, in miles, to the address point of the school.

When the 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 6.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

Where more applications are received than there are places available, after the admission of pupils with an Education Health and Care Plan naming Lymm High School, applications will be considered in accordance with the school's published oversubscription criteria:

- 1 Children in care and children formerly in care (those who have ceased to be in care because they have been adopted, or became subject to a residence order, or a special guardianship order).
- 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 the school which, in the schools view, justifies admission. The school, 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 Lymm High School's nine partner primary Schools, which are:-
  - Bradshaw Community Primary School
  - Cherry Tree Primary School
  - Grappenhall St Wilfrid's C E Primary School
  - High Legh Community Primary School
  - Little Bollington CE (Controlled) Primary School
  - Oughtrington Community Primary School
  - Ravenbank Community Primary School
  - Satham Community Primary School
  - Thelwall Junior School
- 5 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local and property gazetteer. 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 5.

A tie breaker must be applied to decide which applicant will be offered the last place when two or more applicants cannot otherwise be separated. In the event of the direct distances measured for criterion 5 being the same for two or more applicants and the last place to be allocated would be to one of these applicants, a random allocation process will be applied.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria

Children who have a statement of special educational needs will be admitted to the school named in the statement over and above the published oversubscription criteria.

- 1 Children in care and children formerly in care.
- 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 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 living nearest to the school defined as a direct distance from the child's permanent place of residence to the school, measured using a Geographical Information Address Point system based on the Local Land and Property Gazetteer. This measures straight line distances from the address point of the permanent place of residence to the address point of the school, (in miles).

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 four.

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria

Children with a Statement of special educational needs or Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the school's published admission number.

- 1 Looked After Children and previously Looked After children.
- 2 Baptised Catholic children who have a sibling in the school at the time of admission.
- 3 Baptised Catholic children resident in the parishes of Sacred Heart & St Alban's, St Benedict, St Joseph and St Paul of the Cross.
- 4 Other baptised Catholic children.
- 5 Other children who have a sibling in the school at the time of admission.
- 6 Children attending one of the Catholic Feeder Primary Schools in the parishes named in criterion 3 above:
  - Sacred Heart
  - St Alban's
  - St Benedict's
  - St Joseph's
  - St Paul of the Cross
  - St Vincent's
- 7 Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
- 8 Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9 Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. The measurement shall be undertaken using the local authority's geographical information address point system based on the local land and property gazetteer. This measures straight line (direct) distances in miles from the address point of the permanent place of residence to the address point of the school.

Notes:

- a. A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22 (1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b. For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.

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

Or

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

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

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

- c. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

**NB: PARENTS ARE REQUIRED TO COMPLETE THE SCHOOL'S OWN SUPPLEMENTARY FORM IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM. THIS FORM CAN BE OBTAINED DIRECT FROM THE SCHOOL OR IS AVAILABLE TO DOWNLOAD FROM THE COUNCIL'S WEBSITE.**



The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

- 1 Children in care (and all previously Looked After children). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 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(s)/carer(s) have) a strong and dedicated commitment to the life and worship of a Christian Church, that is a member of 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(s)/carer(s) have) a reasonable commitment to the life and worship of a Christian Church, that is a member of 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' Primary, St Elphin's CofE 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(s)/carer(s) have) some commitment to the life and worship of a Christian Church, that is a member of Churches Together in Britain and Ireland, shown by worship at least twice per year confirmed by reference from the local minister.
- 7 Other children.

Please note that, in addition to these criteria, section 1.6 of the schools admissions code 2012 states that all children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan name the school must be admitted.

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 a direct distance". The distance will be measured in a straight line from the address point of the child's permanent place of residence to the address point of the school using a Geographical Information System based on the Local Land and Property Gazetteer.

Places at the school will be offered in accordance with the school's oversubscription criteria. However, the Governors may consider applications on medical grounds outside of the oversubscription criteria. Parents/carers who wish their child to be considered on these grounds must provide proof from a medical practitioner or psychologist at the time of application in support of admission to a particular school. The governing body will consider the evidence and decide whether it justifies admission to the preferred school. The governing body, if it is considered appropriate, will seek the views of the local authority inclusion team or educational psychologist in the event of parents requesting admission on medical or psychological grounds.

**NB: PARENTS ARE REQUIRED TO COMPLETE THE SCHOOL'S OWN SUPPLEMENTARY FORM IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM. THIS FORM CAN BE OBTAINED DIRECT FROM THE SCHOOL OR IS AVAILABLE TO DOWNLOAD FROM THE COUNCIL'S WEBSITE.**

The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

## Oversubscription criteria for 2019/20

After the admission of students with statements of Special Educational Needs/Education Health and Care Plans where the University Academy Warrington is named on the statement/plan, the criteria will be applied in the order in which they are set out below:

- a **Children looked after** (as defined by s22 of the Children Act 1989).
- b **Siblings** – These are children who have a full or half brother or sister, step-brother or step-sister and/or an adoptive brother or sister who are children of parents or carers living together in the same family household and who are on roll at the time of their entry to the University Academy Warrington and of statutory school age.
- c **Children who have a valid medical or social reason for a specific placement.** Details must be given on the preference form and this may be checked by a relevant officer. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
- d **Distance** – Priority will be given to those children who live nearest to the Academy. A computer mapping system based on Ordnance Survey maps will be used to measure the distance from the child's home\* to the Academy gate using the shortest road route, unless it is possible to use a footpath which is considered as a safe walking route. Random allocation will be used as a tie-break in the final category to decide who has the highest priority for admission if the distance between two children's homes and the Academy is the same. This process will be independently verified.

\*A child's home is deemed as the permanent address which (s)he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where a child spends time with more than one parent the place of residence of the parent/carer who receives Child Benefit will be deemed to be the child's home.

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

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.

# Admissions to University Technical Colleges and Studio Schools – atypical age range schools

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## General information

Unlike typical secondary schools University Technical Colleges (UTC) and Studio schools only take children from the age of 14 - 19 (from Year 10) and offer an alternative to the traditional GCSE and A Level education of a secondary school.

UTC's are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical secondary school, including English and Maths, as well as their own specialist subject.

Studio schools are similar to UTC's in that they have an employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical secondary school.

There is only one atypical age range school in Warrington. The UTC Warrington is located in the Stadium Quarter of Warrington Town Centre, a few minutes' walk from both Warrington Bus Interchange and Warrington Central Station.

The following pages give information on UTC Warrington and details of other UTC's and Studio schools which are located within other Local Authorities.

## To apply

The Local Authority will be co-ordinating the admissions for Key Stage 4 (Year 10) on behalf of UTC Warrington. If you wish to apply for a place in Year 10 at UTC Warrington for September 2019, please contact the school direct for an application form. The closing date for applications is **Friday 14 December 2018**.

Applications for admission to Key Stage 5 (Year 12) and any in year transfers for UTC Warrington should be made directly to the school.

To apply for places at UTC's and Studio schools based in other Local Authorities please contact the schools direct.

## Notification of places for September 2019

The offer information will be sent to your home address week commencing **17 December 2018**. Please allow time for the letter to be received before contacting the office.

You will be asked to return a reply slip by **Friday 18 January 2019** accepting or refusing the place offered. These slips should be returned to the school direct.

If you accept the place offered the school will contact you in due course to arrange admission and to invite you to the school.

If you are refused a place at the school, your letter will include a breakdown of how places were allocated in accordance with the school's oversubscription criteria. It will also include details regarding waiting lists and appeals procedures.

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

# UTC WARRINGTON

**Admission Authority:** Academy Trust

**PAN:** 100 Y10  
120

UTC Warrington  
Dallam Lane  
Warrington  
WA2 7NG  
Telephone: 01925 737067  
Email [info@utcwarrington.org](mailto:info@utcwarrington.org)  
Website: [www.utcwarrington.org](http://www.utcwarrington.org)  
Principal: Mr Lee Barber

**The following information has been taken from the Schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.**

## **Oversubscription criteria for Year 10 for 2019/20**

- 1 Applicants who are, or who have previously been, in the care of a Local Authority; i.e. children in public care (looked after children) and adopted children who have previously been in public care.
- 2 Children whose siblings already attend UTCW and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step-brothers and sisters and foster brothers and sisters.

Remaining places will be allocated randomly within the geographical bandings indicated on the map in Appendix A as follows:

- A) 40% of students resident using the home address within postcodes WA2 7, 1.1, 1.2, 1.3, 1.5, 2.9, 5.0 as indicated in Figure 1. These include wards identified as within the top 20% nationally on indices of deprivation.
  - B) 40% of students resident using the home address within postcodes WA2 0, 4.1, 5.1, 5.8, 5.0, 1.4 as indicated in Figure 1.
  - C) 15% of student's resident using the home address within all other WA postcodes as indicated in Figure 1.
  - D) 5% of student's resident using the home address outside the WA postcodes as indicated in Figure 1.
- 3 If there are fewer applications received for any of the sections above than the stated %, the remaining places will be allocated proportionately to the nearest postcode band as identified above.

Places will be filled through an independently verified random selection of all applicants.

The home address is that which is registered with the family's doctor.

The distance will be measured in a straight line from the applicant's front door to the front gate at UTC Warrington.

# Details of University Technical Colleges (UTC) and Studio Schools in other Local Areas

## Crewe Engineering & Design UTC

West Street  
Crewe  
CW1 2PZ  
Telephone: 01270 218150  
Email [enquiries@creweutc.org.uk](mailto:enquiries@creweutc.org.uk)  
Website: [www.creweutc.org.uk](http://www.creweutc.org.uk)

## Christleton International Studio

Queen's Park Campus  
Queens Park Road  
Handbridge  
Chester CH4 7AE  
Telephone: 01244 683935  
Email :  
[enquiries@christletoninternationalstudio.co.uk](mailto:enquiries@christletoninternationalstudio.co.uk)  
Website: [www.christletoninternationalstudio.co.uk](http://www.christletoninternationalstudio.co.uk)

## Studio@Knutsford

Bexton Road  
Knutsford  
WA16 0EA  
Telephone: 01565 633294/632277  
Email [contact@knutsfordacademy.org.uk](mailto:contact@knutsfordacademy.org.uk)  
Website: [www.knutsfordacademy.org.uk](http://www.knutsfordacademy.org.uk)

## UTC@MediaCityUK

100-102 Broadway  
Salford  
M50 2UW  
Telephone: 0161 661 3947  
Email [information@utcmediacityuk.org.uk](mailto:information@utcmediacityuk.org.uk)  
Website: [www.utcmediacityuk.org.uk](http://www.utcmediacityuk.org.uk)

## St Helens College 14-16 Academy

The Stem Centre, Technology Campus  
Pocket Nook Street  
St Helens  
Merseyside  
WA9 1TT  
Telephone: 01744 623105  
Email [enquire@sthelens.ac.uk](mailto:enquire@sthelens.ac.uk)  
Website: [www.sthelens.ac.uk/1416academy](http://www.sthelens.ac.uk/1416academy)

## Wigan UTC

New Market Street  
Wigan  
WN1 1RP  
Telephone: 01942 614440  
Email [contactus@wiganutc.org](mailto:contactus@wiganutc.org)  
Website: [www.wiganutc.org](http://www.wiganutc.org)

## Manchester Creative Studio

16 Blossom Street  
Manchester  
M4 5AW  
Telephone: 0161 236 3944  
Email <http://mcstudio.co.uk/contact/>  
Website: [www.mcstudio.co.uk](http://www.mcstudio.co.uk)

## The Studio School

41 Greenland Street  
Liverpool  
L1 0BS  
Telephone: 0151 230 1320  
Email [applications@thestudio-liverpool.co.uk](mailto:applications@thestudio-liverpool.co.uk)  
Website: <http://thestudioliverpool.uk/apply/>

## Studio@Deyes

Vortex House  
Enterprise Way  
Wavertree Technology Park  
Liverpool L13 1FB  
Telephone: 0151 203 8392  
Email [enquiries@studio-deyes.co.uk](mailto:enquiries@studio-deyes.co.uk)  
Website: [www.studio-deyes.co.uk](http://www.studio-deyes.co.uk)

## Liverpool Life Sciences – University Technical College

41 Greenland Street  
Liverpool  
L1 0BS  
Telephone: 0151 230 1320  
Email [applications@lifesciencesutc.co.uk](mailto:applications@lifesciencesutc.co.uk)  
Website: [www.lifesciencesutc.co.uk/admissions/](http://www.lifesciencesutc.co.uk/admissions/)

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

# TRANSFER BETWEEN SECONDARY SCHOOLS

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## In year admissions

In year admission applications are those requesting transfer from one school to another outside of the normal admissions round, for example when a family moves house part way through a school year. Generally a child will be admitted to another school if there is a place available in the required year group, with the exception of those children whose circumstances meet the requirements of the Fair Access Protocol.

If your request for an in year transfer **is not** because of a change of address or relocation from overseas, you are strongly advised to think 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. Whenever possible, it is better for transfers to take place at the beginning of a term.

## Fair Access Protocol

Each Local Authority must have a Fair Access Protocol agreed with schools in its area including Academies and Free Schools, to ensure that unplaced children especially the most vulnerable are offered a place at a suitable school as quickly as possible. 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.

The School Admissions Team assesses all applications to identify those which meet the requirements of the Fair Access Protocol. The criteria are as follows:

- a) Children from the criminal justice system or Pupil Referral Unit (PRU) who need to be reintegrated into mainstream school;
- b) Children who have been out of the UK education system for 2 months or more;
- c) Children of gypsies, Roma, travellers, refugees and asylum seekers;
- d) Children who are homeless;
- e) Children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers;
- g) Children with SEN, disabilities or medical conditions (but without a statement);
- h) Children whose attendance is less than 90%;
- i) Children who have been issued with:
  - 3 or more days of exclusion during the last 12 months
  - 10 or more days of exclusion during the last 12 months
- j) Children who have been permanently excluded

In addition to these criteria, the Local Authority will also have regard to the number of in year transfers for year 11 aged pupils that have been admitted to each school.

The outcome of the assessment will determine how the Local Authority will share out these applications between all suitable schools. The Local Authority must ensure that no school, including those with places available, is asked to take a disproportionate number of children who have been permanently excluded from other schools or who have challenging behaviour compared to other schools in the area.

## **UK Service personnel (UK Armed Forces) and Crown Servants**

For families of service personnel, with a confirmed posting to Warrington, or Crown Servants returning to live in Warrington from overseas, a school place will be allocated in advance of the family arriving into the area providing the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. In the event the school is oversubscribed the advised address will be used when considering the application against the oversubscription criteria.

### **To apply**

Application forms and further information on the in year transfer process is available on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) or by contacting the Admissions Team on 01925 446226.

### **Exceptional circumstances**

If you have just relocated to Warrington or relocated within Warrington and are refused all of your preferred schools, the Local Authority has a statutory duty to ensure that an alternative school is offered to your child which is within a reasonable distance (3 miles, walking distance) from your home address. Where the school is a Faith school or Academy, any offer will be made in agreement with and on behalf of the School's Admission Authority.

If there are no places available within a reasonable distance from your home address, the Local Authority must decide which school is the appropriate school to offer based on the circumstances of both the applicant and the school.

The Local Authority will consult the Headteacher at the school to decide whether or not, on balance, the prejudice caused to the child by not admitting them to a particular school outweighs the prejudice caused to the school by admitting the child. The Local Authority would make every effort to share such requests between schools which are local to the applicant's address, when it is reasonable to do so.

NB: Proof of a change of residence will be required in the form of a copy of an exchange of contracts or if moving to a rented property a tenancy agreement of a minimum period of 6 months.

Where all the above statements do not apply, 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 school 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, or
- a place has been offered as a result of a decision of the Independent Appeals Panel.



## Appeals procedure

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, Faith or Academy.

The letter telling you that a place cannot be offered to your child will include details of 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. A letter acknowledging receipt of your appeal paperwork will be sent to you.

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 Local Authority's transport policy.

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



**NB: For pupils who have an Education, Health and Care Plan any appeal with regard to the school named in the Education, Health and Care Plan would be to the Special Educational Needs and Disability Tribunal rather than the independent appeals panel.**

## 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 for pupils who have to travel more than the statutory distance to their nearest suitable school.

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

### **Additional transport assistance for low income families**

Transport assistance will normally be given in the form of a bus pass. In certain circumstances, for example, where there are no suitable local buses available, a Local Authority bus pass may not be appropriate. If this is the case and you are entitled to travel assistance, you will be reimbursed for fares or mileage incurred. The level of financial assistance will be determined by the Local Authority.

There are some extended rights for free travel in relation to low income families. For the purpose of the travel policy low income is defined as:

- a) Those who are eligible for free school meals or
- b) Those whose families are entitled to their maximum level of working tax credit.

Documentary proof of entitlement will be required at the time of application.

You can download or view a copy of the policy on <https://www.warrington.gov.uk/schooltransport> or alternatively you can contact the Admissions Team on 01925 446226 and they will send you a copy.

### **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 Local Authority 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 Local Authority'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.

# GENERAL SCHOOL INFORMATION

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## Children with special educational needs

Most children with special educational needs will attend an appropriate mainstream school where the Governing Body/Academy Trust 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 similar age will be assessed by the Local Authority in accordance with the procedure laid down in the Children and Families Act 2014 and in accordance with the Code of Practice 2014. Assessments are carried out after consultation with parents or guardians who are given full details of the results.

For children where an Education, Health and Care needs assessment has been carried out and an Education, Health and Care Plan is issued, dependent on the outcome of the assessment, these children can have their needs provided for in either mainstream schools, designated provisions attached to mainstream schools, or special schools. Any appeal with regard to the school named in the Education, Health and Care Plan will be to the special educational needs and disability tribunal (SEND).

A leaflet entitled 'Special Needs Provision in Warrington' is available from Warrington SENDIASS (Special Educational Needs, Disability Information Advice & Support Service) on 01925 442978.

## School meals

Currently school meals are available in all schools. In secondary schools there is a cash cafeteria service. Facilities are provided in all schools for pupils to eat snack meals brought from home.

## Free school meals

If you are receiving one of the following benefits you will be entitled to free school meals for children who are attending school:

- Universal Credit - provided they have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of their most recent assessment periods.
- Income Support.
- Income Based Jobseekers Allowance.
- Income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999. (NASS)
- Guaranteed element of State Pension Credit.
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC, which does not exceed £16,190
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after stopping qualifying for Working Tax Credit).

To download a printable application form, please visit the council website at [https://www.warrington.gov.uk/info/201087/schools\\_and\\_learning/480/free\\_school\\_meals](https://www.warrington.gov.uk/info/201087/schools_and_learning/480/free_school_meals)  
Alternatively, please telephone 01925 446226 and ask for a free school meals application form.

### **Clothing and uniform**

Headteachers/Principals, 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 Local 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.

### **The school curriculum**

All state funded 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 on 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 religious education (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 schools 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 it's 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](http://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 parent's 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 requiring further information should seek advice from their child's school, the Inclusion Services Team Tel No 01925 442917 or SENDIASS Warrington SENDIASS (Special Educational Needs, Disability Information Advice & Support 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. Local Authorities 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.

### **Parents access to pupil 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 Local Authority does not accept responsibility for loss or damage to personal property whilst on or left on the school premises.

## POST 16 INFORMATION

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### Warrington schools with Post 16 provision

The following state funded schools have their own Post 16 provisions.

Name of sixth form	Contact details
Barrow Hall College, Great Sankey High	01925 724118/9
Birchwood High School	01925 853500
King's Leadership Academy	01925 817939
Lymm High School	01925 755458
University Technical College - Warrington	01925 737067

Each school will hold open evenings and will produce a prospectus which contains a great deal of information about the courses on offer and specific entry requirements. Those young learners who are in year 11 who wish to apply to join their own schools Post 16 provision will still be required to apply for a place. Please be aware that each school has an admission limit for pupils joining the sixth form from another school (external candidates) these figures are published in their prospectus.

If you wish to seek advice on what to do in the future before applying, advice is available at:

[www.careersforyoungpeople.co.uk](http://www.careersforyoungpeople.co.uk)

### Other Warrington post 16 provision

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

The following colleges are located in the Borough of Warrington:

Priestley College  
Loushers Lane  
Warrington  
WA4 6RD  
Tel: 01925 415415

Warrington and Vale Royal College  
Winwick Road  
Warrington  
WA2 8QA  
Tel: 01925 494494

More information about sixth form colleges in the Warrington area can be found on our website [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

### To apply

Please contact the colleges direct to request a prospectus and obtain information on how to apply.

### Transport

Local Authorities have a duty to publish an Annual Transport Policy Statement for Post 16 Learners. A copy of which is available to view or download on our website : [www.warrington.gov.uk/schooltransport](http://www.warrington.gov.uk/schooltransport) It should be noted that Warrington Borough Council does not generally provide transport assistance for students aged 16 and above and therefore any transport that is provided is on a discretionary basis.

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

Subsidised transport is generally available for students in the 16 – 19 age groups in the form of a student saver card for use on bus services provided by Network Warrington. Other bus operators may also offer discounted fares for students. To find out more information please contact the provider direct. Network Warrington contact telephone number is 01925 634296 or alternatively you can email: [travelcentre@networkwarrington.co.uk](mailto:travelcentre@networkwarrington.co.uk)

### **The 16–19 bursary scheme**

The Government has made some limited funding available to schools, colleges and training providers to allocate to young people who need financial support to stay in further education or training. This is known as the 16–19 Bursary Fund. For more information or to apply please contact the colleges direct.

## GENERAL SCHOOL HOLIDAY DATES 2019/20

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

	<b>Date of opening</b>	<b>Date of closing</b>
<b>Autumn First Half Term</b>	Friday 6 September 2019	Friday 25 October 2019
<b>Autumn Second Half Term</b>	Monday 4 November 2019	Friday 20 December 2019
<b>Spring First Half Term</b>	Monday 6 January 2020	Friday 14 February 2020
<b>Spring Second Half Term</b>	Monday 24 February 2020	Friday 3 April 2020
<b>Easter Weekend Friday 10 April and Monday 13 April 2019 falls inside the April holiday period</b>		
<b>Summer First Half Term</b>	Monday 20 April 2020	Friday 22 May 2020
<b>May Day – Monday 4 May 2020</b>		
Summer Second Half Term	Monday 1 June 2020	Friday 24 July 2020



## USEFUL CONTACTS

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### Warrington Borough Council

Families & Wellbeing  
2<sup>nd</sup> Floor New Town House  
Buttermarket Street  
Warrington, WA1 2NH

#### School Admissions and Transport

Tel: 01925 446226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)  
Webpage: [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

#### SENDIASS (Special Educational Needs, Disability Information, Advice and Support Service)

Tel: 01925 442978  
Email: [imacdonald@warrington.gov.uk](mailto:imacdonald@warrington.gov.uk)

#### EHCP Assessment Team

Tel: 01925 442917  
Email: [additionalneeds@warrington.gov.uk](mailto:additionalneeds@warrington.gov.uk)

#### Family Information Service

Tel: 01925 443131  
Email: [fis@warrington.gov.uk](mailto:fis@warrington.gov.uk)

### Diocesan Authorities

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#### Catholic

Diocese of Shrewsbury  
2 Park Road South  
Prenton  
Wirral, CH43 4UX  
Tel: 0151 652 9855

Archdiocesan Schools Department  
Liverpool Archdiocesan Centre for  
Evangelisation  
Croxteth Drive  
Liverpool, L17 1AA  
Tel: 0151 522 1000

#### Church of England

Chester Diocesan Board of Education  
Church House, 5500 Daresbury Park  
Daresbury, WA4 4GE  
Tel: 01928 718834

Liverpool Diocesan Board of Education  
St James House, 20 St James Road  
Liverpool, L1 7BY  
Tel : 0151 709 9722

## Other Local Authority contact details

### **Cheshire West & Chester Authority**

School Admissions Team  
Ground Floor, Wyvern House  
The Drummer, Winsford CW7 1AH  
Tel: 0300 123 7039  
Email: [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk)

### **Halton Borough Council**

Education, Inclusion and Provision Department  
Children and Economy Directorate  
Rutland House, Runcorn WA7 2GW  
Tel: 0151 511 7271/7338/7296  
Email: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

### **St Helens Council**

Children and Young People Services  
Atlas House, Corporation Street  
St Helens WA9 1LD  
Tel: 01744 671030  
Email: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

### **Trafford Council**

School Admissions  
Waterside House  
Sale M33 7ZF  
Tel: 0161 912 5007  
Email: [school.admissions@trafford.gov.uk](mailto:school.admissions@trafford.gov.uk)

### **Cheshire East Local Authority**

School Admissions  
Floor 2, C/o Municipal Buildings  
Earle Street, Crewe CW1 2BJ  
Tel: 0300 123 5012 Fax: 01270 686491  
Email: [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk)

### **Liverpool Council**

School Admissions  
Liverpool Children and Young People's Service  
Cunard Buildings  
Water Street  
Liverpool  
L3 1AH

### **Salford City Council**

People Directorate  
2<sup>nd</sup> Floor Unity House, Salford Civic Centre,  
Chorley Road, Swinton M27 5AW  
Tel: 0161 793 2500  
Email: [schooladmissions@salford.gov.uk](mailto:schooladmissions@salford.gov.uk)

### **Wigan Council**

School Organisation Team People Directorate  
Wigan Council  
Wigan  
PO Box 100  
WN1 3DS  
Tel: 01942 489013  
Email: [schoolplaces@wigan.gov.uk](mailto:schoolplaces@wigan.gov.uk)

### **Privacy Notice**

To find out further information about the way that the Council handles your information, please visit:

[https://www.warrington.gov.uk/privacy\\_policy](https://www.warrington.gov.uk/privacy_policy)

**The information contained in this booklet was correct at the time of publication.**

Apply online until 31 October 2018 at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)