



WARRINGTON
Borough Council

Secondary Education
First Admission to Year 7
Information for Parents
2023/24

Apply on line at: www.warrington.gov.uk/schools

INTRODUCTION

Education, Early Help and SEND
1 Time Square
Warrington
Cheshire
WA1 2NT

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 2023 (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 preferred schools 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 2023 on or before the deadline date which is Monday 31 October 2022. 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



Paula Worthington
Director
Education, Early Help and SEND

CONTENTS

Contents	2
Important dates to remember	5
Open days/evenings for pupils transferring to secondary school in September 2023	6
Points to be considered before completing your application for Year 7 transfer in September 2023	7
• Admission arrangements - Academic year 2023/24	7
• Co-ordinated admissions	7
• Published admission numbers (PAN)	7
• Oversubscription criteria	7
• Admission age	8
• Applying for schools outside Warrington	8
• Applications from parents who live outside Warrington	8
• Definition of child's current address	8
• Parental responsibility	8
• Supplementary forms	9
• Children in care and previously looked after children	9
• Siblings	10
• Children of Multiple Births	10
• Children of UK Service Personnel (UK Armed Forces)	10
• Pupils with an Education, Health and Care Plan	10
• Amending your application	10
• Change of address	11
• Late applications	11
Things to be aware of when expressing and ranking your preferences	12
• Equal preferences	12
• Second and third preferences	12
• Verifying information	12
• Reasons	13
• When preferences cannot be met	13
• Changes of preference	13
Notification	14
• Offers	14
• Year 7 Waiting lists	14
• Appeals	15
How to apply - completing your application	16
• How to apply for a Year 7 place for September 2023	16
• Registration – New users of the Citizen Portal	16
• Registration – Already registered on the Citizen Portal	16
• No internet access or email account	16
• Frequently asked questions about online applications	17
• Supplementary forms	17
• Verifying information	17

Contents	2
Secondary schools in Warrington	18
• Types of secondary school	18
• Academies and free schools	18
• Community schools	18
• Faith schools	18
• University Technical Colleges	18
• Location map	19
• Obtaining more information about individual schools	19
Table – How places were allocated for September 2022	20
Individual schools oversubscription criteria (schools in alphabetical order)	24
Admissions to university technical colleges and studio schools– atypical age range schools	42
• General information	42
• To apply	42
• Notification of places for September 2023	42
• UTC Warrington – Contact details and oversubscription criteria	43
• Details of University Technical Colleges (UTC) and Studio Schools in other local areas	44
Transfer between secondary schools	45
• In year transfers	45
• Fair Access Protocol	45
• UK Service Personnel (UK Armed Forces) and Crown Servants	45
• To apply	45
• Exceptional circumstances	45
• Taking up an offered place	46
• Appeals procedure	46
Transport to and from school	47
• Additional transport assistance for low income families	47
• Sustainable school travel	47
General school information	48
• Children with special educational needs	48
• School meals	48
• Free school meals	48
• Clothing and uniform	48
• The school curriculum	48
• Public examinations	49
• Discipline and exclusions	49
• Charges for school activities and remission of charges	50
• Parents access to pupil records	50
• Parent governors	50
• Personal property	50
Post 16 Information	51
• Warrington schools Post 16 provision	51

Contents	2
<ul style="list-style-type: none"> • Other Warrington Post 16 provision • To apply • Transport • The 16 – 19 bursary scheme 	51 51 51 52
General school holiday dates 2023/24	53
Useful contacts	54

IMPORTANT DATES TO REMEMBER

Timetable for transfer to secondary school

1 September 2022

The online application will be available
at www.warrington.gov.uk/schools

31 October 2022

Closing date for applications

1 March 2023

National Allocation Date

29 March 2023

Appeals to be lodged by

September 2023

Admission to school

31 December 2023

Waiting lists close

OPEN DAYS/EVENINGS FOR PUPILS TRANSFERRING SCHOOLS IN SEPTEMBER 2023

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 published. For further information please contact the schools direct.

School	Date	Time
Beamont Collegiate Academy Tel : 01925 579500	Thursday 29 September 2022 Monday 3 October, Tuesday 4 October, Wednesday 5 October 2022 – AM - by appointment only	5.30pm – 7.30pm
Birchwood Community High School Tel: 01925 853500	Thursday 29 September 2022	4:00pm – 7:00pm
Bridgewater High School Tel: 01925 263814	Thursday 29 September 2022	6.00pm – 8.00pm
Cardinal Newman Catholic High School Tel: 01925 635556	Thursday 15 September 2022	5.00pm – 8.00pm
Culcheth High School Tel: 01925 767587	Thursday 6 October 2022	6.00pm (doors open from 5.30pm)
Great Sankey High School Tel: 01925 724118/9	Thursday 6 October 2022	6.00pm – 7.00pm
King's Leadership Academy Tel: 01925 817939	Saturday 8 October 2022	Please contact school for details
Lymm High School Tel: 01925 755458	Thursday 6 October 2022	5.00pm – 8.00pm
Padgate Academy Tel: 01925 822632	Thursday 6 October 2022 Tuesday 11 October 2022– Wednesday 12 October 2022 – AM - by appointment only	5.00pm – 8.00pm
Penketh High School Tel: 01925 722298	Thursday 29 September 2022 1:1 tours week commencing 3 October – please contact School for Details and to make an appointment	5:00pm – 8:00pm
Sir Thomas Boteler Church of England High School Tel: 01925 636414	Tuesday 27 September 2022	5.00pm – 8.00pm Head Teacher's address 6.00pm
St Gregory's Catholic High School Tel: 01925 574888	Thursday 22 September 2022	4.00pm – 7.30pm
University Technical College Tel: 01925 737067	Thursday 22 September 2022 Saturday 24 September 2022 Thursday 17 November 2022 Saturday 19 November 2022	5:30pm – 7:30pm 10:00am – 12:00pm 5:30pm – 7:30pm 10:00am – 12:00pm

POINTS TO BE CONSIDERED BEFORE COMPLETING YOUR APPLICATION FOR YEAR 7 TRANSFER IN SEPTEMBER 2023

Admission arrangements – academic year 2023/24

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/schools

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 (and only 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 email/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/schools

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 2023 in each school is published in this booklet on pages 25 to 46.

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 2023/2024 oversubscription criteria for all Warrington schools are detailed on pages 25 to 46 of this booklet. Information on the **2022/23** oversubscription criteria can be found in the Secondary Information booklet for 2022/23 a copy of which is available to view or download on our website www.warrington.gov.uk/schools

Admission age

If your child was born between 1 September 2011 and 31 August 2012, you will need to complete an online application form for your child to start secondary school in September 2023.

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 58.

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. 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 must** 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 58.

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. 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.

Definition of a child's home address

For allocation purposes the child's 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.

Parental responsibility

For parents living separately who have shared responsibility for their child, only one application should be submitted.

The applicant should inform all other parties who have parental responsibility before submitting the form. Where parents are unable to agree on which schools to list on the application form, they must settle their differences before the form is submitted, as the Local Authority is unable to mediate on these matters.

If parents cannot reach an amicable agreement regarding the preferences submitted for their child then both parents should seek legal advice.

On occasions where applications are received from both parents, the application used for allocation purposes will be the one submitted by the parent who is in receipt of child benefit and/or child tax credit. Proof may be required.



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

If you are including a faith School as one of your preferences, even if you have listed one of these schools as a second or third preference, then **you must** complete the school's own supplementary form as well as the online application form.

Supplementary Forms are used by Faith schools, to provide them with relevant information to help them decide the correct oversubscription criteria that your child's application falls under. Failure to complete a supplementary form, could mean that your child's application could be categorised incorrectly.

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

Supplementary forms are available from each individual school or alternatively they can be downloaded from our website www.warrington.gov.uk/schools 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 previously looked after children

It is a legal requirement for all state funded schools to prioritise Children in Care and previously looked after children in their oversubscription criteria.

A child in care is defined as 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 at the time of making the application to the school.

The term previously looked after children is defined as children who were looked after, but ceased to be so because they were adopted, (or became subject to a Child Arrangement Order or Special Guardianship Order).

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

In order for a previously looked after child to be considered under this criterion, the applicant **must** provide details of which Local Authority the child was previously in the care of and a copy of the Adoption Certificate, Child Arrangement Order or Special Guardianship Order. This information should be sent to the School Admissions Team either by email or post at the time of application.

If a child was previously in state care outside England then the applicant **must** provide written documentation to support this at the time of application. This information should be sent to the School Admissions Team either by email or post.



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.

Children of UK service personnel (UK Armed Forces)

Places can be allocated in advance for children of UK service personnel with a confirmed posting in the area, or crown servants returning from overseas to live in the area. If this applies to your child please tell us on your application. You must also provide evidence i.e. an official letter from your commanding officer containing a relocation date and Unit postal address. **Evidence must be submitted to the School Admissions Team by the closing date 31 October 2022.**

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.

Any allocation of a place will be in consultation with the Transforming Learning Division once the statutory assessment is completed.

Amending your application

You can make changes to your online application form up to the closing date of 31 October 2022. 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 2022 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 2023 will only be processed after the National Offer Day which is 1 March 2023

Change of address

If you change your address before the closing date of 31 October 2022, 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 2022 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 a signed exchange of contracts/completion or a signed 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 **Wednesday 15 February 2023**. Any changes received after this date will be dealt with after the allocation date **Wednesday 1 March 2023**.



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 2022 will be processed at the same time. Late applications will be processed 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 2023 will only be processed after the National Offer Day which is 1 March 2023.

THINGS TO BE AWARE OF WHEN EXPRESSING AND RANKING YOUR PREFERENCES

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. The table on pages 21 - 24 contains individual school details and information regarding how places were allocated for September 2022.

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 School 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 scanned and emailed to the School Admissions Team at schooladmissions@warrington.gov.uk or you can send it by post.

If your child was formerly in care, **you must** provide information on which Local Authority they were previously in the care of, as well as a copy of the Adoption Certificate, Child Arrangement Order or Special Guardianship Order 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 this verifying information is not provided at the time of application then the application will not be considered against these criterion.

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 2022. 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 2022, 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 2022 may be considered as late, unless there is a genuine reason for the change, such as a change of address or if 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 signed exchange of contracts/completion or a signed tenancy agreement of at least 6 months) will only be accepted up until 15 February 2023. Any later changes of address will be dealt with after the allocation date of 1 March 2023.

Once places have been allocated (after 1 March 2023), 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

Offers

Generally offers are communicated to all on time applicants via email, unless you opt to be informed via post instead.

Emails will be sent to the email address (which you provided on the online application form) from 10:00 am on 1 March 2023.

If you do opt to be informed by post, letters will be sent out by second class post on 1 March 2023, so parents/carers should allow time for delivery.

PLEASE BE AWARE THAT IF YOU CHANGE YOUR EMAIL ADDRESS AFTER THE CLOSING DATE FOR APPLICATIONS HAS PASSED, AN AUTOMATED EMAIL OFFER CANNOT BE SENT TO THE NEW EMAIL ADDRESS.

IF YOU DO CHANGE YOUR EMAIL ADDRESS, PLEASE INFORM THE ADMISSIONS TEAM, IMMEDIATELY, AND THEY WILL ARRANGE FOR THE OFFER INFORMATION TO BE FORWARDED TO THE NEW EMAIL ADDRESS AS SOON AS THEY ARE ABLE, HOWEVER, THIS MAY NOT BE ON THE OFFER DATE.

If you are 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 allocated will contact you in due course to invite you to the school and arrange admission.

All applicants who are refused a preference (or preferences), will receive a letter as well as an email, if that is what has been opted for. The letters will include information on how places were allocated at the preferred school(s), in accordance with the individual school's oversubscription criteria and will also include information on 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 2023 (i.e. 31 December 2023). 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 **3 April 2023**.



Waiting lists are held strictly in oversubscription criteria order. 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.

If you change address during the time the waiting list is held, proof of the new address will be required in order to update the waiting list.

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.

To lodge an appeal **you must** complete and return the appeal form to, School Admissions Team, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH or; alternatively you can email a **scanned copy** to schooladmissions@warrington.gov.uk

Please be aware that photograph's of completed appeal forms cannot be accepted as the forms have to be reproduced.

The appeal form and all other 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 2023** 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).



Please note: 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 ONLINE APPLICATION

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 and 3 year old funding.

How to apply for a Year 7 place for September 2023

Please visit our website www.warrington.gov.uk/schools 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 the link and confirm your email and password, you will then be able to add your child's details by clicking on the 'School Admissions' icon.

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

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

PLEASE BE AWARE THAT IF YOU CHANGE YOUR EMAIL ADDRESS AFTER THE CLOSING DATE HAS PASSED, YOU WILL NOT RECEIVE AN AUTOMATED EMAIL OFFER.

IF YOU DO CHANGE YOUR EMAIL ADDRESS, PLEASE INFORM THE ADMISSIONS TEAM, IMMEDIATELY, AND THEY WILL ARRANGE FOR THE OFFER INFORMATION TO BE FORWARDED TO THE NEW EMAIL ADDRESS AS SOON AS THEY ARE ABLE, BUT THIS MAY NOT BE ON THE OFFER DATE.

No Internet access or email account

If you do not have a computer or smartphone, you may want to consider contacting your Local Library or Contact Warrington to arrange to access their internet and submit your application. Alternatively, you can contact the Admissions Team on 01925 446226 to make a telephone appointment for a member of the Admissions Team to help you to complete the online application. These appointments will be scheduled on a Wednesday until the closing date for applications.

Please be aware that anyone using the appointment system to submit their application cannot opt to receive their offer information via email and the offer information will be posted to the home address on 1 March 2023.

Frequently asked questions about online applications

When can I use the online system?

The online system is available 24 hours a day, seven days a week up to midnight on the closing date of 31 October 2022. If you are applying after this date you will need to contact the School Admissions Team.

Will my application be secure?

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

Can I change my mind after clicking submit?

Yes, up to the closing date for receipt of applications, 31 October 2022. However you should note that if you revisit or edit your submitted form you must re-submit and accept the Terms & Conditions or the original will be lost.

How will I know that the amendments have been logged?

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

What do I need to apply online?

You will need access to the internet, your Council Tax reference number and your child's details.

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/schools 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 additional information in support of your application **must be** provided at the time of application. The information should be scanned and emailed to the School Admissions Team at schooladmissions@warrington.gov.uk or you can send it by post.

If your child was formerly in care, **you must** provide information on which Local Authority they were previously in the care of, as well as a copy of the Adoption Certificate, Child Arrangement Order or Special Guardianship Order 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

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 2022/23.

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 guarantees a place at a school.

The table on pages 21 - 24 contains individual school details and information regarding how places were allocated for September 2022. **Please be aware that the 2022/23 oversubscription criteria for each school has been used when allocating these places, details of which can be found in the 2022/23 Information Booklet, which is available to view or download on our website www.warrington.gov.uk/schools or from the individual schools websites.**

Types of secondary school in Warrington

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/schools

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 21-24.

- **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

- **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 <https://www.compare-school-performance.service.gov.uk/>

This table contains information relating to how places were allocated for September 2022 on the National Offer Day, 1 March 2022, using the individual school's 2022/23 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)
Beamont Collegiate Academy Long Lane, Warrington, WA2 8PX CEO TCAT : Mr A Moorcroft Principal : Mr G Harris Tel: 01925 579500 Email: mail@bca.warrington.ac.uk visit : http://bca.warrington.ac.uk/	Academy	11-16	180	Easting: 361125 Northing: 390205	Yes	180	5	0.770	20	9*
Birchwood Community High School Brock Road, Birchwood, Warrington, WA3 7PT Headteacher: Ms E Mills Tel: 01925 853500 Email: contactus@birchwoodhigh.org visit: www.birchwoodhigh.org	Academy	11- 18	190	Easting: 364907 Northing: 391231	Yes	185	4	5.429	2	0*
Bridgewater High School Lower site: Hall Drive, Appleton, Warrington, WA4 5JL Tel: 01925 263814 Upper site: Broomfields Road, Appleton, Warrington, WA4 3AE Tel: 01925 263919 Principal: Mr K Powell Headteacher : Mrs T Hatton Email: enquiries@bridgewaterhigh.com visit: www.bridgewaterhigh.com	Academy	11-16	300	Easting: 361851 Northing: 384636	Yes	319	4	Over 10 miles	0	0

Apply online until 31 October 2022 at www.warrington.gov.uk/schools

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)
Cardinal Newman Catholic High School 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	No	148	10	Over 10 Miles	0	0
Culcheth High School Warrington Road, Culcheth, Warrington, WA3 5HH Tel: 01925 767587 Headteacher: Mr C Hunt Email: info@culchethhigh.org.uk visit: http://culchethhigh.org.uk/	Community	11-16	240	Easting: 366274 Northing: 395621	Yes	240	5	3.029	28	6
Great Sankey High School Barrow Hall Lane, Great Sankey, Warrington, WA5 3AA Tel: 01925 724118 CEO Omega MAT: Mr C Wilcocks Headteacher: Mr G Evans Email: enquiries@greatsankey.org visit: www.greatsankey.org	Academy	11-18	375	Easting: 356152 Northing: 389463	Yes	375	5	1.640	33	8*

Apply online until 31 October 2022 at www.warrington.gov.uk/schools

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)
King's Leadership Academy Hillock Lane, Woolston, Warrington, WA1 4PF Tel: 01925 817939 Principal: Mrs K Sharp Email: info@kingswarrington.com visit: www.kingswarrington.com	Free	11-16	120	Easting: 364299 Northing: 389656	Yes	160	6	0.921	21	8*
Lymm High School Oughtrinton Lane, Lymm, WA13 0RB Tel: 01925 755458 Headteacher: Mr G Williams Email: info@lymmhigh.org.uk visit: www.lymmhigh.org.uk	Academy	11-18	300	Easting: 369530 Northing: 386969	Yes	300	4	3.811	35	19*
Padgate Academy Insall Road, Padgate, Warrington, WA2 0LN Tel: 01925 822632 Principal: Mr A McMillan Email: info@padgateacademy.co.uk visit: www.padgateacademy.co.uk	Academy	11-16	150	Easting: 362846 Northing: 390564	No	118	D	2.001	0	0

Apply online until 31 October 2022 at www.warrington.gov.uk/schools

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)
Penketh High School Heath Road, Penketh, Warrington, WA5 2BY Tel: 01925 722298 Principal: Mr J Carlin Email: admin@penkethhigh.org visit: www.penkethhigh.org	Academy	11-16	180	Easting: 357019 Northing: 388115	Yes	218	4	Over 10 miles	5	0*
Sir Thomas Boteler Church of England High School 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	165	7	2.863	0	0
St Gregory's Catholic High School Cromwell Avenue, Westbrook, Warrington, WA5 1HG Tel 01925 574888 Headteacher: Mr E McGlinchey Email: schoolenquiry@stgregoryshigh.com visit: www.stgregoryshigh.com	Faith	11-16	240	Easting: 358816 Northing: 388420	Yes	240	7	1.635	29	3*

* These schools have appeals lodged which will be heard in September, so outcome not yet known

Apply online until 31 October 2022 at www.warrington.gov.uk/schools

Below is an extract 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 2023/24

- 1 Looked after children and previously looked after children including those previously in state care outside of England*
- 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 Church of England Primary School
 - St Ann's Church of England Primary School
 - St Margaret's Church of England 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 and land 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.

*A child in care 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 at the time of making the application to the school.

The term previously looked after children is defined as 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).

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

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.

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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 Looked after children and previously looked after children including those previously in state care outside of England*
- 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.

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

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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 Looked after children and previously looked after children including those previously in state care outside of England*
- 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 School's view and taking advice from Warrington Borough Council, justifies admission to 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.

*A child in care 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 at the time of making the application to the school.

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).

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

CARDINAL NEWMAN CATHOLIC HIGH SCHOOL

Admission Authority: Governing Body

PAN: 165

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

1	Catholic looked after and previously looked after children. (see notes 2&3)
2	Baptised Catholic children from the following Catholic Partner Primary Schools: <ul style="list-style-type: none">• Our Lady's Catholic Primary School• St Augustine's Catholic Primary School• St Benedict's Catholic Primary School (for children living in the parish of St Mary)• St Bridget's Catholic Primary School• St Monica's Catholic Primary School• St Oswald's Catholic Primary School• St Peter's Catholic Primary School• St Stephen's Catholic Primary School
3	Baptised Catholic children who have a sibling in the school at the time of admission.
4	Baptised Catholic children from other Catholic Primary Schools.
5	Baptised Catholic children from non Catholic Primary Schools.
6	Other looked after and previously looked after children. (see note 2)
7	Other children who have a sibling in the school at the time of admission.
8	Non-Catholic children from other Catholic Partner Primary Schools.
9	Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
10	Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
11	Any other children.

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

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) 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 (i) above (see note 8).

NOTES

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.
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 living with a family where at least one of the parents is Catholic.
6. "“children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
7. "“children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. '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 lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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.

Below is an extract from the Local Authority's Admissions Policy and Arrangements document. A full copy of which is available at <https://www.warrington.gov.uk/determined-admission-arrangements-community-schools>

Oversubscription criteria for 2023/24

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 Looked after children and previously looked after children including those previously in state care outside of England*
- 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/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. St Helen's CE Primary School is partnered to Culcheth High 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 (direct) distances from the address point of the permanent place of residence to the address point of the school.

* A child in care 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. 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).

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

NB 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.

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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 Looked after children and previously looked after children including those previously in state care outside of England*
- 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 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 (direct) distances from the address point of the permanent place of residence to the address point of the school in miles.

**A child in care 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 at the time of making the application to the school.*

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).

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

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

Principal: Mrs Adams
Address: Ashton Road, Newton Le Willows, WA12 0AQ
Telephone: 01744 671930
Email : hopeacademy@sthelens.org.uk
Website: www.hopeacademy.org.uk
Age Range: 11-18

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Procedures where the Hope Academy is oversubscribed 2023/24

Where the number of applications for admissions is greater than the published admissions number, applications will be considered against the criteria, and applied as they are set out below, after the admission of pupils with an Education, Health and Care Plans, where Hope Academy is named on the plan or statement.

- a) Looked after children and previously looked after children¹. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
b) after the application of criterion (a), places will be allocated on the following basis.

Catholic Places	Anglican and Community Places
<p>50% of the remaining places, in order of priority to:</p> <p>(i) *Baptised Catholic children living in the designated Catholic Parishes of:</p> <ul style="list-style-type: none">• St David, Newton-le-Willows• St Mary & St John, Newton-le-Willows• St Patrick, Newton-le-Willows• All Saints, Golborne• St Catherine of Siena, Lowton• St Lewis, Croft• St Paul of the Cross, Burtonwood** <p>(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:</p> <ul style="list-style-type: none">• St Mary's Catholic Junior School (Newton)• All Saints Catholic Primary (Golborne)• St Catherine's Catholic Primary (Lowton)• St Lewis' Catholic Primary• St Paul of the Cross RC Primary School	<p>50% of the remaining places in order of priority to:</p> <p>i) Children who attend the associated Church of England and Community Schools:</p> <ul style="list-style-type: none">• 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• Winwick Church of England Primary

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

If either Catholic or Anglican and Community applicants are undersubscribed in criterion (b) any remaining places will be allocated to the other sector before the application of criteria (c) to (f).

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

c) 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**;

d) 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. Brothers or sisters includes stepchildren, half brothers or sisters, foster or adopted children who are living at the same address as part of the same family unit.

e) Children whose parents regularly worship in a recognised Faith community. Regular attendance shall be defined as a 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.

f) Other children

Footnotes

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

² *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.*

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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 a 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 awards 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 2022. The successful applicants will receive a music award 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.

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published planned admission number. This is to ensure that, as far as possible siblings (i.e. twins, triplets or children from other multiple births) can attend the same school

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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	Children for whom a particular school is appropriate on genuine medical or social grounds. Such applications will be decided by Lymm High School. (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 why the Academy is the only educational placement appropriate for the child's needs.)
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 Statham 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 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.

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 five.

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.

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/Education Health and Care Plans where Padgate Academy is named on the statement/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** including those previously in state care outside of England*
**A child in care 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 at the time of making the application to the school.*
The term previously looked after children is defined as 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).
A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- b **Siblings** - These are children who have a full or half brother or sister, a 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 Padgate Academy 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 officers. 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** - Students 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 students within one of the categories listed above those students to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in over subscription criterion.

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

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

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

Oversubscription criteria for 2023/24

- 1 Looked after children and previously looked after children. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2 Baptised Catholic children who have a sibling in the school at the time of admission.
- 3 Baptised Catholic children 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.

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.

Notes:

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

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

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

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

Those who have difficulty obtaining written evidence of baptism for 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.

- d. "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed

to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Other faiths are defined as organisations whose values are based on faith and/or beliefs, which have a mission based on social values of a particular faith.

- e. Home address is considered to be the address where the child normally lives. Applicants should not state a childminder's or other relative's address. It may be necessary to carry out checks to confirm addresses given are genuine and parents may therefore be asked to provide documentary evidence of their child's home address.
- f. 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.

SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Admission Authority: Academy Trust

PAN: 165

Below is an extract from the schools Admissions Policy and Arrangements document. A full copy of these arrangements can be obtained from the school.

The governors will admit up to **165** children in Year 7 in September 2021. If there are more than 165 applications, places will be allocated according to the following criteria in the order of priority stated.

Oversubscription criteria for 2023/24

- 1 Looked after children and previously looked after children, including those who appear to the admission authority to have been in state care outside of England, and ceased to be in state care as a result of being adopted (or become 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 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.
- 4 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.
- 5 Children attending primary schools associated with Sir Thomas Boteler Church of England High School, which are:
 - Alderman Bolton Primary
 - Latchford St James' Primary
 - St Elphin's C of E Primary
 - Oakwood Avenue Primary
- 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 Any other applicant.

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.

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.

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

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 to 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 2023, please contact the school direct for an application form.

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 2023

The offer information will be sent by post to your home address.

You will be asked to return a reply slip 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.

UTC Warrington
Dallam Lane
Warrington
WA2 7NG
Telephone: 01925 737067
Email info@utcw.co.uk
Website: www.utcw.co.uk
Head of School: Mr Christopher Hatherall

Below is an extract 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 2023/24

- 1 Looked after and Previously Looked After Children i.e. children who are in the care of the Local Authority or who were previously in its care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- 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.

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

Joseph Locke Building
West Street
Crewe
CW1 2PZ
Telephone: 01270 218150
Email enquiries@creweutc.org.uk
Website: www.utccrewe.co.uk

UTC@MediaCityUK

100-102 Broadway
Salford
M50 2UW
Telephone: 0161 661 3947
Email information@utcmediacityuk.org.uk
Website: www.utcmediacityuk.org.uk

Chester International School

Queen's Park Campus
Queens Park Road
Handbridge
Chester CH4 7AE
Telephone: 01244 735610
Email : enquiries@chesterinternational.co.uk
Website: <https://www.chesterinternational.co.uk/>

The Studio School

41 Greenland Street
Liverpool
L1 0BS
Telephone: 0151 230 1330
Email Admin@Thestudio-Liverpool.co.uk
Website: <http://thestudioliverpool.uk/>

Knutsford Academy - The Studio

Bexton Road
Knutsford
WA16 0EA
Telephone: 01565 633294
Email contact@knutsfordacademy.org.uk
Website: www.knutsfordacademy.org.uk

Liverpool Life Sciences: University Technical College

41 Greenland Street
Liverpool
L1 0BS
Telephone: 0151 230 1320
Email admin@lifesciencesutc.co.uk
Website: www.lifesciencesutc.co.uk

TRANSFER BETWEEN SECONDARY SCHOOLS

In Year Transfers

In year transfer 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 who meet Fair Access Criteria.

A copy of Warrington Local Authority's Fair Access Protocol can be viewed or downloaded from our website www.warrington.gov.uk/schools

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/schools or by contacting the School 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 signed copy of an exchange of contracts /completion or if moving to a rented property a signed 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.



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.

For more information and to apply please visit <https://www.warrington.gov.uk/schooltransport>

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

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

All state funded infant school children, from reception to year two, automatically receive a free school lunch.

Your child may be eligible for free school meals outside of infant school if you receive certain benefits.

For further information and to download a copy of application form, please visit the council website at 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 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

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
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.warrington-life.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/schools

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
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.

Subsidised transport is generally available for students in the 16 – 19 age groups in the form of a student

Apply online until 31 October 2022 at www.warrington.gov.uk/schools

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

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 2023/24

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.

	Date of opening	Date of closing
Autumn First Half Term	Monday 4 September 2023	Friday 27 October 2023
Autumn Second Half Term	Monday 6 November 2023	Thursday 21 December 2023
Spring First Half Term	Wednesday 3 January 2024	Friday 9 February 2024
Spring Second Half Term	Monday 19 February 2024	Thursday 28 March 2024
Easter Weekend Friday 29 March and Monday 1 April 2024 falls inside the April holiday period		
Summer First Half Term	Monday 15 April 2024	Friday 24 May 2024
May Day: Monday 6 May 2024 Spring Bank Holiday: Monday 27 May 2024		
Summer Second Half Term	Monday 3 June 2024	Friday 19 July 2024

USEFUL CONTACTS

Warrington Borough Council

Education, Early Help and SEND
1 Time Square
Warrington
WA1 2NT

Postal Address:

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

School Admissions

Tel: 01925 446226
Email: schooladmissions@warrington.gov.uk
Web: www.warrington.gov.uk/schools

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

Tel: 01925 442978
Email: imacdonald@warrington.gov.uk

School Transport

Email: schooltransport@warrington.gov.uk
Web: www.warrington.gov.uk/schooltransport

EHCP Assessment Team

Tel: 01925 442917
Email: additionalneeds@warrington.gov.uk

My life Warrington

Tel: 01925 443131
Email: mylife@warrington.gov.uk

Diocesan Authorities

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, Sefton Park
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

Tel: 0300 123 7039

Email: admissions@cheshirewestandchester.gov.uk

Cheshire East Local Authority

Tel: 0300 123 5012

Email: admissions@cheshireeast.gov.uk

Halton Borough Council

Tel: 0151 511 7338

schooladmissions@halton.gov.uk

Liverpool Council

Tel: 0151 233 3006

admissions@liverpool.gov.uk

St Helens Council

Tel: 01744 671030

Email: schooladmissions@sthelens.gov.uk

Salford City Council

Tel: 0161 793 2500

Email: schooladmissions@salford.gov.uk

Trafford Council

Tel: 0161 912 5007

Email: school.admissions@trafford.gov.uk

Wigan Council

Tel: 01942 489013

Email: schoolplaces@wigan.gov.uk

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