



Parental Preference Form

Admission to Primary Schools in September 2016

Children and Young People's Department

Hamilton Building, Conway Street, Birkenhead, Wirral, Merseyside CH41 4FD
Phone: 0151 606 2000 Fax: 0151 666 4207 Email: children@wirral.gov.uk

Apply online at www.wirral.gov.uk/schooladmissions



Why not apply online?
www.wirral.gov.uk/schooladmissions

Before completing your form, you should read a copy of the Information Booklet, Primary Education in Wirral which describes the procedures we follow when pupils start primary in Wirral. You should read this very carefully before completing the preference form. All parents of children born between 1 September 2011 and 31 August 2012. The information booklet and admissions policies are available online at www.wirral.gov.uk/schooladmissions or by calling 0151 606 2020.

Who decides whether I will be allocated a place?

We are the Admission Authority for all community and voluntary controlled schools. For voluntary aided schools and the Academies, the governing body is responsible for the admission arrangements but under the co-ordinated scheme you must apply to the Children and Young People's Department for a place at a Wirral primary school.

If you want to give a preference for a school outside Wirral, you need to include this as one of your preferences. We will tell other local authorities about parents' preferences for schools in their area.

Making an application

Wirral's online admission system can be accessed from

www.wirral.gov.uk/schooladmissions

Applying online is quick and simple to do. You will receive an automatic email so that you know your application has been received by us. On 18 April 2016, online applicants will receive an email with their child's allocated school place. The deadline for online applications to be submitted is **15 January 2016**.

You can put up to three schools in the order of your preference. We would always recommend putting more than one school in your preferences in case you are not allocated your first choice. If you name an out of zone school or one not linked with your parish bear in mind that it will not be able to offer a place if the school is filled with children who have a higher priority. We always recommend putting your zoned or parish school as one of your preferences unless you have a strong reason for not sending your child there.

If you have particular reasons for your preference you should include them in the application. We may not be able to take into account information which is given after we have made decisions about school places.

If you cannot apply online, you can complete the paper preference form provided, giving up to three schools in order of preference. You should return the form by post to the Mainstream Admissions team at the address on the back of this form. The deadline for paper applications to be returned is **15 January 2016**. You will receive a postcard acknowledging receipt of your application within three weeks. Your child's school place allocation will then be posted second class to your home address on 18 April 2016.

Late applications

Applications received after **15 January 2016** will be treated as a late application. A new preference or change in the order of your preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional.

Late applications and changed preference forms will be given a lower priority and will be dealt with after all applications received on time have been allocated places. We do not acknowledge receipt of late applications.

WHATEVER YOU DO, MAKE SURE YOU APPLY ON TIME. Naming just one school on your application does not increase the chance of your child securing a place at that school, neither does naming the same school more than once.

How do I find out which is my catchment (or zoned) school?

Each community school has a defined catchment area. Catholic schools serve one or more parishes. You can find out which is your catchment or parish school by using the Catchment Area finder on the Wirral website: www.wirral.gov.uk/schooladmissions ask at your local One Stop Shop or contact the Council on 606 2020.

How do you decide who is given places at schools?

If more parents are asking for a place at a school than there are places available then we say that the school is "oversubscribed". When this happens we apply a set of rules called oversubscription criteria to decide which children will be offered places at the school. The criteria for community and voluntary controlled schools are, in summary:

1. Children who are looked after or were previously looked after by a Local Authority
2. Children who already have older brothers or sisters at the school and living in the same household when they are due to start school. This also applies to children at a linked junior school.
3. Children who have valid medical reasons for going to the school.
4. Children who live nearest to the school measured as the shortest road route.

If there are places left, they will be offered to children who live out of zone for the school in the same order - brothers and sisters, medical reasons, then on distance.

These criteria are explained in more detail in the Primary Education in Wirral 2016-2017 booklet. You should read this very carefully.

Voluntary Aided and Academy schools have their own admission criteria. Full details of the school admissions policies are included in a supplementary booklet or can be obtained from the individual schools and you are advised to read them carefully before completing this form.

Once we have received all the applications, we will produce a list of applicants for each Wirral school. Your application for each school named as a preference will be ranked according to the admissions criteria of the relevant Admission Authority.

We will co-ordinate with the other admissions authorities by sending them details of your application. The governors will decide the order in which children should be offered places in accordance with their admissions criteria. They are not allowed to know the order of preference you have put their school in and cannot use this when applying their criteria.

If your child is eligible for a place in more than one school we will offer a place at the school which you listed as the highest preference. If we cannot offer a place at any of the schools you have named as a preference, we will give your child a place at the nearest appropriate school with a place available.

Applying for a Wirral school from outside Wirral

If you live in England, you must apply through your home local Authority who will co-ordinate the offer of a place.

If you live outside England, including Scotland or Wales, you can complete a Wirral application form and return it to us directly.

NO CHANGE OF PREFERENCES WILL BE ACCEPTED UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES.

ALLOCATION OF SCHOOL PLACES

All parents will be informed by the Children and Young People's Department. Schools cannot make offers of places.

On 18 April 2016, if you have applied online you will receive an email informing you of the school allocated for your child. If you have applied on a paper form, on 18 April 2016 we will send out by post a letter informing you of the school allocated for your child.

If you are unhappy with the school allocated you will be able to appeal against the decision. Further details about the appeal procedures are outlined in both the allocation letter/email and the Information Booklet.

IMPORTANT INFORMATION ABOUT PREFERENCES

Most school places are allocated on the basis of the home address of each child. This must be the child's permanent home address, where he or she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). You must not give the address of a business, relative, childminder, friend, a temporary address or an address to which you hope to move.

The home address must not be where parents have taken out a short term let on a property solely to use its address on the

application form without any intention of taking up permanent residence there. We will require evidence that the previous property has been sold.

We can only process one application for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. Failure to provide a definitive application could jeopardise your child's priority for a school place.

We regularly check addresses and any deliberate misrepresentation will result in a place being withdrawn by the Authority. The LA acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate.

We may have to share the information you have provided on your parental preference form with other departments of the Council in order to verify the authenticity of pupils' addresses.

The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Wirral Council processes personal data in accordance with the Data Protection Act 1998. The information you provide on your preference form will be used by the Children and Young People's Department and the governing Bodies of primary schools as Admissions Authorities. They will apply the information to their admissions policies in order to allocate school places. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors if you ask them to act on your behalf.

QUESTIONS ABOUT TRANSFER TO PRIMARY SCHOOL

Q Where can I look to help me decide?

A You can attend the schools open day/evenings and obtain a copy of the schools prospectus. You can also visit the Ofsted website (www.ofsted.gov.uk) for school inspection reports.

Q How do I find out which is my catchment or parish primary school?

A You can use the Catchment Area finder on www.wirral.gov.uk/schooladmissions. Otherwise you can write to or email Mainstream Admissions team at (hotdesk@wirral.gov.uk) giving your child's name and address, or call 0151 606 2020.

Q If I state a preference for an Aided or Academy school is that counted as one of my preferences?

A Yes. Although these schools manage their own admissions we co-ordinate preferences for these schools.

Q If I state a preference for a school in another Authority, is that counted as one of my preferences?

A Yes. Although these schools are managed by another Authority we co-ordinate preferences for their schools and you should include them on this form.

Q Can I be guaranteed a place in a particular school?

A No. About 4000 applications are received every year. The pattern of preference changes from year to year and no one can know which schools will be under-subscribed or over-subscribed.

Q Will I get my first preference?

A Most children are offered one of their preferred schools. However, if more children want to go to a particular school than there are places available, some will have to be offered places at other schools.

Q How do you decide which children will be offered places at community schools where there are more preferences for them than there are places available?

A The criteria in priority order are set out in the booklet Primary Education in Wirral 2016-2017. Academy and Voluntary Aided Schools have their own criteria.

Q What happens if my child is not allocated any of the schools I have named on the preference form?

A We will allocate a place at the nearest appropriate school where there is a place available.

Q I have moved house since the application was sent in. Do I need to tell you?

A Yes. If you have changed address and tell us before **28 February 2016** we can take this into account when allocating school places. If you move house after **28 February 2016** we cannot take it into account for allocating places, but it is still important to tell us.

Q My child attends a nursery or preschool attached to a school. Will I automatically get a place at the school?

A No. Attending a nursery class or preschool does not guarantee a place in a school. We recommend including your zone school as one of your preferences.

If you have other reasons for your preference please give them here and if need be continue on a separate sheet of paper. Please note that if you do not give reasons in support of your preference, it may not be possible to give the same weight to such reasons at a later stage as would be given at the initial consideration.

Wirral Council processes personal data in accordance with the Data Protection Act 1998. The information you provide on your preference form will be used by the Children and Young Person's Department and Governing bodies of primary/secondary schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors, if you ask them to act on your behalf.

The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

**Mainstream Admissions
Children and Young People's Department
Hamilton Building
Conway Street
Birkenhead
Wirral CH41 4FD**



For children born between 1 September 2011 and 31 August 2012

To be completed by an adult who has parental responsibility for applying for a school place.
Please print in black or blue ball point pen.

[illegible]

Please insert the name of up to three schools you wish your child to be considered for.		Office use only
First preference		
Second preference		
Third preference		

We recommend that you put your catchment school as one of your preferences

If any of your preferences are based on the fact that you would like your son/daughter to join [(brother(s) or sister(s)) now attending that school, please indicate below details of the other children.

Name (in full) _____ d.o.b _____ Present School _____

Name (in full) _____ d.o.b _____ Present School _____

Is this child in care of a Local Authority (looked after) YES ☐ NO ☐

Was this child formerly in the care of a Local Authority (previously looked after) YES ☐ NO ☐

If so, when did the child cease to be looked after? _____

If Yes which Authority is or was responsible? _____

SECTION 1

If your child has a Statement of special educational needs or EHCP please tick ☐

If there are medical reasons for your preferences

YES ☐

NO ☐

If Yes, please provide evidence as detailed in the Information for Parents booklet.

If you have other reasons for your preference complete Parts **A** and **D** of **SECTION 2**

If you state a preference for any of the Church of England Aided Schools you **must** complete Parts **A** and **C** of **SECTION 2**

If you state a preference for any of the Catholic Schools you **must** complete Parts **A** and **B** of **SECTION 2**

Is there any family member or ex-family member who is not entitled to have access to the information included on this form?

YES ☐

NO ☐

If Yes, please give their name and relationship to the child _____

Is there any Court ruling e.g. Specific Issues Order, that determines who has authority to state a preference for a primary school.

YES ☐

NO ☐

If Yes, please provide details _____

Before signing the preference form, you are advised to read:

- The Authority's policy on transport in the Information booklet, Primary Education in Wirral
- The admission policy of the schools for which you are indicating a preference
- The information included with this Common Application Form

We will acknowledge your application within 15 working days of receipt. If you do not receive an acknowledgement please ring 666 4600.

I declare that all information that I have given on this form is correct. I understand that if at a later date this information is found to be incorrect I may lose any place offered to my child.

Signed: _____ (Parent) Date _____

Signed: _____ (Parent) Date _____

Child's Name - Please print: _____

The Admissions Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

Forms must be returned no later than 15 January 2016 directly to:

**Mainstream Admissions
Children and Young People's Department
Hamilton Building
Conway Street
Birkenhead, Wirral CH41 4FD**

or

**Apply online by 15 January 2016 at
www.wirral.gov.uk/admissions**

SECTION 2**A**

Name of Child: Last name: _____ Forenames: _____

Date of Birth: _____ Gender (*boy/girl*) _____

Address (inc house number): _____

Post Code: _____

Name of current pre-school or nursery _____

Sibling 1: _____ Sibling 2: _____

B**Applicants to Catholic Primary Schools:**

Parents are requested to complete this section of the preference form if applying for **Catholic Schools**.

If your child is baptised Catholic then tick here ☐

Please name the Church and year in which the baptism took place

Church _____ Year _____

Note that the Governing Body reserve the right to check on information provided by parents, including evidence of a baptismal certificate. If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Catholic Primary School or the Director of Schools for the Diocese, Curial Offices, 2 Park Road South, Birkenhead, phone 0151 652 9855

C**Applicants to Church of England Aided Primary Schools:**

Parents are requested to complete this section of the preference form if applying for **Church of England Aided Schools**.

If you are applying for a place because you worship at a Church of England tick here ☐

Please name the Church and give the name and address of the minister to whom reference may be made in connection with your attendance

Church _____ Minister's name and address _____

If you are applying for a place because you worship at a different Church tick here ☐

Please name the Church and give the name and address of the minister to whom reference may be made in connection with your attendance

Church _____ Minister's name and address _____

Any other reasons for your preference, including involvement in the work and worship of a Church should be given on a separate sheet of paper. Please note that if you do not give reasons in support of your preference, it may not be possible to give the same weight to such reasons at a later stage as would be given at the initial consideration. Note that the Governing Body reserve the right to check on information provided by parents, including evidence of church attendance. **If you have any questions about completing this part of the Common Application Form, please contact the Headteacher of a Church of England Aided Primary School.**

Continue overleaf >

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