



Liverpool
City Council

Transfer from Primary to Secondary School

**Information for parents
September 2019**

INTRODUCTION

In September 2018 you will receive an Admission to Secondary School 2019 letter, notifying you of your child's eligibility to apply for Year 7 September 2019 places online at liverpool.gov.uk/admissions

The letter contains important information on how to apply online or by post. This leaflet outlines what will happen and gives you guidance about how you can get more information about schools and advice about applying to schools.

CHOOSING A SCHOOL

The Secondary School Admissions booklet contains important information about how to apply to schools; what criteria are used to allocate places if a school gets more applications than it has places available and how places were allocated in previous years. This is available to view or download at liverpool.gov.uk/admissions. Before expressing a preference for a school it is important you understand the school's admission policy and know whether or not the school was oversubscribed in the previous year. By using this information you can assess your child's chances of gaining a place in the school.

In addition to the Secondary School Admissions Booklet there are several other sources that you can use to find out more information about schools. These include the following:

- Liverpool City Council website at liverpool.gov.uk/admissions
- Most schools have open days or open evenings which parents can attend. These dates are available at liverpool.gov.uk/admissions or you can contact Liverpool City Council on **233 3006**.
- All schools have a prospectus which gives more information about the school and schools can provide you with a copy of the last Ofsted Report. Schools can make a small charge for the Ofsted Report to cover photocopying costs.
- The Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools.
- The Headteacher of your child's Primary School can provide advice.
- The Department for Education (DfE) has a website which you can use to access information about schools and admissions.
- If you are thinking of applying to schools in other local authority areas you should contact the local authority for a copy of their composite prospectus.

The contact information for these agencies is given at the end of this leaflet.

APPLYING FOR SCHOOLS

The Admission to Secondary School 2019 letter will explain how to complete your application online. In the online application there is a preference section which asks you to express preferences for up to five schools. As a Liverpool resident, to apply for schools in Liverpool or other Local Authorities you must complete this application.

There are different types of schools in Liverpool and they have different admission arrangements. Community schools follow the admission policy determined by the City Council. Academies, Foundation/ Trust and Voluntary Aided schools follow the admission policy determined by the governing body. Some schools require parents to complete a supplementary school application form (these are available to download at liverpool.gov.uk/admissions) as well as completing the local authority's online preference form/paper application. Where this is the case you must complete both forms. The supplementary school application form is used by the governors when they are deciding which children to admit. The local authority's preference form is used as part of the coordinated admissions procedure.

LIVERPOOL RESIDENTS

Liverpool residents can apply for Liverpool schools and schools in other local authorities on Liverpool's online application/paper application form. If you are thinking of applying to schools in other areas you should contact the local authority serving that area to find out how to access information for the schools in their area and what the admission arrangements are for these schools. Contact details for neighbouring local authorities are available at liverpool.gov.uk/admissions.

NON LIVERPOOL RESIDENTS

If you live outside Liverpool and your child attends a Liverpool primary school your home local authority (this is the local authority which serves the area where you live) will send you a letter detailing how to apply.

HOW PLACES ARE ALLOCATED

If a school gets fewer applicants than it has places all applicants are admitted. If there are more applicants than places the school's admission policy is used to decide which children are admitted. The local authority decides which children are admitted to community schools. The governors of Academies, Foundation/Trust and Voluntary Aided Schools decide which children are admitted to these schools.

For admission to secondary school in September 2018, 71% of applicants were offered their first preference school and 93% of applicants were offered one of the five schools they placed as a preference.

To ensure that parents are allocated a place for their child at only one school Liverpool coordinates the admission procedure with schools and neighbouring local authorities. This means that information about applications is shared between schools and other local authorities. The local authority only provides information which is needed to operate the admission arrangements.

Academies, Foundation/Trust and Voluntary Aided schools use the school's admission policy to determine which children will be offered places. If your child meets the admission criteria for a place at more than one of your preferred schools, the local authority uses your school preference order to decide which school your child is offered. In these circumstances your child will be offered a place at the highest preference school which offered a place. Schools are not informed of your preference order.

If the local authority cannot offer a place at any of the schools you have stated as a preference a place will be allocated at the nearest school with places available at the time of allocation.

All applicants who apply online will receive their offer by email on 1st March 2019. Postal applications will be written to by 1st class post on 1st March 2019.

THE APPEALS PROCEDURE

If you are not satisfied with the school your child has been allocated you can appeal against the decision to an Independent Appeals Panel. Details of the appeals procedures will be sent with the offer letters.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

School Action or School Action Plus

If your child has special educational needs or a disability but does not have a Statement of Special Educational Needs or an Education Health and Care Plan, you should complete the preference form issued by your home local authority. The usual admission policy for the school will apply. If you are not allocated a place for your child in your preferred school you can appeal to an independent appeal panel.

CHILDREN WITH A STATEMENT OR EDUCATION HEALTH AND CARE PLAN

If your child has a Statement of Special Educational Needs or an Education Health and Care Plan and is in a mainstream school, you should complete the preference form issued by your home local authority.

You will discuss the secondary school your child will transfer to at your child's Annual Review in the autumn term. A decision about which secondary school your child will attend will be made following the Annual Review. If you disagree with the secondary school named in your child's statement you can appeal

to the Special Educational Needs and Disability Tribunal. Contact the Special Education Needs and Disability Team about this.

SUPPLEMENTARY SCHOOL APPLICATION FORMS

The schools which require you to complete a school application form will be clearly shown at liverpool.gov.uk/admissions . It is important that if required you complete a supplementary school application form.

These forms can be downloaded at liverpool.gov.uk/admissions or obtained from the school. They must be returned to the school and not sent to the local authority.

TIMETABLE FOR ADMISSIONS PROCEDURE

12th September 2018	You will receive the Admission to Secondary School 2017 letter from your child's Primary School.
31st October 2018	Closing date for applications.
November 2018 - February 2019	The local authority coordinates admission arrangements with schools and neighbouring local authorities to allocate places.
1st March 2019	Offer emails and letters sent to parents.
April to June 2019	Admission appeals.
3rd July 2019	Liverpool Secondary Schools' Induction Day.

ABILITY TESTS OR APTITUDE ASSESSMENTS

Some schools which use ability tests or aptitude assessments to allocate places require applicants to register for the tests or assessments before this closing date. This is because they intend to inform parents about the outcome of the tests or assessments before parents express a preference.

CLOSING DATES

The following schools have earlier registration dates for applicants taking aptitude assessments, ability tests or banding tests:

School	Closing Date for registering	Date of Assessment/Exam	Telephone
Archbishop Blanch	10/9/18	26/9/18	233 7373
Bellerive FCJ Catholic College	7/9/18	15/9/18	727 2064
King David High School	10/9/18	26/9/18	235 1420
Liverpool College	21/9/18	13/10/18	724 4000 ext 228
North Liverpool Academy	31/10/18	8/11/18,10/11/18 6/12/18, 8/12/18	260 4044
St Edward's College	3/9/18	wc 24/9/18	281 1999
St Francis Xavier's Catholic Academy	17/9/18	22/9/18	288 1000
St Hilda's CofE High School	7/9/18	22/9/18	733 2709
St Margaret's CofE Academy	7/9/18	22/9/18	427 1825
The Belvedere Academy	21/9/18 (noon)	6/10/18	727 1284
The Blue Coat	7/9/18	29/9/18	733 1407

BANDING

If Liverpool College, The North Liverpool Academy and The Belvedere Academy are oversubscribed a banding system is used to decide which children are offered places. The results of the test will place applicants in one of five ability bands.

If these bands are oversubscribed, random allocation is used to allocate places. The aim of using banding is to help the academy to have a spread of children with different abilities and because of this applicants will not be informed about the outcome of the tests.

CONTACT POINTS

Pupil Admissions Team (Call Centre)

Tel: 233 3006

Parent Partnership Service

Tel: 233 2848

Special Educational Needs and Disability Team

Tel: 233 5957

Church of England Diocese

Tel: 705 2190

Merseyside Catholic Archdiocese

Tel: 522 1071

FE website education.gov.uk/schools

You can write to: Liverpool Children and Young People's Service, Municipal Buildings, Dale Street, Liverpool L2 2DH.

email: admissions@liverpool.gov.uk

**LIVERPOOL SECONDARY SCHOOL OPEN DAY/EVENING
FOR SEPTEMBER 2018 INTAKE**

SCHOOL NAME	DATE	ADDRESS AND CONTACTS
The Academy of St Nicholas 51 Horrocks Avenue L19 9NY	Thursday 27 September 2018 4.00pm-6.30pm	Headteacher: Mr Dave Lancaster T: 0151 230 2570 E: enquiries@esla.org.uk
Alsop High School Queens Drive L4 6SH	Thursday 27 September 2018 4.30pm-7.00pm	Headteacher: Mr J Mangan T: 0151 235 1200 E: office@alsophigh.org.uk
The Academy of St. Francis of Assisi Gardners Drive L6 7UR	Thursday 27 September 2018 5.00pm-7.00pm	Headteacher: Mrs T Greenough T: 0151 260 7600 E: info@asfaonline
Archbishop Beck Catholic Sports College 55 Long Lane Liverpool L9 7BF	Thursday 20 September 2018 4.30pm-7.30pm	Headteacher: Mr P Dickinson T: 0151 525 6326 E: info@beck.uk.com
Archbishop Blanch CE High School 80 Earle Road Liverpool L7 6HQ	Wednesday 27 June 2018 4.00pm-8.00pm	Headteacher: Miss Heather Duggan T: 0151 233 7373 E: admin@blanch.org.uk
Bellerive FCJ Catholic College Windermere Terrace L8 3SB	Tuesday 2 October 2018 6.00pm - 8.30pm	Headteacher: Mrs Niamh Howlett T: 0151 727 2064 E: contactus@bellerivefcj.org
The Belvedere Academy 17 Belvidere Road Princes Park L8 3TF	Thursday 20 September 2018 10.00am-12.00pm	Principal: Mr P Kennedy T: 0151 727 1284 E: info@belvedereacademy.net
The Blue Coat School Church Road L15 9EE	Thursday 5 July 2018 6.00pm - 8.30pm	Headteacher: Mr M Pennington T: 0151 733 1407 E: office@bluecoatschool.org.uk

Broadgreen International School Queens Drive L13 5UQ	Thursday 5 July 2018 4.00pm-6.30pm Tuesday 18 September 2018 5.30pm-7.30pm	Headteacher: Ms S Beevers T: 0151 228 6800 E: enquiries@bgis.co.uk
Broughton Hall Catholic High School Yew Tree Lane L12 9HJ	Monday 9 July 4.00pm-7.00pm Thursday 20 September 2018 4.00pm-7.00pm	Headteacher: Ms S Clarke T: 0151 541 9440 E: admin@broughtonhall.com
Calderstones School Harthill Road L18 3HS	Thursday 27 September 2018 4.00pm-7.00pm	Headteacher: Mr Lee Ratcliffe T: 0151 724 2087 E: admin@calderstones.co.uk
Cardinal Heenan Catholic High School - Sports College Honeysgreen Lane L12 9HZ	Monday 17 September 2018 6.00pm-8.00pm	Headteacher: Ms K Smyth T: 0151 235 1430 E: admin@cardinal-heenan.org.uk
Childwall Sports and Science Academy Queens Drive L15 6XZ	Thursday 12 July & Tuesday 25 September 2018 4.30pm-7.30pm	Headteacher: Mr J Kerfoot T: 0151 722 1561 E: admin@childwallssa.org
De La Salle Academy Carr Lane East L11 4SG	Monday 24 September 2018 4.15pm - 6.15pm	Principal: Mr D Hayes T: 0151 546 3134 E: hello@de-la-salle.co.uk
Fazakerley High School Sherwoods Lane L10 1LB	Wednesday 19 September 2018 4.00pm-6.00pm	Headteacher: Mr J Beaton T: 0151 524 4530 E: admin@fazakerleyhigh.org
Gateacre School Hedgefield Road L25 2RW	Wednesday 26 September 2018 5.00pm-8.00pm	Headteacher: Mr J Roberts T: 0151 363 1111 E: admin@gateacre.org
Holly Lodge Girls' College 140 Mill Lane Liverpool L12 7LE	Thursday 12 July & 20 September 2018 4.00pm-6.00pm	Headteacher: Mr A Keen T: 0151 228 3772 E: hollylodge@hollylodge.liverpool.sch.uk
King David High School Childwall Road L15 6WA	Tuesday 10 July 2018 5.00pm-7.00pm	Headteacher: Mr M Sutton T: 0151 235 1420 E: office@kingdavidliverpool.co.uk

Kings Leadership Academy Liverpool Dingle Vale L8 9SJ	Thursday 20 September 2018 6.00pm-8.00pm	Headteacher: Mr M O'Hagan T: 0151 727 1387 E: admin@kingsliverpool.com
Liverpool College Queens Drive L18 8BG	Wednesday 11 June 4.00pm-6.00pm Saturday 8 September 2018 9.30am-12.00pm	Headteacher: Mr H Broekman T: 0151 724 4000 E: admin@liverpoolcollege.org.uk
North Liverpool Academy Heyworth Street L5 0SQ	Thursday 27 September 2018 4.30pm-6.30pm	Headteacher: Mr M Westerdale T: 0151 260 4044 E: a.collins@northliverpoolacademy.co.uk
Notre Dame Catholic College 180 Great Homer St L5 5AF	Thursday 4 October 2018 6.00pm-8.00pm	Headteacher: Mrs F Harrison T: 0151 330 5122 E: ao@notredame.liverpool.sch.uk
St Edward's College Sandfield Park L12 1LF	Thursday 28 June 2018 5.00pm - 8.00pm	Headteacher: Mr Stephen Morris T: 0151 281 1999 E: principal@st-edwards.co.uk
St Francis Xavier's Catholic Academy Woolton Hill Road L25 6EG	Tuesday 11 September 2018 6.30pm-9.00pm	Headteacher: Mr D Yates T: 0151 288 1000 E: admin@sfx.liverpool.sch.uk
St Hilda's Church of England High School Croxteth Drive L17 3AL	Thursday 12 September 3.30pm-7.00pm & Thursday 20 September 2018 1.30pm-4.00pm	Headteacher: Mrs J Code T: 0151 733 2709 E: info@st-hildas.co.uk
St John Bosco Arts College Storrington Avenue L11 9DQ	Thursday 27 September 2018 3.00pm-7.30pm Friday 6th July 2018 Open Day Tours 9-12pm	Headteacher: Mr D Gidman T: 0151 235 1620 E: enquiries@stjohnbosco.org.uk

St Julie's Catholic High School Speke Road L25 7TN	Thursday 20 September 2018 3.30pm-6.00pm	Headteacher: Mr T Alderman T: 0151 428 6421 E: admissions@stjulies.org.uk
St Margaret's C of E Academy Aigburth Road L17 6AB	Thursday 5 July 2018 5.00pm-7.30pm	Principal: Mr S Brierley T: 0151 427 1825 E: admin@stmargaretsacademy.com
West Derby School 364 West Derby Road L13 7HQ	Thursday 13 September 2018 3.00pm-6.00pm	Headteacher: Mrs S Graham T: 0151 235 1300 E: admin@westderbyschool.co.uk

COMMUNITY SCHOOLS

Alsop	235 1200
Calderstones	724 2087
Fazakerley	524 4530
Gateacre	363 1111
Holly Lodge (girls)	228 3772

TRUST SCHOOLS

Broadgreen	228 6800
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CATHOLIC SCHOOLS

Archbishop Beck	525 6326
Broughton Hall (girls)	541 9440
Cardinal Heenan (boys)	235 1430
Notre Dame	330 5122
St John Bosco (girls)	235 1620
St Julie's (girls)	428 6421

CHURCH OF ENGLAND

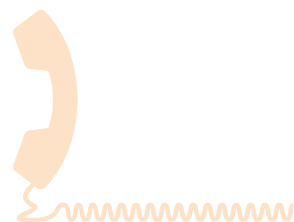
Archbishop Blanch (girls)	233 7373
St Hilda's	733 2709

JEWISH

King David	235 1420
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ACADEMIES

Bellerive FCJ	
Catholic College (girls)	727 2064
Belvedere (girls)	727 1284
Blue Coat	733 1407
Childwall	722 1561
De La Salle (boys)	546 3134
Academy of St Nicholas	230 2570
Liverpool College	724 4000
North Liverpool Academy	260 4044
St Edward's College	281 1999
St Francis of Assisi	260 7600
St Francis Xavier's Catholic Academy (boys)	288 1000
St Margaret's CofE Academy (boys)	427 1825
West Derby (boys)	235 1300
King's Leadership Academy Liverpool	727 1387



SECONDARY SCHOOL ADMISSIONS COMMON MYTHS

I apply at the end of Year 6 for a secondary school place.	NOT TRUE	You apply at the beginning of Year 6. The Local Authority common application must be submitted by 31 October each year either online or by paper application form upon request.
My child will automatically go to the local secondary school.	NOT TRUE	There is no automatic transfer from primary to secondary – you MUST complete a local authority common application either online or by paper application form upon request.
Because I've let the school know I want my child to go there, I don't have to fill in any forms.	NOT TRUE	You still need to complete your home local authority's common application. Some schools do have a supplementary information form - if they do, you will need to complete this AND your home authority's common application.
I have a child in the school I want, so my child will automatically get a place.	NOT TRUE	Some schools do give priority to those with older brothers/sisters in the school, but there is NO GUARANTEE . You need to check the school's criteria and still must complete the application procedure in full.
Parents have to be given a place at the school nearest to home.	NOT TRUE	If you don't apply, other people who have applied will more than likely have taken the places. Also it depends on the school's admissions policy and volume of applicants.
I want to put down a school in another authority, so I complete their authority form.	NOT TRUE	NO – you put all your preferences on your home local authority common application, no matter which local authority the school(s) you want to apply for reside in. So for Liverpool residents wishing to apply to Knowsley or Sefton schools, you fill in the Liverpool application form.
If I name the school three times on the preference, I will have more chance of getting the school.	NOT TRUE	Don't repeat the same school, this will not increase your chances of a place and you would be disadvantaging your chances of securing an offer of place at other schools you may meet the criteria for.
We find out my child has a place at the school a couple of days after applying.	NOT TRUE	All initial offer e-mails (online applicants only) and letters are sent out by the local authority on 1st March for Year 7 places.

