Applications for primary schools maintained by St Helens Local Authority (LA) (except special schools) shall be determined in accordance with the provisions set out in Part 1 and processed in accordance with the timetable set out in Part 2 of this scheme. The scheme shall apply to all Community and Voluntary Controlled schools for whom St Helens LA is the admitting authority and the following Voluntary Aided schools:

- Birchley St Mary’s Catholic Primary
- Blackbrook St Mary’s Catholic Primary
- Corpus Christi Catholic Primary
- Haydock English Martyrs Catholic Primary
- Holy Cross Catholic Primary
- Holy Spirit Catholic Primary
- Nutgrove Methodist Aided Community Primary
- Parish Church of England Primary
- Rectory Church of England Primary
- St. Aidan’s CE Community Primary
- St. Ann’s Church of England Primary
- St. Anne’s Catholic Primary
- St. Austin’s Catholic Primary
- St. Bartholomew’s Catholic Primary
- St. James’ Church of England Primary
- St. John Vianney Catholic Primary
- St. Julie’s Catholic Primary
- St. Mary and St Thomas’ Church of England Primary
- St. Mary’s Catholic Infants’, Newton-le-Willows
- St. Mary’s Catholic Junior, Newton-le-Willows
- St. Peter and St Paul Catholic Primary
- St. Peter’s Church of England Primary
- St. Teresa’s Catholic Primary
- St. Theresa’s Catholic Primary
- St. Thomas of Canterbury Catholic Primary (Windleshaw)

As required by the School Admissions Code this is an equal preference inter-authority scheme. St Helens co-ordinates with: Halton, Knowsley, Lancashire, Liverpool, Sefton, Warrington and Wigan local authorities. Where necessary, information will be exchanged with other local authorities.
PART 1: THE SCHEME

Applying for a Reception Year Place

1. A common application form will be enclosed in the primary education information for parents’ booklet and distributed to all primary schools in St Helens LA no later than 11 September 2015. In addition, copies of the booklet and form will be available on the Council’s website to where parents will be directed if they wish to apply online.

2. The form will invite parents of St Helens children to express three preferences for schools both in and outside St Helens LA they will also be asked to rank their preferences and, if they wish, the reason for these. Parents can return completed forms to any primary school in St Helens or directly to the Local Authority. A tear off slip will be attached to the bottom of the application form and be given to the parent as proof of receipt. For those parents who submit an online application an email receipt will be provided. The closing date for applications will be 15 January 2016.

3. Parents living outside St Helens LA can obtain a copy of the booklet from the Admissions Section of St Helens Children and Young People’s Services of St Helens Council’s website. They will, however, be advised to complete their home local authority’s application form.

Supplementary Information

1. St Helens schools do not use supplementary information forms, therefore, parents who apply for voluntary aided schools and wish their application to be considered against the priority faith criteria are asked to complete some faith questions on the common application form. Non St Helens residents should complete the faith questions on their home local authority application form. Where this information is not requested on the home authority’s form St Helens LA will write to the parent on behalf of St Helens voluntary aided schools.

2. If a St Helens parent is expressing a preference for a voluntary aided school in another local authority they will be advised to contact that authority in order to determine whether supplementary information is required. Where a school receives a supplementary form from a St Helens resident it should not be regarded as a valid application unless the parent has also completed a common application form and the school is nominated on it.

Late Applications

1. It is important that parents return their form by the 15 January 2016 closing date.

2. Late applications received after the closing date, but received in time to be included in the initial allocation will be considered. However, as the exact date of allocation cannot be predicted, parents have no guarantee that any application received after the closing date will be included.
3. Parents who apply after 15 January 2016 but before 18 April 2016 and their applications could not be included in the initial allocation will only be offered their preference if the school has less applications than available places. They will receive a decision letter by 29 April 2016 and be advised of their right of appeal if any preference has been refused.

4. For applications received after 18 April 2016, parents will normally be notified within ten working days of the school that has been allocated to their child and advised of their right of appeal if any preference has been refused.

Change of Preference

The Local Authority will not accept a change of preference after the closing date without proof of an exceptional change in circumstances e.g. house move to another area or an older sibling has transferred schools.

Where there is no evidence of an exceptional change in circumstances the change of preference will be considered as a late application.

Determining Offers

St Helens LA is the admissions authority for Community and Voluntary Controlled schools. In the Voluntary Aided sector, the Governing Body of the school is the admissions authority.

All first, second and third preferences will be treated as equal regardless of parents' ranking. This means that each preference will be considered by the relevant admission authority against their oversubscription criteria without consideration of the ranking.

In order to determine offers:

1. The Local Authority will exchange applications with other local authorities, if St Helens residents have expressed a preference for a primary school in their area, week commencing 25 January 2016.

2. The Local Authority will provide admission authority schools with details of applicants by 19 February 2016. Admission committees must arrange meetings during the week Monday 22 February to Friday 26 February 2016.

3. If an admission authority school receives more applications than available places the Admissions Committee will apply its oversubscription criteria and rank applications accordingly. The Admissions Committee will send the ranked list to the Local Authority by Monday 29 February 2016.

4. The Local Authority will consider all preferences for Community and Voluntary Controlled schools. If there are more applications than available places, the Local Authority will apply its oversubscription criteria and rank applications accordingly.
Co-ordinating the Offer of a Single Place

1. The Local Authority will inform other local authorities of initial offers to be made to their residents and request details of initial offers they will be making to St Helens residents by 18 March 2016.

2. During the period up to 31 March 2016 the Local Authority will continue to liaise with neighbouring local authorities to resolve multiple offers and a single offer will be made using the ranking of schools given on the preference form.

3. Where the applicant is a St Helens resident and the Authority is unable to comply with any of the preferences stated on the form and, if applicable, is informed that another admission authority is unable to offer a place at the parents preferred school, then the next nearest appropriate school with available places will be allocated. If the applicant resides outside St Helens the Local Authority will offer no alternative school.

4. All schools in the St. Helens area will be informed by 11 April 2016 of offers being made to parents on 18 April 2016.

Notifying Parents of Decisions

On 18 April 2016 emails and letters offering places in St Helens primary schools and schools in other local authorities will be sent by St Helens Local Authority to St Helens residents. Where a higher ranked preference has been refused the offer letter will also include advice about waiting lists and right of appeal to an independent appeal panel.

Waiting Lists

The Local Authority will operate a waiting list for every primary school (including the voluntary aided schools) that is oversubscribed from the time that places are initially allocated until the 21 December 2016, after which parents will have to make an in year application if they wish their child’s name to be kept on the relevant school waiting list. The waiting list will be kept in criteria (not date) order.

If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Authority’s Fair Access Protocol will take precedence over those on the waiting list.

Deferred Entry

In St Helens children are admitted to primary school the September after their fourth birthday. Parents may request that their child’s entry be deferred until later in the same school year. However, they would not be able to defer entry beyond the beginning of the final of the school year for which the application was made.

Parents may request that their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age.
Applying for a place at St Mary’s Catholic Junior School

In autumn 2015, all parents with a child in year 2 at St Mary’s Catholic Infant School will receive an application form, any other parents who wish to be considered for a place at St Mary’s Catholic Junior need to contact the School or the Admissions Section of the Local Authority for an application form. The allocation process will be the same as that for reception year.

**Appeals**

Parents will be informed about their right of appeal and how appeals can be made in the offer letter.

**Fair Access Protocol**

The Local Authority has a separate Fair Access Protocol to ensure that education is secured quickly for children who have no school place and to ensure that all schools/academies in St Helens admit their fair share of children with challenging behaviour - this is a statutory requirement.

Under the terms of the protocol schools may be required to admit above their published admission number, even if the year group concerned is full.

### PART 2: TIMETABLE OF PRIMARY CO-ORDINATED SCHEME

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