



St. Helens  
Council

# Children and Young People Services

## Application for Admission to a St Helens Primary School other than the Normal Age of Entry (In-Year Transfer)

### Important

**You should not withdraw your child from their current school before admission to another has been agreed. It is expected, therefore, that your child will continue to attend his/her current school whilst the in-year transfer application is being processed.**

Please read the following notes **before** completing the attached In-Year Transfer Application Form.

### Parental responsibility/One application per child

The application must be completed by a parent/carer who has parental responsibility. The Local Authority will only accept one application per child for school places. **Where parents disagree on school preferences for their child they must settle their differences between each other and submit only one form.**

### Applications for schools outside St Helens

If you want to apply for a school outside St Helens, you need to contact the relevant Local Authority (contact details for neighbouring local authorities are on page 4).

### Before you make an application

Many parents request a transfer because their child is unhappy or because there are problems with friendship groups or bullying at school. We ask that every possible step be taken to try to resolve these problems before a request is made to transfer schools. If, therefore, you wish to transfer your child to another local school (for reasons other than a change of address), we **strongly recommend** that you discuss the matter with the Head Teacher of your child's current school.

You should consider the decision very carefully, bearing in mind that the upheaval may damage your child's progress.

### Change of address

If moving address, please ensure that you state the date of the move on Section 2 of the in-year transfer application form. Please also attach **proof of your new address** e.g. Exchange of Contracts or Tenancy Agreement and also inform your child's current school of the move.

**As it normally takes 10 school days to process an in-year application, you should submit your form prior to the move.**

### Applications for more than one child

Please complete a separate form for each child. Please be aware that if you are applying for more than one child, it may not always be possible for your preferred school to admit any or all of the children. In such cases the Local Authority will normally offer an alternative school, if you are a St Helens resident.

### Families of UK Service personnel and other Crown servants

If the In-Year Transfer Application Form is accompanied by an official MOD, FCO or GCHQ letter declaring a relocation date, the Local Authority will process the application in advance of the relocation.

### Asylum Seeker Applicants

If you are seeking asylum in the UK, please attach a copy of the UK Visas & Immigration letter confirming your Asylum Support arrangements.

### Applications from parents coming from overseas

You should complete the transfer application form and attach a copy of your, and your child's, passport confirming that you have leave to enter or remain in the UK.

## **In-year transfer process**

If you wish to transfer your child to a St Helens school, you need to complete the attached In-Year Transfer Application Form.

You can list up to three St Helens schools in order of preference and we will liaise with the relevant admission authority. All first, second and third preferences will be treated as equal regardless of parents' ranking. If your child qualifies for a place at more than one school, we will offer the school that you have ranked highest on the application form.

## **How places are allocated**

All schools have an admission limit based on the physical capacity of their buildings and class organisation. The number of places available is called the Published Admission Number (or PAN for short). If more applications are received than the number of places available, the relevant admission authority will apply their oversubscription criteria. If there are no available places, your application will be refused – see 'waiting-list' and 'appeals' below. In such cases the Local Authority will normally offer a place at the next nearest suitable school with available places, if you are a St Helens resident.

The Published Admission Number and oversubscription criteria for each St Helens primary school is published in the 'Information for Parents - Primary Education' booklet which can be viewed online at: <http://admissions.sthelens.gov.uk> A map with a list of St Helens Primary Schools is attached to these notes.

If you do not have access to the internet, please contact the School Admissions Team, telephone number 01744 671027, and a copy will be posted to you.

## **Fair Access Protocol**

The Local Authority has a Fair Access Protocol the main purpose of which is to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. For such applicants, schools may be required to admit above their PAN or if the Fair Access Panel agrees; it is also possible that a school with available places may refuse admission. Further details will be provided if your child's application is to be considered under this Protocol. The School Admissions Code states that those allocated a place at a school in accordance with the Local Authority's Fair Access Protocol, must take precedence over those on a waiting list.

## **Decision Letters**

You will normally receive a written response to your application within ten school days.

## **Applications for the start of the School Year**

If you wish to transfer your child to a new school at the beginning of the autumn term, you should complete an application form early in June and return it as soon as possible.

## **Applications received during the summer holidays**

Applications received during the summer holidays will be dealt with when schools re-open.

## **Waiting-List**

If your preference for a St Helens school is refused, your child's name will be kept on the school's waiting-list for the remainder of the academic year. **If you wish your child to be added to the waiting-list for the following academic year, you will need to re-apply at the beginning of June 2022.**

The waiting-list will be kept in oversubscription criteria (not date) order. Looked after children, previously looked after children and those allocated a place at the school in accordance with the Local Authority's Fair Access Protocol, will (in accordance with the School Admissions Code) take precedence over those on a waiting list.

## **Appeals**

If your child is not offered a place at your preferred school, you have the right, under the School Standards and Framework Act 1998, to appeal against that decision to a panel independent of the school and the Local Authority.

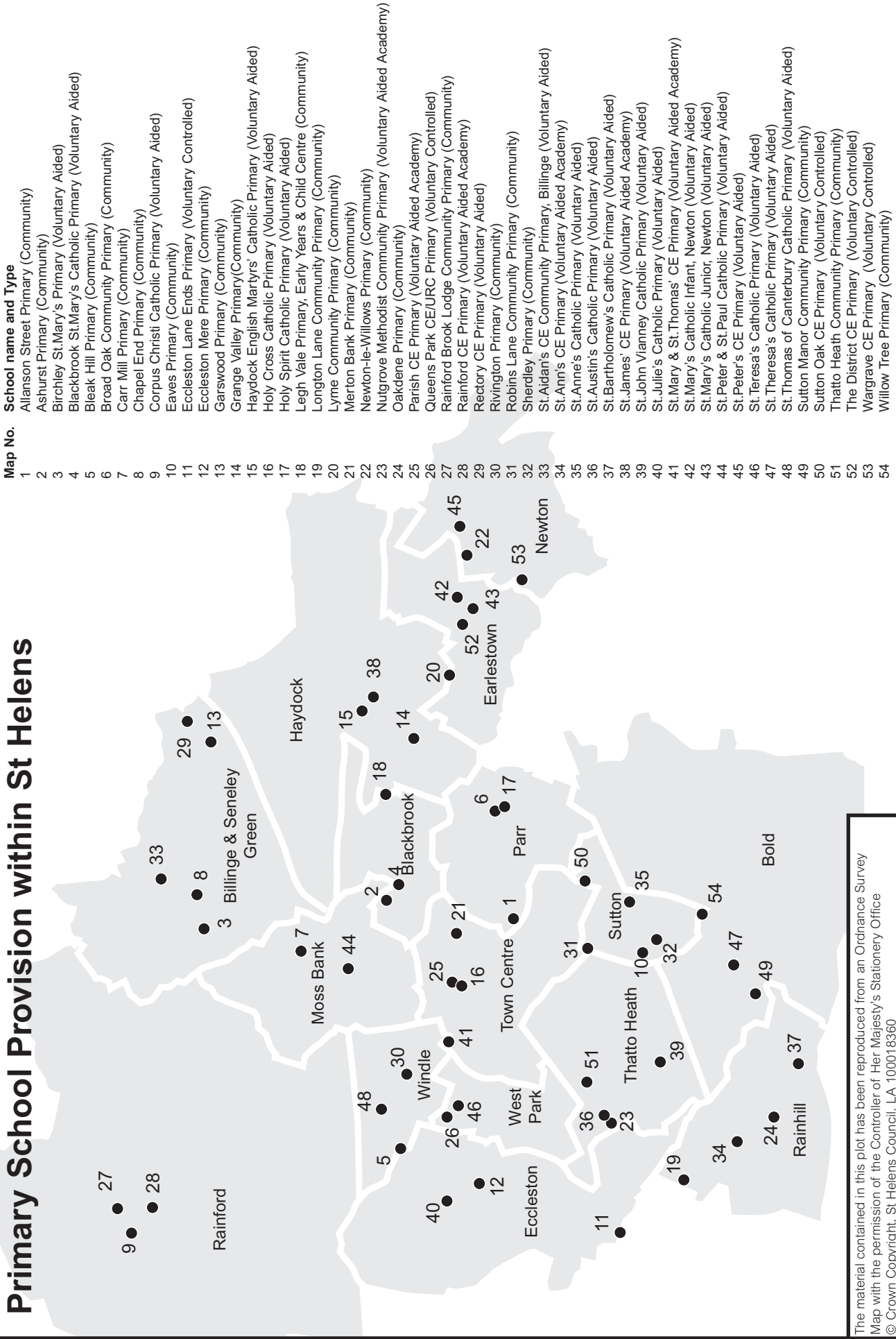
Details of this procedure will be sent to you with the decision letter explaining the outcome of your application.

## **Further help and information**

If you wish to discuss the in-year transfer application process, please do not hesitate to contact the School Admissions Team on 01744 671027 or email [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

**Please retain these notes for your own records.**

# Primary School Provision within St Helens



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# Contact Points for Neighbouring Local Authorities

## **Halton**

School Admissions Team,  
Rutland House,  
Halton Lea, Runcorn WA7 2ES  
0151 511 7271/7338  
schooladmissions@halton.gov.uk

## **Knowsley**

School Admissions,  
Municipal Buildings,  
Archway Road, Huyton L36 9YU  
0151 443 5142/5143  
schooladmissions@knowsley.gov.uk

## **Lancashire**

The Admissions Coordinator,  
Pupil Access Team,  
Lancashire County Council (South),  
Level 2, County Hall,  
Preston PR1 0LD  
01772 532192  
www.lancashire.gov.uk/schools

## **Liverpool**

Children and Young People's Services,  
Cunard Buildings,  
Water Street, Liverpool L3 1AH  
0151 233 3006  
www.liverpool.gov.uk/admissions

## **Sefton**

Schools and Families,  
Schools Regulatory Services,  
School Admissions and Pupil Support,  
Bootle Town Hall, Oriol Road, Bootle L20 7AE  
0151 934 3590  
admissions@sefton.gov.uk

## **Warrington**

School Admissions Team,  
Families and Wellbeing Directorate,  
New Town House,  
Buttermarket Street, Warrington WA1 2NH  
Contact Centre: 01925 446226  
schooladmissions@warrington.gov.uk

## **Wigan**

School Organisation Team,  
People Directorate,  
Wigan Council, PO Box 100,  
Wigan WN1 3DS  
01942 489013  
schoolplaces@wigan.gov.uk



# Primary In-Year Transfer Application

## Academic Year 2021/2022

To be completed by parents who wish to apply for a St Helens Primary School or Academy.  
Applications are normally processed within ten school working days.

### 1. Child's Details

Child's surname ..... Child's Date of Birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
Child's surname at birth, if different from above .....  
Child's first name(s) ..... Gender (please tick) Boy  Girl   
Home address .....  
Postcode ..... Daytime telephone number (if any) .....  
Name of Primary school which your child currently attends/last attended .....  
Address ..... Telephone number: .....

### 2. Change of Address

If you are moving house, please detail: date of move 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
New address ..... Postcode .....

**Once we have allocated a place at a school, your child must start within four school weeks. If they do not, you will have to re-apply.** Please bear this in mind if you are in the process of moving house.

### 3. Special Educational Needs

Does your child have a Statement of Special Educational Needs, or an Education, Health and Care Plan? Yes  No   
(Please tick)

If 'yes', your application will be passed to the Local Authority's Additional Needs Team who will liaise with you about your preferred schools.

### 4. Looked After and Previously Looked After Children

Is your child looked after? Yes  No  If 'yes', which Local Authority? .....

Name of social worker: ..... Contact Number: .....

Was your child previously looked after? Yes  No  If 'yes', you will need to provide evidence to support this.

Evidence enclosed is a copy of:

Adoption Order       Residence Order       Special Guardianship Order

### 5. Armed Forces Personnel Only

Is your relocation due to a new posting? Yes  No

Date of new posting: .....

**If 'yes', you will need to provide a letter from your commanding officer to confirm this.**

Office Use Only

EMS Relocation:

Emailed:

## 6. Preferred Primary Schools

You can name up to three St Helens schools in order of preference. If you wish to apply for a school outside St Helens Local Authority, you should contact the relevant local authority. (The contact details for neighbouring local authorities is on page 4 of the accompanying notes.)

I am submitting Primary School applications for the siblings of this child. Yes  No

It is **essential** that my children attend the same school:

**Note:** If you tick the box, we will offer you the highest preference school where all of your children can be admitted. If none of your preferences can offer all of your children a place, we will try to offer another school with places for all. If you do not tick the box we will offer places according to your preferences which may mean your children have to attend different schools.

NAME OF PRIMARY SCHOOL

If brother or sister presently attend, state name and date of birth

1		
Reason for preference: .....		
.....		
2		
Reason for preference: .....		
.....		
3		
Reason for preference: .....		
.....		

## 7. Reason for Application

Have you informed the Head Teacher at your child's current school that you are applying for a transfer? Yes  No

**It is essential that parents notify the Head Teacher of the child's current school. In order to ensure that a transfer can be processed more smoothly, it will be necessary to contact your child's current school for further information.**

1. Has your child been excluded from school? Yes  No

If yes, is the exclusion permanent or fixed term? .....

2. Does your child receive help from the Inclusion Support Service? Yes  No

3. Are you seeking asylum in the UK? Yes  No

If 'yes', NASS No: .....

4. What are your main reasons for applying for transfer? (please tick relevant box(es))

- |   |   |
|---|---|
| <input type="checkbox"/> Change of address                        | <input type="checkbox"/> Child's current school suggested this transfer |
| <input type="checkbox"/> Difficulties with transport arrangements | <input type="checkbox"/> New arrival to St Helens from overseas         |
| <input type="checkbox"/> Childminding arrangements                | <input type="checkbox"/> Other (Please provide more details below)      |

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## 8. Supporting evidence for Voluntary Aided Schools only

If any of your three stated preferences is for a Voluntary Aided Primary School, please ANSWER the questions below (school type is detailed on map page 3.)

### Applicants for Catholic Primary Schools

1. Is your child Baptised Catholic? Yes  No   
Date of Baptism ..... Church of Baptism .....
2. Is your child baptised in another Christian faith? Yes  No   
Date of Baptism ..... Church of Baptism .....

**If yes, please attach a copy of your child's Baptismal Certificate**

3. Is your child a member of another faith group? Yes  No

**If yes, please attach a letter from the appropriate Minister of Religion**

### Church of England Primary and Nutgrove Methodist Schools

Do you wish your child's application to be considered under the higher priority church attendance category (as detailed in the school's oversubscription criteria)? Yes  No

**If yes, please attach a letter from the appropriate Minister of Religion or religious leader to confirm church attendance.**

### Church of England Primary Schools

Has your child any special medical or social needs? Yes  No

**If yes, please attach a letter from a registered health professional or social worker at the time of application. (The supporting letter or report must set out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school.)**

### Nutgrove Methodist

Is your child a baptised Christian? Yes  No

**If yes, please attach a copy of your child's Baptismal Certificate.**

## 9. Mother/Father/Carer's Details

Mother/Carer's name .....	Father/Carer's name .....
Daytime Telephone ..... (including STD code)	Daytime Telephone ..... (including STD code)
Mobile Telephone .....	Mobile Telephone .....
Email Address .....	Email Address .....
Address (if different from child's) .....	Address (if different from child's) .....

### Details of any other person who can be contacted in case of emergency

Full name .....	Telephone ..... (including STD code)
Address .....	
Email Address .....	Relationship to child .....

**Important: please ensure *all* questions have been answered and make sure you sign the form on the next page.**

## 10. Data Privacy

The information provided on this form will be processed in accordance with the Local Authority's School Admissions Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2014.

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held.

These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer – [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, your application for a school place cannot be processed).
- The right to request the Local Authority to correct or amend any incorrect information.
- The right to know who the data may be shared with.
- The right to know how long the data can be held before it is destroyed.

A copy of the full Privacy Notice is available on the School Admissions Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns about how the Local Authority is handling your data, you can contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

### Signature of Parent/Carer

I am the parent or have parental responsibility for the child named on this application. I have read the guidance notes on pages 1 and 2 and the below checklist.

Signature (Parent/Carer)..... Date .....

### Application Checklist Please ensure that you have:

- 1. Child's Details**  
The address that must be given is where the child and parent, or person with parental responsibility, normally live. If parents are separated and the child spends time at each parent's address, the address used shall be that of the main carer. The Local Authority will normally use the address of the parent who is in receipt of child benefit for this. It may be necessary for the Admissions Section to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce documentary evidence of your child's address.
- 6. Preferred Schools**  
If your child has an older brother or sister at the school you have named as a preference, please give their details. You may state any reasons you wish in this section. You do not have to state a reason if you do not wish to.
- 7. Reason for Application**  
Please answer the questions, as it will assist us in processing the application.
- 8. Supporting evidence for Voluntary Aided Schools Only**  
If any of your three stated preferences is for a voluntary aided primary school, please answer the questions in this section and forward the documentary evidence that is requested.
- 9. Parent/Carer's Details**  
Please complete this section the Admissions Section needs this information to contact you in case of a query.
- 10. Please remember to sign and date your form before returning it.**



St. Helens Council

### Contact Centre

Wesley House  
Corporation Street  
St Helens  
WA10 1HF

**Tel:** 01744 676789

**Minicom:** 01744 671671

→ [www.sthelens.gov.uk/contactus](http://www.sthelens.gov.uk/contactus)

Please contact us to request translation of Council information into Braille, audio tape or a foreign language.

### Returning the Form

Please return your completed form to:  
School Admissions Team, Children & Young People Services,  
Atlas House, Corporation Street, St Helens WA9 1LD  
Tel: 01744 671027