



Secondary

Parental Preference Form

Transfer to Secondary schools
in September 2017



Apply online at
[www.wirral.gov.uk/
schooladmissions](http://www.wirral.gov.uk/schooladmissions)

Before completing this form you should read the Information Booklet, **Secondary Education on Wirral**, which describes the procedures we follow when pupils transfer from primary to secondary school in Wirral. You should read this very carefully before completing the preference form. All parents whose child is due to transfer from primary to secondary school in September 2017 that is, those children born between 1 September 2005 and 31 August 2006, must apply by **31 October 2016**. The Information Booklet and school admission policies are available online at www.wirral.gov.uk/schooladmissions or call **0151 606 2020** for the booklet to be sent out to you in the post.

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 1 March 2017, online applicants will receive an email with their child's allocated school place. The deadline for online applications to be submitted is **31 October 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 have particular reasons for your preference you should include them in the application.

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.

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 to your child's primary school (if this is a Wirral school) or by post to the Children and Young People's department if your child attends a school outside Wirral. The deadline for paper applications to be returned is **31 October 2016**. Your child's school place allocation will be posted to your home address on 1 March 2017.

If you do not apply online or return a paper preference form, we will assume that you do not have a particular preference. We will give your child a place at the nearest school which has places after we have allocated places to those parents who have made preferences.

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.

It is important that any information you wish us to consider must be included in your application. We may not be able to take into account information which is given after we have made decisions about school places. You can be assured that any information provided is treated as confidential.

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.

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 secondary schools as Admission 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.

Selective assessments

Parents will be notified of the outcome of the grammar assessment tests by 21 October 2016. If you have requested that your child is assessed for a place at any grammar school, do not complete your preference form/online application until you have received the outcome of the test(s).

Preferences for schools

Most children will be allocated a place at a school which their parents have named as a preference. However, if schools are oversubscribed, that is there are more preferences than places available, we will not be able to meet every parent's preference.

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 are the Admission Authority for:

Mosslands School
Pensby High School

The following schools are their own admission authority:

Bebington High Sports College
Birkenhead High School Academy
Caldy Grange Grammar School
Hilbre High School
Prenton High School for Girls
Ridgeway High School
South Wirral High School
St Anselm's College
St John Plessington Catholic College
St Mary's Catholic College
The Birkenhead Park School
The Kingsway Academy
The Oldershaw Academy
Upton Hall School (FCJ)
Weatherhead High School
West Kirby Grammar School
Wirral Grammar School for Boys
Wirral Grammar School for Girls
Woodchurch High School

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 and cannot use this when applying their criteria.

Full details of the school admissions policies are available online in a supplementary booklet or can be obtained from the individual schools and you are advised to read them carefully before completing this form.

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.

Preferences for schools in other education authorities

If you are a Wirral resident you must complete our preference form. If you are resident in another Authority in England but wish to indicate a preference for a Wirral school or schools, you must complete their preference form.

No change of preferences will be accepted unless there are exceptional circumstances.

Allocation of secondary school places

On 1 March 2017, 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 1 March 2017 we will send out by second class 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.

Questions about transfer to Secondary 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. Do secondary schools on Wirral have zones or catchment areas?

A. No. There are no catchment areas for secondary schools but if they are oversubscribed then the distance between home and school is one of the factors we use to decide which children are eligible for places.

Q. How do I find out which is my nearest secondary school?

A. You can write to or email Mainstream Admissions team at (secondaryplaces@wirral.gov.uk) giving your child's name and address and the schools in which you are interested. They will write back giving you the distance to each school.

Q. If I state a preference for an Aided, Academy, Foundation or Trust 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 of secondary school?

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 Secondary Education in Wirral 2017-2018. Academy, Foundation, Trust 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. Can I see my child's 11+ test papers or the Headteacher's report that is considered by the Independent Assessment Board?

A. No. Test papers and all documentation referred to the Board are confidential to the Authority. Under the Data Protection Act, Schedule 7, Section 9 parents do not have the right to see the test papers. The Freedom of Information Act does not override the Data Protection Act in this instance.

Q. My child has not reached the standard for grammar school and I want to appeal. Should I include a grammar school as a preference?

A. No. If you do this, the preference cannot be considered and will be disregarded. After 1 March 2017 you can appeal for a grammar school place. Details of how to appeal will be on your offer letter/email.

SECTION 1

Are there 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 **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 Court ruling e.g. Specific Issues Order, that determines who has authority to state a preference for a secondary school.

YES NO

If Yes, please attach copies of the Court rulings.

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

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

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

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

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.

If your child attends a Wirral primary school this form should be returned to the Headteacher of your child's present school by **31 October 2016**. All other forms, please return by **31 October 2016** directly to:

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

**or Apply online at:
www.wirral.gov.uk/schooladmissions**

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

SECTION 2

A **Name of Child:** Last name: Forenames:
Date of Birth: Gender (boy/girl)
Address (inc house number):
..... Post Code:

Name and address of current primary school:
.....

Sibling details:
.....

B Applicants to Catholic Schools: Supplementary information

Parents are requested to complete this section of the preference form if applying for **Catholic Schools**.
In the following boxes, complete the ONE which applied to your child:

If your child is baptised Catholic then tick here

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

Church Year

If your child was baptised as a christian of another denomination
and subsequently admitted to the Roman Catholic Church then tick here

Please name the year of admission:

Form continues overleaf >

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

C 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.

PROTECT WHEN COMPLETED

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.

Proof of address may be required and this might mean that we 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.

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

**Apply online at
[www.wirral.gov.uk/
schooladmissions](http://www.wirral.gov.uk/schooladmissions)**

**Children and Young
People's Department**

Hamilton Building
Conway Street
Birkenhead
Wirral
Merseyside
CH41 4FD

Phone: 0151 606 2020
Fax: 0151 666 4450
Email: children@wirral.gov.uk

**Useful websites
and phone numbers**

ACE (Advisory Centre for Education)
Phone: 0300 0115 142
www.ace-ed.org.uk

Ofsted
www.ofsted.gov.uk

Wirral SEND Partnership
www.wired.me.uk

Wirral Website
www.wirral.gov.uk

Admissions Portal
www.wirral.gov.uk/schooladmissions