



Admissions Policy

Gorsewood Primary School operates Halton LA's admissions policy and as such all areas of school admission are coordinated by HBC.

An admission policy is used to decide which children will have priority for places but only if the school receives more applications than the number of places available. The Council has agreed one admission policy for all community and voluntary controlled schools in Halton.

Voluntary Aided schools each have their own individual policy set by the governing body of the school. Admission policies contain the "oversubscription criteria" which will be applied to assess each application.

Allocation Of Places To Halton Primary Schools

In allocating school places, all parents/carers are asked to complete either the preference form in this booklet or the on-line form (www.halton.gov.uk/schooladmissions) on which they are invited to express up to three preferences. This will enable parental preferences to be fully considered, even if the admission authority (the LA for community and voluntary controlled schools, or the governing body for voluntary aided schools) is unable to comply with parental preference.

All preferences are considered equally against each school's admissions criteria. After all preferences have been considered if only one school named on the preference form can offer a place the Local Authority will send out an offer of a place. If more than one school can offer a place parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school.

Oversubscription

Sometimes more applications are received for a particular school than there are places available, and this means that the school is oversubscribed. When a school is oversubscribed places will be allocated in accordance with the relevant oversubscription criteria (as set out by HBC), voluntary aided schools have their own criteria.

Oversubscription Criteria for Community and Voluntary Controlled Schools

1. Children in Public Care - children who are subject to a care order, or are accommodated by the LA
2. Siblings - pupils with elder brothers or sisters, including half brothers and sisters, and unrelated children living together as part of the same household, already attending the school and expected to continue at the school in the following year
3. Distance - Pupils living nearest to the school defined as a straight line measurement from the child's permanent residence to the school.

Children who have a statement of special educational needs will be admitted to the school named in the statement.

The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address at the closing date for applications.

The above criteria will apply without reference to the Halton Borough Council boundary. Distance will be measured by the LA using the LA's Ordnance Survey GIS address point system which measures from the address point of the child's permanent address to the address point of the school in metres.

If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above.

Where applications are received for twins, triplets etc the Local Authority will apply the oversubscription criteria and will oversubscribe the community or voluntary controlled school if a family would otherwise be separated. Parents should note that this does not apply to key stage 1 (infant classes) where statutory class size limits apply.

If none of the parent's preferences can be met, in accordance with the DCSF School Admissions Code, Halton LA will allocate a school. In Halton, a place will be allocated at the nearest school with vacancies to the home address measured in a straight line distance measurement from the child's permanent residence to the school. This does not affect parent's rights to appeal for a place at the school(s) they have been refused.

Primary In-Year Admissions Fair Access Protocol 2021 (IYFAP) – Halton

Introduction

The Department for Education School Admissions Code 2021 advises that “*Each local authority must have a Fair Access Protocol (IYFAP) to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.*” Following an update to the categories eligible for referral under the IYFAP within the updated School Admissions Code, primary schools in Halton have been consulted in accordance with paragraph 3.15 of the Code and agreement has been reached by the majority of primary schools. The following IYFAP will be applicable to **all** primary schools in Halton from September 2021.

Key Principles of the In-Year Fair Access Protocol:

□ recognises that the majority of applications will likely be normal in year admission requests and that referral under the protocol will not be required (i.e. where a place is available the child will be admitted) and also recognises that schools can proceed with admission prior to referring eligible cases to Panel should they not believe that the admission of the child would cause prejudice. *In these instances the admission will be recorded as a ‘pre-agreed’ IYFAP placement where the LA is notified;*

- recognises the vulnerability and needs of unplaced children and the duty of the LA to ensure suitable educational provision for all children and young people resident in the borough;
- aims to support safeguarding of children and young people by admitting to school, as quickly as possible and without delay, those children identified as being vulnerable and/or hard to place;
- quickly identifies children eligible for referral under the Protocol and ensures they are referred, case considered and a place is allocated within the **statutory 20 school day deadline** (paragraph 3.21 of the Code);
- ensures that no school, including those with places available, is asked to take a disproportionate number of children eligible for referral to the scheme under the agreed criteria;
- promotes an ethos of collective responsibility, with all schools and the LA working together effectively, as a community, to place and support vulnerable pupils in our borough; and
- recognises that parents and carers are entitled to seek a new school place for their child, at any time, but, where possible, reduces the amount of pupil movement across schools within the borough, to assist with delivering the best outcomes for every child.

1.0 Eligibility for consideration under the Protocol

In line with the paragraph 3.17 of the Code, the following list of unplaced* and vulnerable children of compulsory school age will be identified as being eligible for referral under the In-Year Fair Access Protocol:

A. children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;

B. children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;

C. children from the criminal justice system;

D. children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.

Parents will be asked to complete a Permanent Exclusion Re-integration Application Form, which will identify three preference schools, during their meetings with the Family Liaison Officer. Once agreed, this will be returned directly to the School Admissions Team who will contact the preference schools and ask if they are willing to place the child. Where less than three preferences are included the School Admissions Team will identify the closest eligible schools to the home address and include them in the process, ensuring three schools are identified. The schools must decide to either; place the child (with the placement being recorded on the IYFA data sheet); or, refer the child to the IYFA Panel and to provide a statement for that Panel as to why they are unable to offer a place to this child within the requested year group. Following a placement decision, the Local Authority will offer support to help ensure the placement is successful. This may include support around a transition timetable supported by one to one tuition, some short term funding if appropriate and support for the family by a Family Liaison Officer. The Education Welfare Service and The Behaviour Team can offer support and advice if needed. It is in everyone's interest to ensure that the child settles well and is supported as appropriate in school, so the LA will be part of regular reviews of the placement for the first 6-8 weeks to help ensure the placement is successful.

E. children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions. *This must be agreed by the SEND Team in the local authority prior to referring to the Protocol;*

F. children who are carers;

G. children who are homeless;

H. children in formal kinship arrangements. *Evidenced by a child arrangements order not relating to either a birth parent or special guardianship order;*

I. children of, or who are, Gypsies, Roma, Travellers, refugees or asylum seekers;

J. children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of the Code. *This will normally be where the child is deemed to be at risk of permanent exclusion and all of the supporting behaviour/intervention documents are provided to evidence this. Schools are advised to consult with the Behaviour Team before referring a child under this category;*

K. children for whom a place has not been sought due to exceptional circumstances. *These will be children for whom a local authority officer makes an application due to the circumstances of the case, for example where an education welfare officer makes an application as part of a school attendance order;*

L. children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and

M. previously looked after children for whom the LA has been unable to promptly secure a school place. *This will normally only be necessary where the LA is considering exercising their powers of direction under paragraph 3.23 of the Code, in order to avoid unnecessary delay to the allocation of a place for the child.*

1.2 The admission of children in the care of a Local Authority (LA) and those previously in the care of an LA (including those children who appear to have been in state care outside of England prior to

being adopted), and children with an EHCP naming the school within the plan, follow separate processes and are therefore not covered by this policy.

1.3 To assist with the collection of this information and in order to help to identify eligible applications, all parents and carers, when submitting an application, will be required to complete a Halton Primary In-Year Application Form, ensuring that the relevant Fair Access Information section is correctly completed.

*For the purposes of this protocol, an *unplaced* child refers to a child:

- moving into the borough for whom a school place is being sought;
- a Halton resident child, seeking re-integration to mainstream education, following a period of elective home education or having been formally off the roll of a Halton School for four weeks or more and for whom there is no school place available within a reasonable distance; or
- a Halton resident child for whom an alternative school place is sought, due to their current school being an unreasonable distance from their new home address following a move within the borough.

2.0 Composition and mechanism of the Primary In-Year Fair Access Panel

2.1 The Local Authority, on behalf of the HAPH Executive, will identify the IYFA Panel for each half-term period, comprising four Headteachers (1 from Widnes East, 1 from Widnes West, 1 from Runcorn East and 1 from Runcorn West planning areas) and a reserve Headteacher should the referral be from one of those schools.

2.2 Upon receipt of a referral the Panel will be contacted by email with the relevant details as indicated in Section 3. Panel members will be asked to confirm the placement decision by an identified date (usually within 5 school days) and to email that decision to schooladmissions@halton.gov.uk

2.3 Whilst the Panel is not obliged to offer a place at the parent/carer's preferred school, where it is fair and proportionate to do so, there is an expectation that parental preference would be met.

2.4 Where a majority placement decision cannot be reached, the case will be referred to an identified member of HAPH Executive, to confirm the final decision for placement.

3.0 Referral to the Primary In-Year Fair Access Panel

3.1 Upon receipt of an in-year application that meets the eligibility criteria for referral under the protocol, the Headteacher of the preference school must arrange for the Initial Referral Details section of the Primary IYFAP Referral Form (Appendix A) to be completed in full and then emailed, along with a copy of the original application form, to the School Admissions Team at schooladmissions@halton.gov.uk.

3.2 The preference school must write to the parent to advise that their application has been referred to Panel under the agreed protocol and advising that they will normally be notified of the Panel decision within ten school days of the referral. A Primary IYFAP Referral Letter (Appendix B) template will be provided to ensure consistency and transparency.

3.3 The School Admissions Team will verify the request, including consulting with the SEND or Behaviour Teams, and will complete the Admissions Information section of the form. The completed form and any supporting documents will then be emailed to the designated members of the Primary In-Year Fair Access Panel for a placement decision to be made.

3.4 The Panel will consider the following factors in coming to their placement decision for the child:

- information within the Primary IYFAP Referral Form and the Primary In Year Application Form (Appendix C);

- placements to date, ensuring a fair and transparent distribution of children placed under the Protocol, across all schools (this will be updated after each placement and indicated on the Primary IYFAP Referral Form);
- where a child has been permanently excluded, the additional supporting information provided by the three identified schools;
- reasons for why the parent requested a new school and for their preference (taken from the application form); and
- the child's current offer of a school place (where the application has been made due to a house move and the current school therefore being deemed to be an unreasonable distance from the new home address).

4.0 Notification of Panel outcomes

4.1 The placement school will be notified formally of the Panel decision by email and will be asked to arrange a start date, ensuring the child is placed within ten school days of that notification.

4.2 The placement decision of the Panel does not override the parent/carer's right to appeal, and where preference has not been met, the Local Authority will advise the parent of their right of appeal in writing within the placement decision letter that is sent.

4.3 All partners will be advised of the outcome of the Panel's decision and provided with an up-to-date placement table by email.

5.0 Further consultation

In accordance with paragraph 3.22 of the Code, in the event that the **majority** of schools in Halton no longer support the local IYFAP, a review should be initiated by the schools with the LA. To enable this, the admission authority of a school must email the schooladmissions@halton.gov.uk email address to formally notify the LA that they no longer support the Protocol, detailing the main reason for no longer supporting the Protocol. The LA will maintain a record of these emails including the date the notification is received, the school(s) concerned and the main reason provided. Any admission authority wishing to view the record may do so at any time by emailing schooladmissions@halton.gov.uk and requesting an up-to-date copy of the document. Where such emails are received from the majority of admission authorities in the borough within an academic year, the LA will open formal consultation with all admission authorities in the borough to attempt to reach a majority agreement on a revised IYFAP. Until a new IYFAP is adopted, the current IYFAP remains binding on all admission authorities and their schools within the borough.

Last Reviewed: October 2020

Next Review: November 2022

Policy to be reviewed when there is a change in HBC Policy or a change in legislation.

Appendix A: Halton Primary In-Year Fair Access Protocol (IYFAP) Referral Form

SECTION A: Initial Referral Details To be completed by school making the referral					
Referring School Name:					
Child Name:			Child Date of Birth:		
Siblings on roll/offered:			Previously on roll at school:		
Date Application received:			Date IYFAP Letter sent to family:		
PAN for requested year:			Number on roll in requested year:		
Eligibility criteria under which referral is being made: (Please place 'X' in last column for all that apply)	A	Child is subject to a Child in Need or Child Protection Plan or was in last 12 months			
	B	Child lives in a refuge or similar accommodation			
	C	Child is returning from the criminal justice system			
	D	Child is seeking reintegration to mainstream or has been permanently excluded			
	E	Child has special educational needs (but not EHCP), disabilities or medical conditions (having sought advice from SEND Team)			
	F	Child is a carer			
	G	Child is homeless			
	H	Child is in a formal kinship arrangement			
	I	Child of/is a Gypsy, Roma, Traveller, refugee or asylum seeker			
	J	Child refused on grounds of their challenging behaviour in accordance with paragraph 3.10 of the School Admissions Code (having sought advice from the Behaviour Team)			
	K	Child is referred by LA Officer due to exceptional circumstances			
	L	Child has been out of education for four or more weeks and no place is available within a reasonable distance from their home			
	M	Child is a PLAC child for whom no place has been able to be secured			
Please ensure that a copy of the original application form and IYFAP referral letter are sent along with this form to schooladmissions@halton.gov.uk					
SECTION B: Initial Referral Details To be completed by the School Admissions Team					
Information for referral school and 3 nearest schools to child's application address					
School	Distance to school (metres)	PAN for requested year	On roll in requested year	IYFAP placed in requested year	Total IYFAP placed in school
Distance to current school where application has been made for child already on roll at a Halton primary school:					
List of previous Halton primary schools (including dates) attended, where appropriate:					
Additional relevant information received by School Admissions Team:					



Gorsewood Road, Murdishaw, Runcorn, Cheshire WA7 6ES
Telephone: 01928 712100 • Email: head.gorsewood@halton.gov.uk or sec.gorsewood@halton.gov.uk
Headteacher: Miss E Jackson

Date

Dear (insert parent name),

IN YEAR ADMISSION TO PRIMARY EDUCATION

In accordance with paragraph 3.14 of the School Admissions Code 2021, Halton Local Authority operates a Fair Access Protocol in partnership with all of the primary schools in the borough.

I refer to the above and I write to inform you that the admissions authority of Gorsewood Primary School has considered your application and **cannot** agree to your request due to the application being eligible for referral under the locally agreed *Halton Primary In Year Fair Access Protocol (IYFAP)*, and the prejudice that the admission of your child would cause to the efficient use of resources and the efficient education of other children already on roll at the school.

Your application has been referred on **(insert date of referral)**. The nominated IYFAP Panel will consider the referral and the School Admissions Team in Halton will write to you to advise of the Panel's placement decision as soon as this has been made. The School Admissions Team may need to contact you for further information and will do so shortly, if required.

For further information regarding Halton's Primary IYFAP please visit www.halton.gov.uk/schooladmissions and follow the 'Change of School' link on this webpage.

When an application is referred to the IYFAP Panel, **this does not override your right to appeal** against the decision not to offer a place to your child at your preferred school. It is likely that you will receive a response from the IYFAP Panel prior to registering an appeal; however, if you wish to make a formal appeal, you will need to contact the School Admissions Team by emailing schooladmissions@halton.gov.uk, to request an electronic appeals form, or by calling 0151 511 7338 / 7271, to request a paper copy. These forms can also be collected from any of our Halton Direct Link Offices.

Yours sincerely

Miss E Jackson
Headteacher



HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

In Halton requests to move from one primary school to another, also known as an in-year transfer application, are received and responded to by the preferred school, therefore **please return this form directly to your preferred school**. This guide aims to assist you with the completion of the following form and to give you a summary of what to expect during the application process.

THINGS TO CONSIDER BEFORE MAKING A REQUEST:

Before submitting an application we highly recommend that you meet with your child's current school to discuss your reasons for seeking a transfer for your child, which will prepare them for any subsequent contact they then receive from your preferred school(s). It may also give the school an opportunity to consider your position and it may become unnecessary to continue with the application. Points that we recommend you consider are:

- Is your child comfortable with change? Will they cope well with learning new rules, new learning styles, making new friends and being asked to do things differently?
- If you are moving your child because of a specific issue, have you followed the appropriate lines of communication with their current school to afford them an opportunity to consider this? Could the issue repeat itself at the new school?
- If you are not moving to a new house or area, how will the transfer affect your normal routine? Will the journey to the new school affect your child's punctuality or attendance? Have you checked that the same before and after school care is available at your preferred school(s) if you require this type of service?
- If the child has another parent/carer are they in agreement with the transfer? Disputes **cannot** be resolved by the school or local authority and your application may be delayed until agreement is reached, legally or informally.
- Remember that **there is no guarantee that you will be offered a place** at your preferred school(s). If you are moving into the area and are without a school place the School Admissions Team can help to identify an alternative school place. You will be offered the right to appeal to an independent School Admissions Appeals Panel when you are refused a place at any mainstream school in Halton, but please note that the appeals process can take up to 30 **school** days from receipt of the appeal and **there is no guarantee that your appeal will be successful**.
- If the child is a child currently in the care of a local authority, the application should be submitted by the local authority who care for the child to ensure that they are satisfied that the transfer is suitable for the child. You should speak with the child's allocated Social Worker in the first instance.
- If your child has an Education, Health and Care Plan (EHCP) your application must be managed by the SEND Team and you can email SENAT@halton.gov.uk and your query will be passed to the appropriate team member. For impartial and confidential support and information you may like to contact Halton SEND Information, Advice and Support Service (SENDIASS) on 0151 5117733.

APPLICATION OUTCOMES:

Some applications can take longer than others but you should typically expect a written response to your request within ten school days of formally submitting your application. There are three outcomes for your application:

- Your preferred school can offer a place to your child and will write to confirm this and to make arrangements for a start date (which should be as soon as possible, particularly where your child is out of school).
- Your preferred school cannot offer a place to your child and will write to explain the reasons for refusing your request and to formally offer you the right of appeal.
- Your preferred school refers your child's application to the In-Year Fair Access Protocol (IYFAP) Panel for a placement decision to be made (you should read the document *Halton Primary In-Year Fair Access Protocol* for further information regarding this).

If you are left without a school place following receipt of your decision and have been unable to secure a school place at another local school, please contact the School Admissions Team by emailing schooladmissions@halton.gov.uk or calling 0151 511 7338/7271.

HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

YOUR CHILD'S DETAILS:				
Surname:			Forename:	
Date of Birth:			Gender:	
CHILD'S HOME ADDRESS AT TIME OF APPLICATION:				
House Name/Number:			Street:	
Town:			Postcode:	
If not a Halton address, are you moving to Halton?	YES / NO		If 'YES', when are you expecting to move?	
CURRENT/PREVIOUS SCHOOL INFORMATION:				
Name of current/previous school:				
Contact name and number at school (if school is out of Halton):				
Is your child still attending?	YES	NO		
Date of last attendance:				
Is your child unable to attend due to a house move making it unreasonable to continue to travel to this school?	YES	NO		
FURTHER IMPORTANT DETAILS:				
<i>Please circle/delete as appropriate</i>				
Is your child currently, or have they ever been, in the care of a Local Authority? (including children adopted from outside of England)	YES	NO		
If yes, which local authority (area) cared for your child:				
If yes, please provide dates (write current if still in care):				
Does your child have an Education, Health and Care Plan?	YES	NO		
PREFERENCE SCHOOL AND REASONS FOR REQUESTING A PLACE:				
<i>Please state below the name of the school where you are requesting a place for your child.</i>				
School name:				
Year Group required:		Date required:		
In as few words as possible, please let us know why you are making this application:				

HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

BROTHERS AND SISTERS OF SCHOOL AGE:

Please list below details of the **youngest** sibling if they will be attending the requested school and living at the same address as this child:

Sibling Name:	Date of Birth:	School:

IMPORTANT ADDITIONAL INFORMATION REGARDING YOUR CHILD:

Please delete as appropriate:

Is your child subject to a Child in Need Plan or Child Protection Plan, or has been at any point during the past 12 months? If yes, what is the name of their social worker and please provide their contact email or telephone number (if not based in Halton)	YES	NO
Does your child live in a refuge or other similar accommodation?	YES	NO
Is your child seeking re-integration to mainstream education following a period of time within the criminal justice system?	YES	NO
Has your child been permanently excluded from a school? If yes, please provide: The date of the permanent exclusion: The school your child was permanently excluded from:	YES	NO
Does your child receive discretionary top-up funding for special educational needs, disabilities or medical conditions or are they Undergoing Statutory Assessment, but they do not currently have an Education, Health and Care Plan (EHCP)?	YES	NO
Is your child a carer?	YES	NO
Is your child homeless?	YES	NO
Is your child subject to a formal kinship care arrangement?	YES	NO
Are you or is your child a Gypsy, Roma, Traveller, refugee or asylum seeker?	YES	NO
Is your child currently electively home educated If yes, since what date:	YES	NO

This information, in addition to that already provided, may make your application eligible to be referred to Halton's In-Year Fair Access Protocol (IYFAP) Panel. If this is required, your preference school will inform you by letter and the IYFAP Panel will notify you of their placement decision at the earliest opportunity. For more information please read the *Halton In-Year Fair Access Protocol* document.

APPLICATIONS FOR VOLUNTARY AIDED (CATHOLIC AND/OR CHURCH OF ENGLAND) ONLY

Please circle/delete as appropriate:

Is your child baptised Catholic? If yes, in which Catholic Parish where they baptised and when?	YES	NO
Is your child baptised Church of England? If your child belongs to another faith, please state which:	YES	NO

You may be required by the school to submit additional documentation to support your application. These documents may include, but are not limited to, baptismal certificates or letters signed by the relevant religious leader as proof of attendance at the place of worship. Some church schools may require a supplementary form to be completed, which will be provided by the school at the time of application.

HALTON IN-YEAR SCHOOL APPLICATION

PRIMARY SCHOOL IN YEAR ADMISSIONS

PARENT/CARER DETAILS:			
Parent/Carer Name:		Relationship to child:	
Parent/Carer address: (If different from child)			
Daytime Phone Number:		Mobile number:	
Email Address:			
Do all people with Parental Responsibility agree with this request?	YES	NO	

DATA PRIVACY, DECLARATION AND CONSENT:

Halton Borough Council is the Data Controller for the personal information you provide. We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is assessed appropriately.

You can view the full privacy notice at www.halton.gov.uk/privacynotices

Details of Halton school admissions policies are given in the Halton Coordinated Admissions Scheme and in the Halton Primary and Secondary composite prospectuses, available online at www.halton.gov.uk/schooladmissions

I declare that all the information provided is true. I confirm that I have parental responsibility for this child. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I confirm that I have read and understood the guidance notes contained within this document before submitting this application.

Signed:

Date:

PLEASE ENSURE YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS FORM

- Please ensure you return this form **DIRECTLY TO THE PREFERENCE SCHOOL**
- You will receive a written response from the school, usually within ten school days where possible
- If you cannot be offered a place, you will be advised of your right of appeal and how to access it.

www.halton.gov.uk/schooladmissions



