

Admission to

Secondary School 2023



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

Closing date for Secondary School Applications:
31st October 2022

People Directorate
Halton Borough Council
Rutland House
Halton Lea
Runcorn
WA7 2GW
Tel: 0303 333 4300

Dear Parent/Carer,

This booklet produced by Halton Borough Council sets out the arrangements for the transfer of children from primary to secondary education for the academic year beginning in September 2023.

The booklet contains important information, which you should read carefully before making the important decision of expressing a preference for a school (or schools) for your child/children to attend. I hope you will find it helpful and informative. It is also beneficial to visit the school(s) you are interested in before submitting your application.

This booklet can only give a brief outline of policy and procedures. If you need further information, please do not hesitate to contact individual schools or the School Admissions on 0151 511 7271/511 8601. This booklet is available online at www.halton.gov.uk/schooladmissions and if you follow the links you will also find our [online application system](#) which allows you to complete and return your preferences electronically and view your result first thing on National Offer Day. All you need is an email address to get set up and you'll also receive a confirmation email to that address regarding your place offer. If you need a paper copy of the application form please email schooladmissions@halton.gov.uk or call the School Admissions Team.

As parents/carers it is important you are aware that the success of a preference you express for a school will depend on the particular oversubscription criteria that are explained in this booklet. You should note that **you cannot simply choose a school**.

Transferring from one school to another is an important step for parents and children. I hope this booklet, and seeking further advice if necessary, will help you and your child/children to look on the experience with confidence. Staff in all of our schools look forward to working with you in support of your child/children and their learning, as we know that those children who succeed best at school receive understanding and support from their home.

It is important that you complete the online preference form or paper copy (on request) before the closing date of **31st October 2022**, as late applications will normally only be considered after the main allocation of places has taken place, and may result in you not obtaining a place at your school of preference.

On behalf of Councillor McInerney, Portfolio Holder for the People Directorate, and myself, I would like to take this opportunity to wish your child/children a successful and happy career at school.

Milorad Vasic
Strategic Director, People Directorate

Note: The information contained in this guide was correct at the time of preparation (August 2022) but could alter in the light of Government legislation and local policy developments.

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ADMISSION TO SECONDARY SCHOOL IN HALTON**How to apply for a Halton Secondary School Year 7 place in September 2023**

Although all secondary schools in Halton are own-admission authority schools, Halton Local Authority (LA) has an agreed coordinated scheme for admission to secondary schools in September 2023.

This means that when you complete the **online preference form** or a paper copy (available on the website, from any of the Halton Direct Link Offices or by request), you may put any secondary school regardless of which LA it is in, but please consider carefully whether your child will meet the admissions criteria. Once you have submitted the preference form consideration to your preferences will be given, and if your preference is for a school in another LA then Halton LA will forward details on to the relevant LA. The preference form is for completion by Halton residents only. Parents/Carers of pupils from other LA's should complete their own LA form, but may include Halton schools as preferences on their form.

The closing date for receipt of the preference forms via online applications and those submitted by paper copy is 31st October 2022

Complete a form online at: www.halton.gov.uk/schooladmissions

Applications for all schools are considered in strict accordance with the relevant admissions criteria and it is important that you read and consider the admissions criteria contained within this booklet before submitting your application.

If you complete a paper form and are able to return it by email, please email it to schooladmissions@halton.gov.uk or take it to any of the Halton Direct Link Offices (you'll be provided with a receipt) or post it directly to:

School Admissions Team
PO Box 317
Runcorn
Cheshire
WA7 9BZ

***As receipts cannot be issued for paper copies of the preference form received via postal services, it is strongly recommended that you send the form by a recorded delivery service.**

To ensure your application is received and processed, forms **must not** be returned anywhere other than to the above sources. **DO NOT** return your form to a school.

FREQUENTLY ASKED QUESTIONS

What is an admission policy?

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 and academy schools each set their own individual policy agreed and determined by the governing body of the school. Admission policies contain the “oversubscription criteria” which will be applied to assess each application.

What is a Published Admission Number (PAN)?

This is the number of places available in the reception class. Once the PAN has been reached, the admissions body cannot admit any more pupils.

Can I complete and submit the form online?

Yes, we highly recommend that you complete the preference form online at:
www.halton.gov.uk/schooladmissions

Changes to preferences, home address and other details can be made online, and forms can be edited and re-submitted online up to the published deadline of 31st October 2022. **The online facility is not available after this point.**

An **email receipt** of your application will be sent to the registered email address used in this process, immediately after you have submitted your application. **Please check your junk mail/spam folder if you have not received this email**, and if it is not there please contact the School Admissions at schooladmissions@halton.gov.uk

What happens if I send the preference form in after the published deadline?

Preference forms received after the published deadline of the 31st October 2022 for all Halton Secondary Schools will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place for all those applications received on time. The online application system is not available after the deadline.

DON'T BE LATE – YOU MAY MISS OUT ON A PLACE IN THE SCHOOL YOU WANT

What happens if I don't complete a preference form?

If you do not complete a preference form we will not know about your child and the schools which you prefer. You may then find that the school you prefer is full, after the placement of children for whom forms have been received.

Please REMEMBER:

- There is no automatic transfer if you have an older child attending your preferred school. It is vital that you complete and submit an online preference form, or paper copy (on request), before the closing date.
- Putting your child's name on a school's interested list does not constitute a formal application. You must still complete a preference form.
- You can name schools in Halton and any other Local Authority on your Halton Preference form.
- Do consider the oversubscription criteria for Schools you express as a preference.

There is no guarantee of a place at any school.

TIMETABLE FOR ADMISSIONS TO SECONDARY SCHOOLS IN SEPT 2023

September 2022	<p>ADMISSION TO SECONDARY SCHOOL BOOKLETS AVAILABLE AT:</p> <ul style="list-style-type: none"> • Online at www.halton.gov.uk/schooladmissions • Paper forms can be obtained by contacting School Admissions (0151 511 7271/8601) or at Halton Direct Link
31st October 2022	<p>CLOSING DATE ALL ONLINE AND PAPER PREFERENCE FORMS MUST BE SUBMITTED BY THIS DATE</p> <p>DON'T BE LATE - YOU MAY MISS OUT ON A PLACE IN THE SCHOOL YOU WANT</p>
15th January 2023	FINAL DATE TO NOTIFY LOCAL AUTHORITY OF ADDRESS CHANGE AND SUPPLY PROOF
1st March 2023	<p>NOTIFICATION OF OFFERS</p> <ul style="list-style-type: none"> • Email offers sent to all online applicants. (Parent/carers are also able to log in to their online account to view their offer) • Offer letters will be posted/emailed on this date, notifying parent/carers who have submitted a paper copy of the preference form.
29th March 2023	CLOSING DATE FOR SUBMISSION OF INTENTION TO APPEAL
September 2023	ADMISSION TO SECONDARY SCHOOL
31st December 2023	FORMAL WAITING LISTS CLOSE

ADMISSION TO SCHOOL

All information regarding admission to school is also available at www.halton.gov.uk/schooladmissions

In Halton there are two types of mainstream secondary schools:

School Type	Responsibility for Admissions
Voluntary Aided (Church) Schools	Governing Body
Academies	Academy Trust

The LA coordinates the transfer process from primary to secondary school on behalf of all secondary schools in Halton. The admission authorities for each school set the policy and oversubscription criteria, and provide the LA with the criterion to be applied to each application.

General information about Church schools in Halton can be obtained from the appropriate Diocesan Education Authorities. Addresses and telephone numbers are set out below:

CHURCH OF ENGLAND Diocesan Education Authorities

Runcorn Schools

Director of Education
 Chester Diocesan Board of Education
 Church House
 5500 Daresbury Park
 Daresbury
 WA4 4GE
 Telephone No: 01928 718834
www.chester.anglican.org/schools

ROMAN CATHOLIC Diocesan Education Authorities

Runcorn School

Director of Schools
 Diocese of Shrewsbury Schools
 Commission
 2 Park Road South
 Birkenhead
 CH43 4UX
 Telephone No: 0151 652 9855
<https://www.dioceseofshrewsbury.org/education>

Widnes Schools

Director of Schools and Colleges
 Liverpool Archdiocesan Centre for
 Evangelisation
 Croxteth Drive
 Sefton Park
 Liverpool L17 1AA
 Telephone No: 0151 522 1071
<http://www.liverpoolcatholic.org.uk/education/>

ALLOCATION OF PLACES TO HALTON SECONDARY SCHOOLS

In allocating school places, all parents/carers are asked to complete either the online preference form (www.halton.gov.uk/schooladmissions) or a paper copy of the form, 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 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 and there is no guarantee that you will be offered any of your preferences.**

Allocation of places to Academy Schools and Voluntary Aided Schools

Each school has its own admissions criteria that are published in the school's prospectus and detailed in this booklet. Information on the parishes/area served by these schools, (for VA Schools) and further details on the admissions policy may also be obtained from the schools. It is highly recommended that you visit your preference schools and read each school's individual admissions policy before completing a preference form.

For Voluntary Aided schools, criteria is applied by the school to all applications in accordance with the oversubscription criteria and details supplied by parent/carer on the application. This is then sent to the LA using the secure School Access Module (SAM) system to assist with the coordination of offers. For Academy schools, criteria is applied to each application based on the oversubscription criteria and details supplied by parent/carer on the application and sent by the LA to the school's admission authority to verify and sign-off prior to offers being made, using the secure School Access Module (SAM) system.

What happens if a School becomes oversubscribed?

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 for that school, as detailed in this booklet. In the instance of a tie regarding distance for the last place to be offered (to two decimal places in metres), the place will be decided based on the admissions policy of the preferred school (please visit the school's website for full information).

APPLYING FOR A SCHOOL - FURTHER INFORMATION

- Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after they were looked after. This includes children qualifying as Internationally Adopted Previously Looked After Child (IAPLAC).
- Children who have a current Education, Health and Care Plan (EHCP) will be admitted to the school named in their plan. An application **does not** need to be submitted if your child has a current EHCP as this will be coordinated by the SEND Team. Please discuss your child's application with your child's SEND Coordinator or the SEND department at the Local Authority, or email SENAT@halton.gov.uk. If you're unsure about your child's SEND status, please contact the SEND Team to discuss.
- For applications received for twins, triplets etc. please refer to the school's published admissions policy for further information
- 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 of 31st October 2022**. The above criteria will apply without reference to the Halton Borough Council boundary. Distance will be measured by the LA using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures from the unique address point of the child's permanent address to the unique address point of the school in metres.
- **If none of the parent's preferences can be met, in accordance with the Department for Education (DfE) 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 right to appeal for a place at the school(s) they have been refused. Parents may also contact School Admissions following receipt of their child's offer of a place, if they are not happy with the offered place and wish to enquire about other Halton schools with vacancies available.
- The law does not give you the "right" to choose a school for your child. However, it does allow you to make a preference as to which school you would like your child to attend. The admissions authority for each school will try and meet that preference in accordance with their admissions policy and oversubscription criteria.
- Parent/carers completing an **online preference form** will be able to view their offer of their child's secondary school place on the **1st March 2023**. Offer letters will also be posted on this date to parents/carers who have submitted a paper copy of the preference form in application.

Who should apply for Year 7?

If your child was born **between 1st September 2011 and 31st August 2012**, he/she is due to start secondary school in September 2023, therefore **you need to apply by 31st October 2022**

ONLINE APPLICATIONS

Applying for a school place online

Halton Borough Council offers an online service to parents/carers who are applying for a Year 7 class place in a Halton Secondary School for September 2023.

How to apply online

If you live in Halton and your child is due to transfer to secondary school in September 2023 we highly recommend that you [apply online](http://www.halton.gov.uk/schooladmissions) by following the link at:

www.halton.gov.uk/schooladmissions

If you are not a Halton resident, you cannot complete the Halton form and you should contact the council within the area that you live. That authority will then provide you with details of how to apply online.

You will be required to create an account. **It is important that you keep a note of your password and security question, as you may need this to view the outcome of your application on offer day.**

Follow the steps and guidance through the online system, making sure you have completed each section and submit your application. You will receive an acknowledgement email once you have pressed submit. **If you do not receive an acknowledgement email, you must contact the local authority as this may indicate that your application has not been received.**

Benefits to online application

There are many benefits to making an online application for school admissions, including:

- It's quick, secure and easy to use at www.halton.gov.uk/schooladmissions.
- Applicants can view their offer online on the published offer day, rather than waiting for the offer letter to be received in the post.
- You can apply from home 24 hours a day, 7 days a week.
- There is no risk your application will be lost in the post, or elsewhere.
- The system guides you through the application and alerts you if any errors have been made.
- When you have submitted your application, you will receive an email confirming receipt
- You can also log in and view your child's school offer on 1st March 2023 (no hard copies will be sent).
- You will also receive your offer of a school place by email on 1st March 2023

Please note that if you are applying for a voluntary aided school and you are requested to submit a supplementary information form, this has to be sent in the post and your child's name and date of birth must be clearly stated at the top of each page. The information should then be returned **directly to the school, and not to the Local Authority.**

The online system is available 24 hours a day, 7 days a week up to the closing date of **31st October 2022**. If you are applying after that date you need to contact the School Admissions team or visit a Halton Direct Link office for a paper copy of the preference form.

ADDITIONAL ADMISSIONS INFORMATION

Waiting Lists

Waiting lists will be held for all oversubscribed Secondary Schools. The waiting list will comprise those pupils refused admission to the school(s) of preference, ordered by the oversubscription criteria of the admission policy. This list will be maintained from the time of initial allocation until the 31st December 2023 at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published oversubscription criteria. Parents/Carers should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants, as the law requires that waiting lists are re-ranked every time a new application is received following the offer of places.

Equal preferences

In accordance with regulations, the equal preference model will be used to consider applications for all maintained schools. In an equal preference scheme your first, second and third preference will be considered at the same time. If potentially you can be offered a place at more than one of your preferences (i.e. because you have a high enough priority for an oversubscribed school, the school is undersubscribed or because the school receives the same number of applications as the number of places available) the single offer will be for the school you ranked the highest on your application form.

Late applications

All applications received before the closing date will be dealt with at the same time. **A preference form received after the closing date of 31st October 2022 will be deemed as late and all late applications will be dealt with after those received on time. Please be aware that a late application will reduce your chance of gaining a place at your preferred school.**

If the late application is received after places have been allocated and the school(s) are oversubscribed, the child will be placed on the waiting list, along with all other unsuccessful applications. The child's position on the waiting list will be then determined by the admission policy, not by the date received. Parents/carers have the right of appeal if admission is refused and details on the appeals process are provided later in this booklet.

If parents are making a late application to a voluntary aided school the Local Authority will notify the governing body that the application has been received late and the School will advise how this will be dealt with.

Place of residence

Where a child lives with parents with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent who normally has the responsibility for the majority of school days in a week. It may be necessary for the Authority to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to provide documentary evidence of their child's home address, for example, but not limited to, Council Tax Statement, Benefits Statement, Utility Bills, letter from registered GP. Where the local authority are unable to determine a child's permanent address following investigation, the address used will be the registered address for Child Benefit payments as of 31st October 2022, or where that benefit is not received, the address held by the child's GP as of 31st October 2022.

Change of address

If you move house after the closing date of 31st October 2022 you **must** notify School Admissions by emailing schooladmissions@halton.gov.uk, providing your child's details and your new address. You may be required to complete a new preference form and will be advised of this at the time. If required, you must complete the preference form and return it to the School Admissions Team immediately. Proof of change of address will be required to support your application. **Please note:** the address stated on the application must be where the child is currently residing, and **not a future address**.

IMPORTANT:

Your address and criteria will not be changed unless supporting evidence of the house move is received by the Local Authority. **This information must be received by Sunday 15th January 2023.**

Proof of residency received after this date **will not** be used for the initial allocation of School Places

Change of preference

If you decide to change your preference after the closing date of 31st October 2022 you will need to complete another preference form and your previous preference form will be disregarded. The online facility will not be available after this date and you must complete a hard copy preference form. If places have already been allocated the LA may not be able to meet your change of preference. **Please be aware that a change of preference after the closing date will result in your preference being treated as a late preference and may affect your chances of gaining a place for your child at your preference school (s).**

Parental Disputes

Where two people with parental responsibility for a child are in dispute regarding their preferred schools it is strongly advised that this is resolved informally, or formally by legal process, **prior to the application being submitted**. Neither the local authority nor any admission authority in the local area can resolve these disputes for the parties concerned. School admissions law requires that only one offer is made for each child and therefore it is of great importance that any such disagreement is resolved before submitting the application to avoid any delays or difficulties further into the process. Where a resolution cannot be achieved informally between the concerned parties, we recommend that you seek legal advice immediately to resolve the matter.

Withdrawal of offer of a school place

The Admission Authority reserves the right to withdraw the offer of a school place if it has been offered in error, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. This may include where a fraudulent/intentionally misleading preference form is submitted claiming a false sibling or false residence, or the child's date of birth has been falsified. Where a place is removed, that place will be offered to the child who was unsuccessful in gaining a place due to the fraud/error.

Accepting an offer of a school place

In Halton, you are not required to accept an offer of a school place. Places are *automatically accepted* once they have been offered, unless you notify us otherwise. Other local authorities may request that you formally accept the place and you should check this when making a preference for a school (s) in another local authority. If you wish to decline your offer of a school place for your child, you must do this in writing as soon as possible, preferably by emailing schooladmissions@halton.gov.uk and explaining that you do not wish to accept the offer and notifying us of the alternative arrangements for your child. We strongly advise that you do not decline a school place offer on the grounds that you are appealing for a place at another school, as there are no guarantees that an appeal will be successful.

SECONDARY SCHOOLS IN HALTON

ACADEMY SCHOOLS

ORMISTON BOLINGBROKE ACADEMY

Barnfield Avenue, Runcorn, WA7 6EP
Principal: Mrs K Evans
Telephone: 01928 711643
www.ormistonbolingbrokeacademy.co.uk
Status: Academy
Age range: 11-18 (mixed)



Anticipated number on roll KS3/4 : 859
 Published Admission Number 2023: 180

Last academic year all applications were accommodated
 Published Admission Number 2022: 180
Pupils Allocated for September 2022: 158
 Number of parents expressing each preference:
 Preference 1: 137
 Preference 2: 59
 Preference 3: 29

If the school is oversubscribed the following criteria will be applied:

1. **Children in Public Care** Looked After children. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
2. **Siblings** Pupils with elder brothers or sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year
3. **Distance** Pupils living nearest to the academy measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the academy.

For admission to the school's sixth form, please consult the individual schools sixth form admissions policy, available from the school.

ACADEMY SCHOOLS

ORMISTON CHADWICK ACADEMY

Liverpool Road, Widnes, WA8 7HU
 Headteacher: Mrs J Lowry-Johnson
 Telephone: 0151 424 5038
www.ormistonchadwickacademy.co.uk
 Status: Academy
 Age range: 11-16 (mixed)



Anticipated number on roll : 957
 Published Admission Number 2023: 190

Last academic year the school was oversubscribed.

National Offer Day 2022 Position:

Last place criteria: Distance
 Distance last place: 1227.17 metres

Published Admission Number for September 2022: 190
Pupils Allocated for September 2022, including appeals: 195
Appeals Registered: 24
Upheld Appeals: 6

Number of parents expressing each preference:

Preference 1: 250
 Preference 2: 99
 Preference 3: 134

If the school is oversubscribed the following criteria will be applied:

1. **Children in Public Care** Looked After children. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
2. **Siblings** Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year
3. **Children of Staff** Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Distance** Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

ACADEMY SCHOOLS

SANDYMOOR ORMISTON ACADEMY

Wharford Lane, Runcorn, WA7 1QU

Principal: Mrs S Jones

Telephone: 01928 571217

www.sandymooroa.co.uk

Status: Academy

Age range: 11-16 (mixed)



Anticipated number on roll: 600
Published Admission Number 2023: 120

Last academic year the school was oversubscribed.

National Offer Day 2022 Position:

Last place criteria: Distance

Distance last place: 3590.64 metres

Published Admission Number 2022: 120*
Pupils Allocated for September 2022 including appeals: 136

Appeals Registered: 11

Upheld Appeals: 2

*The Trust informed the LA before allocation that they were willing to accept additional pupils but that this did not constitute a formal increase of the Published Admission Number.

Number of parents expressing each preference:

Preference 1: 145

Preference 2: 70

Preference 3: 29

If the school is oversubscribed the following criteria will be applied:

1. **Children in Public Care** Looked after children (often known as in care), or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. **Siblings** Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year
3. **Children of Staff** Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Distance** Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

ACADEMY SCHOOLS

THE GRANGE ACADEMY

Latham Avenue, Runcorn, WA7 5DX
 Interim Principal: Ms J Brown
 Telephone: 01928 562660
www.thegrange.com
 Status: Academy all through School
 Age range: 3-16 (mixed)



Anticipated number on roll KS3/KS4: 712
 Published Admission Number 2023: 180

Last academic year all applications were accommodated.

Published Admission Number 2022: 180

Pupils Allocated for September 2022: 168

Number of parents expressing each preference:

Preference 1: 148

Preference 2: 77

Preference 3: 39

For admission to The Grange, as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and children will not be required to complete a preference form.

The remaining places will be filled by other applicants requesting a place and places will be allocated in accordance with the following criteria:

1. **Children in Public Care** Looked after children (often known as in care), or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. **Siblings** Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year
3. **Distance** Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

ACADEMY SCHOOLS

THE HEATH SCHOOL

Clifton Road, Runcorn, WA7 4SY
 Headteacher: Mr J Jardine
 Telephone: 01928 576664
www.heathschool.org.uk
 Status: Academy
 Age range: 11-16 (mixed)



Anticipated number on roll : 1201
 Published Admission Number 2023: 240

Last academic year this school was oversubscribed

National Offer Day 2022 Position:

Last place criteria: Distance

Distance last place: 2062.25 metres

Published Admission Number 2022: 240
Pupils Allocated for September 2022, including appeals: 246
Appeals Registered: 26
Upheld Appeals: 7

Number of parents expressing each preference:

Preference 1: 297

Preference 2: 106

Preference 3: 43

If the school is oversubscribed the following criteria will be applied:

1. **Children in Public Care** Looked after children (often known as in care), or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order, including those in state care outside of England and ceased to be in state care as a result of being adopted.
2. **Siblings** Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year
3. **Distance** Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

ACADEMY SCHOOLS

WADE DEACON HIGH SCHOOL

Birchfield Road, Widnes, WA8 7TD

Principal: Mr S Corner

Telephone: 0151 423 2721

www.wadedeacon.com

Status: Academy

Age range: 11-16 (mixed)



Anticipated number on roll :	1591
Published Admission Number 2023:	320

Last academic year the school was oversubscribed

National Offer Day 2022 Position:

Last place criteria: Distance

Distance last place: 1820.58 metres

Published Admission Number 2022:	320
Pupils Allocated for September 2022, including appeals:	326
Appeals Registered: 22	
Upheld Appeals: 6	

Number of parents expressing each preference:

Preference 1: 378

Preference 2: 192

Preference 3: 85

If the school is oversubscribed the following criteria will be applied:

- Children in Public Care**

Looked after children (often known as in care), or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order including those in state care outside of England and ceased to be in state care as a result of being adopted;
- Distance**

Pupils living nearest to the school measured using the LA's Local Land and Property Gazetteer (LLPG) address point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

ACADEMY SCHOOLS

ST CHAD'S CATHOLIC AND CHURCH OF ENGLAND ACADEMY

Grangeway, Runcorn, WA7 5YH

Head Teacher: Mr J Forber

Telephone: 01928 564106

www.st-chads.co.uk

Status: Academy

Age range: 11-16 (mixed)



Anticipated number on roll :	432
Published Admission Number 2023:	190

Last academic year all applications were accommodated	
Published Admission Number 2022:	190
Pupils Allocated for September 2022:	54

Number of parents expressing each preference:

Preference 1: 53

Preference 2: 32

Preference 3: 22

If the school is oversubscribed the following criteria will be applied:

A maximum of 133 places will be allocated on the basis of A1 Part 1 below:

A A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹⁰ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).'

A1 Part 1

1. Baptised Catholic children from the following Catholic Partner Primary Schools:

- The Holy Spirit Catholic Primary
- Our Lady's Catholic Primary
- St. Clements's Catholic Primary
- St. Edward's Catholic Primary
- St. Martin's Catholic Primary
- St. Augustine's Catholic Primary

2. Baptised Catholic children from other Catholic Primary Schools.

3. Baptised Catholic children from non-Catholic Primary Schools.

4. Children attending Catholic Primary schools.

Ctd.

A maximum of 57 places will be allocated on the basis of A1 Part 2 below:**A1 Part 2**

1. Children whose parents are faithful and regular worshippers in Runcorn Church of England communities *:
 - St Michael and All Angels
 - Weston St John
 - Holy Trinity
 - All Saints
 - Norton St Bertelines and St Christopher
 - St Mary's
 - Grange St Andrew's
 - St Mark's

2. Children from the following Church of England Partner Primary Schools - St Bertelines, All Saints and St Mary's.

Any other remaining places will be allocated on the basis of the criteria below:**A2**

1. Any other children

Within each of the categories listed above, the following provision will be applied:

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (A) above.

** In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

VOLUNTARY AIDED CHURCH SCHOOLS

SAINTS PETER AND PAUL CATHOLIC HIGH SCHOOL

Highfield Road, Widnes, WA8 7DW
 Acting Principal: Mrs D Scott
 Telephone: 0151 424 2139
www.saintspeterandpaul.halton.sch.uk
 Status: Voluntary Aided
 Age range: 11-16 (mixed)



Anticipated number on roll: 1296
 Published Admission Number 2023: 280

Last academic year all applications were accommodated.
 Published Admission Number 2022: 280

Pupils Allocated for September 2022: 274

Number of parents expressing each preference:

Preference 1: 180

Preference 2: 286

Preference 3: 79

If the school is oversubscribed the following criteria will be applied:

1. Looked after children (often known as in care), or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Wilfrid, Holy Family, Cronton and St Ambrose, Speke.
4. Other Baptised Catholic Children.
5. Children who are other than Catholic who have a sibling at the school at the time of admission.
6. Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above:
 Holy Family, Cronton (Knowsley), St Bede's Junior, Our Lady of Perpetual Succour, St Gerard's, St Ambrose (Liverpool), St John Fisher, St Basil's, St Michael's
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
9. Other Children

OTHER INFORMATION

ADMISSION APPEALS PROCEDURE

Parents/carers who are not offered a place at any of their preferred schools have a right of appeal to an independent school admissions appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing. The Chairman of the appeal panel will be a lay person having no connection with the LA or the school. Other members of the panel will be suitably experienced persons, again with no connection to the school or LA.

Whilst appeals are initially returned to the LA for all schools (with the exception of Saints Peter and Paul Catholic High School), this is an administrative process to ensure that parents/carers are enabled to exercise their right of appeal. Appeals are forwarded to the schools following the deadline and the admission authority for each school is responsible for employing an independent clerk to oversee the process. The Clerk will appoint a suitably qualified panel to hear the appeals and will organise the appeal hearings. All communication regarding the appeal hearings from that point will be from the Clerk.

Following the hearing, the Clerk will write to all parents/carers with the decision of the Panel. Where an appeal is not successful, the Clerk will detail the reasons for the Panel's decision. The decisions of independent school admission appeals panels are binding on all parties.

How to appeal

If you wish to appeal against a decision not to admit your child to a particular school, you should contact the School Admissions by email schooladmissions@halton.gov.uk who will provide you with an appeal form. You should then return your appeal to schooladmissions@halton.gov.uk or to:

School Admissions, PO Box 317, Runcorn, WA7 9BZ

Please note: For parents wishing to appeal for a place at Saints Peter and Paul Catholic High School you must contact LACE on 0151 5221071 to discuss the process and request an appeals form. **Local Authority appeals forms will not be accepted as a formal request to appeal for a place at this school.**

IN-YEAR APPLICATIONS AND TRANSFERS – SECONDARY SCHOOLS

Applications made outside the normal admissions round (in-year admissions) should be made to the Local Authority. You can apply for a place for your child at any time and to any school.

The Secondary In-Year application form will be available from any Halton School, or by emailing schooladmissions@halton.gov.uk

Parents wishing to make an application to any of the mainstream secondary schools in Halton will be asked to complete an in year application form which will be considered under in year procedures as described below.

General Advice for In Year Applications

Parents/carers of children who are already in a school who are seeking to move to another school for reasons other than a house move are **strongly advised** to meet and discuss the move with both the current school and the proposed admitting school before completing an application form. Please bear in mind that other schools may be full and that the upheaval may damage your child's progress.

If you decide to move your child, it is essential that you get a place at a new school before he or she leaves his or her current school.

Applying for an In-Year place

Halton residents should complete the in-year application form available from the preferred school or online at www.halton.gov.uk/schooladmissions. You must then **return the completed in-year application to the School Admissions Team at Halton Borough Council**. A place will then be considered to be available at the preferred school if the number on roll within the year group is below the published admission number.

The LA will aim to notify you in writing of the outcome of the In-Year application within 10 school days. Parents/carers wishing to appeal for an in-year place can appeal via the appeals procedure outlined below.

If you are seeking admission to a school in another authority then you must contact the relevant authority for details on how to apply for a school place.

For Halton resident families (or those due to move into Halton within four weeks and able to evidence this*) there are three possible outcomes for applications requesting an in-year transfer to Halton secondary schools:

1. A place **can be offered** at one of your preference schools and you will receive a letter to confirm an offer of a place and a starting date for your child;
2. A place **cannot be offered** at one of your preference schools and you will receive a letter advising that a place is unavailable due to oversubscription of the requested year group and will be offered the right of appeal (again, subject to your child's application **not being eligible for referral** to the School Admissions Referral Panel under Halton's Secondary In-Year Fair Access Protocol). If your child does not have a school place the letter will detail vacancies in other Halton schools for your consideration; or
3. Your child's application **is identified as being eligible for referral** under Halton's Secondary In-Year Fair Access Protocol. You will receive a letter detailing the date when the next panel will meet to make a decision regarding your application and can expect that to be within the next

twenty school days. You may also be asked to supply additional information to assist the Panel in coming to a decision. The Panel will consider all of the evidence provided and will follow the guidelines detailed in the *Halton Secondary In-Year Fair Access Protocol*. You will then receive a letter detailing the decision of the Panel and next steps.

Fair Access Protocols

The Fair Access Protocol concerns children and young people of compulsory school age who have difficulty securing a school place. In the first instance this will apply to unplaced children who are:

Fair Access Referral Criteria:

- 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; (This application will be supported by The Bridge School)
- E. children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions; (The referring school will be required to evidence why the child's needs cannot be met and should consult the SEND Team before referring)
- F. children who are carers;
- G. children who are homeless;
- H. children in formal kinship care arrangements;
- I. children of, or who are, Gypsies, Roma, Travellers, refugees, and 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 this Code (having also considered paragraphs 3.11 to 3.13 of the Code); (as evidence by the supporting information provided on the Section D Form)
- K. children for whom a place has not been sought due to exceptional circumstances; (this will generally refer to children for whom a School Attendance Order is being made, or where an application is being made by an LA Officer due to exceptional circumstances)
- 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 local authority has been unable to promptly secure a school place. (It is understood that this would be an extremely rare case, as the DfE explain in the Code that “*We would expect the local authority to aim to secure a school place particularly promptly for a previously looked after child and for admission authorities to cooperate with this.*” Any breach by schools would result in a referral to the Secretary of State.

The full [In Year Fair Access Protocol](http://www.halton.gov.uk/schooladmissions) can be found at www.halton.gov.uk/schooladmissions and following the links to **Change of School**.

GENERAL INFORMATION

Home to School Travel and Transport

In some circumstances children may be eligible to receive assistance with Home to School Transport. To see if your child is eligible please take a look at the Council's **Home to School Travel Policy online** by visiting www.halton.gov.uk/schooladmissions and following the link to **School Transport** or request a copy by calling 0151 5117444.

Provision of School Lunches and Free School Meals

Information regarding the provision of School Lunches and Free School Meals is available on the Halton Borough Council website at www.halton.gov.uk, and alternatively on each school's website.

School Uniform and Physical Education Kit

Head teachers, in consultation with school governors, decide whether or not there should be a school uniform. Details of uniform, where appropriate, are given in each school's prospectus, which can be obtained from the school. The LA is unable to assist parents with the cost of school uniform or physical education kit. All pupils are expected to conform to a reasonable standard of clothing, and parents are asked to try to ensure that pupils attend school suitably dressed.

For further information regarding School uniform, please visit the Department for Education's website www.gov.uk/school-uniform.

School Performance Tables

The latest performance tables for Schools are available via the Department for Education website at <http://www.education.gov.uk/schools/performance/>

Ofsted Reports

Ofsted reports for all schools these are available via Ofsted's website at www.ofsted.gov.uk

School Holiday Dates

The dates for all maintained schools in Halton for the Academic Year 2023-24 will be published on the [Halton Borough Council website](#), or alternatively on each school's own website.

Military Families

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, Halton Local Authority will be able to arrange a School place in advance of the relocation, if a preference form, along with an official letter from the MOD, FCO and GCHQ stating a relocation date, is submitted. Please contact the School Admissions Team at 0151 511 7271/8601 for further advice.

Admissions to University Technical Colleges and Studio Schools – atypical age range schools

Unlike typical secondary schools University Technical Colleges (UTC) and Studio schools only take children from **Year 10** and offer alternatives to the traditional GCSE and A Level education offered by secondary schools.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. They were established by the government to encourage young people to study technical subjects and sciences, and to give them the opportunity to learn the skills that employers are looking for. They offer GCSEs alongside technical qualifications at Key Stage 4 and A Levels alongside technical qualifications at Key Stage 5.

Studio schools offer a range of academic and vocational qualifications, often taught through project-based learning, alongside work experience. Students work with local employers and follow a curriculum designed to give them skills and qualifications they need in work, or to take up further education.

For more information please visit our webpage:

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/atypical.aspx>

Schools with Sixth Forms

Applications for admission to the sixth form of a Halton School are dealt with by the school, in accordance with the published admission arrangements. Children already in the school are usually not required to formally apply for places in year 12, but should have reached the minimum entry requirements for admission into the sixth form. For further advice regarding this please contact the school directly.

Children and Young People with Special Educational Needs

If your child has an Education Health & Care Plan (EHCP), you should discuss your child's requirements with the SEND Team on 0151 5117305 or by emailing SENAT@halton.gov.uk. You **do not** need to submit an application for your child if they have an EHCP as this will be coordinated by the SEND Team and your child will be prioritised for a place at the school named in their plan.

Discipline and Exclusions

Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The decision to exclude a pupil must be lawful, reasonable and fair. Schools have a statutory duty not to discriminate against a pupil on the basis of protected characteristics, such as disability or race. The Government supports head teachers in using exclusion as a sanction where it is warranted a pupil maybe excluded for a fix period of up to 45 days in a school year. However permanent exclusion should only be used as a last resort, in response to serious or persistent breaches of the school's behaviour policy.

Parents have the right to make representations to the school's Pupil Discipline Committee following a fix term exclusion. If a pupil is permanently excluded the Governing Body of the school must review the head teachers decision to permanently excluded, if the Governing Body upholds the head teachers decision, parents have the right to ask for the decision to be reviewed by an independent review panel.

Where there is an allegation that the pupil has been discriminated against because of his protected characteristics parents have the right to make a claim for discrimination to the First-tier Tribunal. Additionally parents have the right to request the presence of an independent special educational needs adviser at the independent review, if they feel that the school has not made reasonable adjustment to meet a pupil's special educational need.

A parent /guardian/carer should be notified by the head teacher without delay of any exclusion from school. The parent/guardian/carer should be notified in writing of the reason for the exclusion, the period of a fixed exclusion and in the case of a permanent exclusion the fact that it is permanent and the arrangements that will be put in place for the pupil's education during the period of exclusion. Parent/guardian/carer should also be advised of the process to make representation to the schools Boards of Governors or the date of the Governors meeting to review the head teacher's decision if this is required. Parent/guardian/carer should also be advised that for the first five school days of an exclusion parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, if a pupil is found in a public place without reasonable justification during school a fixed penalty notice maybe issued.

If your child is excluded for any period, and you require further information, you should contact the Education Welfare Service on 0151 511 7357.

USEFUL CONTACTS

If you have any queries or wish to obtain further information regarding schools then you should contact the head teacher of your preferred school(s).

Other useful contacts are as follows:

Admission to School	0151 511 7271/8601	schooladmissions@halton.gov.uk
Free School Meals	0151 511 7188	RutlandHouseSharedAdminTeam@halton.gov.uk
Special Educational Needs	0151 511 7305	SENAT@halton.gov.uk
Education Welfare Service	0151 511 8231	

Halton Direct Link Offices

Widnes

- Brook Street, Widnes, WA8 6NB

Runcorn

- Concourse Level, Halton Lea, Runcorn, WA7 2ES

Neighbouring Local Authorities Contact Information

Authority	Contact Information
Cheshire East	0300 123 5012 admissions@cheshireeast.gov.uk
Cheshire West	0300 123 7039 admissions@cheshirewestandchester.gov.uk
Knowsley	0151 443 3372 / 3373 / 5142 schooladmissions@knowsley.gov.uk
Liverpool	0151 233 3006 admissions@liverpool.gov.uk
St Helens	01744 671030 schooladmissions@sthelens.gov.uk
Warrington	01925 446226 schooladmissions@warrington.gov.uk