

## **SEFTON LOCAL AUTHORITY IN YEAR ADMISSIONS PROCESS – IMPORTANT INFORMATION**

### **HOW LONG WILL MY APPLICATION TAKE TO PROCESS ?** *( These timescales are estimates only)*

House moves or removals into the Sefton area	Please allow up to <b>4 weeks</b> from start to finish
School-to-School transfers between two Sefton Primary Schools	Please allow up to <b>4 weeks</b> from start to finish
School-to-School transfers between two Sefton High Schools	Please allow up to <b>5 weeks</b> from start to finish

### **HOW IS MY APPLICATION PROCESSED?**

Sefton Local Authority (LA) In Year Admissions Team will process all applications received, on a daily basis, in the strict chronological date order that applications are received, If there are multiple applications received on the same day, for the same school and year group, and where there is only one vacancy, the school admissions criteria will be applied to each application received that day, in order to allocate the available place.

If your application is being considered under the standard admissions process, (rather than through the Fair Access Protocol), the LA will assess if there are places available at the chosen school, in the relevant year group. This may involve checking details with the individual school(s). If the LA determines that there is a place available, your application will be sent to the school, and the school will be asked to contact you directly within 5 working days (**during term time**), to arrange for your child's admission to the school.

### **WHAT HAPPENS IF THERE IS NO PLACE AVAILABLE AT MY CHOSEN SCHOOL?**

The LA will write to parents informing them that there are no places currently available, and provide information on the right to appeal for a school place. The LA may also offer an alternative school at this stage, if it is appropriate do so.

Details will be provided to you on how to submit an appeal to the appropriate Admission Authority. This will either be the Local Authority, Liverpool Archdiocese (for Catholic Schools) or the Chair of Governors (c/o the school concerned) for most Church of England Schools.

Appeals for school places must be heard within **30 school days** from the date the appeal request is received by the appropriate Admission Authority. In this context, 30 school days refers to Sefton's standard school term dates. Therefore, Appeals for a school place **are not heard during school holidays**.

**NB:** You have the right to appeal for a school place, however it should be noted that there are limited grounds on which an appeal can be granted for Reception, Year 1 and Year 2 classes due to Infant Class Size Legislation which limits class sizes to 30 children in one class.

Further information regarding the appeals process can be found in the information leaflet 'School Admission Appeals - Information for Parents' which is available on the Sefton website. A copy of the appeals information leaflet will also be provided to you, if your child is refused a place at any school.

Your child's name can be added to a waiting list for the school, if requested.

### **WAITING LISTS**

If your chosen school is full and you wish for your child's name to be added to the relevant school(s) waiting list, you must indicate this on the form that will be attached to the decision letter. Your child's name will then be added to the waiting list which is held by the Local Authority. If a place becomes available, and your child's name is at the top of the waiting list, you will be contacted as soon as possible. Your child's position on a waiting list can change, as and when other applications are added or withdrawn. Further information on waiting lists can be found in the In Year Admissions Guidance Notes.

**THE FULL IN YEAR ADMISSIONS GUIDANCE NOTES (including information on the Fair Access Protocol) WAS PROVIDED WITH YOUR APPLICATION FORM. FURTHER COPIES & MORE INFORMATION IS AVAILABLE ON THE SEFTON WEBSITE:**

**[www.sefton.gov.uk/schooladmissions](http://www.sefton.gov.uk/schooladmissions)**