

REPORT TO: CABINET MEMBER, CHILDREN'S SERVICES
DATE: 22ND MARCH 2011
SUBJECT: SEFTON PRIMARY SCHOOLS ADMISSIONS SCHEME 2012/13
WARDS AFFECTED: ALL WARDS
REPORT OF: PETER MORGAN STRATEGIC DIRECTOR CHILDREN SCHOOLS AND FAMILIES
CONTACT OFFICER: JANE CLARK (0151 934 3487)
**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To ask the Cabinet Member to approve the determined admission arrangements in relation to the Primary Schools Admissions Scheme for 2012/13.

REASON WHY DECISION REQUIRED:

The Cabinet Member has delegated powers to approve to the Primary Schools determined admissions arrangements (scheme) for 2012/13.

RECOMMENDATION(S):

The Cabinet Member is asked to approve the enclosed determined scheme under the Schools the Education and Skills Act 2008).

KEY DECISION: Yes

FORWARD PLAN: Yes – Published 16 February 2011

IMPLEMENTATION DATE: Following the expiry of the “call-in” period for the Minutes of the Cabinet Member meeting.

ALTERNATIVE OPTIONS:

--

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: None.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None.

Risk Assessment: N/A.

Asset Management: N/A.

CONSULTATION UNDERTAKEN/VIEWS

The annual consultation exercise was undertaken throughout December 2010 and January 2011.

The consultation was inserted on to the Sefton Website.

The exercise involved direct consultation with:

- All schools in Sefton;
- Neighbouring Local Authorities;
- The Church of England Diocese;
- The Catholic Archdiocesan Schools Department;
- Sefton Community and Parent Groups.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

LINKS TO ENSURING INTEGRATION:

Not Applicable.

IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

CYPP

- 3.1 Parents and Carers receive support in helping their children Enjoy and achieve.**
- 3.4 Children and Young People are enabled and encouraged to attend and enjoy school and achieve highly.**
- 3.8 Children with Young People with Learning difficulties and Disabilities are helped to enjoy and achieve.**

LAA

- 8 Educational Achievement and Training**
- 9 Looked After Children**

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

SEFTON PRIMARY SCHOOLS ADMISSIONS SCHEME 2012/13

1. Background

- 1.1 Under the terms of the legislation referred to above, Local Authorities are required to undertake an annual consultation exercise with respect to the proposed primary schools admission arrangements for the following academic year, i.e. 2012/13.
- 1.2 After this period of consultation, the arrangements for primary schools admissions are presented to, agreed and determined via the Sefton Admissions Forum.
- 1.3 The enclosed Primary Schools Admissions Scheme has now been consulted upon, agreed and approved via the Sefton Admissions Forum on 8th February 2011.

2. Proposals

- 2.1 The Cabinet Member is asked to approve the enclosed determined Primary Schools Admissions Scheme and arrangements for 2012/13.

3. Recommendations

- 3.1 The Cabinet Member is asked to approve the enclosed determined scheme under the Schools Standards and Framework act 1998 (as amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).

DETERMINED ADMISSION ARRANGEMENTS FOR SEFTON PRIMARY SCHOOLS
2012/13

In Sefton, Primary School Admission application forms are distributed to primary schools 12 Months before the start of the academic year in which the children are due to start school.

By law, children must start Primary school in the academic year in which they become 5. In practice this means that most children start school before they are 5. The Authority will therefore allocate (offer) reception places to children to start school at the beginning of the school year in which they have their fifth birthday.

This means children who have their fifth birthday on or between 1 September 2012 and 31 August 2013, should take up a place from the beginning of the Autumn term in September 2012.

For Community & Voluntary Controlled primary schools, parents may wish their child to start school later in January 2013 or April 2013, this *will* be possible, provided the place already offered is taken up no later than the last day of term in the year academic year in which they become 5.

Examples:-

- if the child is 5 in October, they can delay starting school until the start of the term after Christmas.
- if the child is 5 in February, they can delay starting school until the beginning of the Summer term
- if the child is 5 in June they can only delay starting school until the last day of the Summer term (this is because they have to start school in the academic year they are 5 by law).
- if the child is 5 in August they can also only delay starting school but only until the last day of the Summer term for the same reasons as above

If a place has been deferred, families can now choose to start on a full time or part time basis.

The child deferring their allocated school place can also take a **nursery place** (up to 15 hrs per week) during that year before they are 5 but must still take up the school place by the end of the academic year.

Parents need to discuss a later start with the Headteacher in these circumstances. When a deferred place is held for the child it is not available to be offered to another child.

Please note that attendance at a Community or Voluntary Controlled primary school's nursery does not guarantee a place in reception class at the school. Applications

must be made in the normal way and the admission arrangements will be applied as stated below.

Completion of an interest form for nursery or giving personal details to a nursery DOES NOT count as any type of admission application for a reception school place.

Every effort is made to allocate children a place at their highest preferred school. It is however unlikely that this will be possible in all cases. Some schools may have more applications than places available, when this occurs, the published admissions criteria will be used to decide which children are to be allocated places. If an applicant cannot be offered a place at their first preference school they will automatically be informed of their right of appeal to an independent appeal panel.

PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

Where a pupil has a Statement of Special Educational Need and the Authority has named this school as provision, the child must normally be offered a place. Where such pupils are known about at the time of the annual allocation procedures for Community schools, they will be allocated the appropriate named school.

INFANT CLASS SIZES

The School Standards and Framework Act 1998 requires all primary schools to organise infant classes of no more than 30 pupils where there is one qualified teacher. The Authority sets its admission numbers for Community and Voluntary Controlled primary schools to ensure this requirement can be satisfied.

APPEALS

The Local Authority will endeavour, within the limits of its admission policy and admissions legislation, to meet parents' stated preferences. If an applicant cannot be offered a place at their first preference school they will be informed of their right of appeal to an independent appeal panel.

Each appeals panel is convened by the Democratic Services Section in accordance with legislation and the School Admission Appeals Codes. Parents can appeal for any school, where they have been refused a place in writing.

ADMISSION CRITERIA for ALL SEFTON COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS APART FROM RESOURCED SCHOOLS OR CATCHMENT AREA SCHOOLS

(LISTED SEPARATELY)

First Priority: Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.

Second Priority: Children who have a brother or sister * living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

Third Priority: Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

Definitions:

*** Brothers and sisters of children who go to a community primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

Twins/Multiple Births

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

ADMISSION CRITERIA for Community Schools (Catchment area:)

Aintree Davenhill Community Primary School - (Catchment area and Resourced)

Bedford Community Primary School

Melling Community Primary School

Norwood Community Primary School (2) please see below

First Priority: Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.

Second Priority: Children who have a brother or sister * living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

Third Priority: Children who live in the areas, for which the schools are designated. The schools should normally be able to offer places to all pupils living in the area. If, however, it cannot do so, priority is given to those pupils living closest, by walking distance, to the school (1).

(2) **Third Priority for Norwood Primary School:** the home to school distance is measured as above except it is measured to the boundary of the catchment area rather than the nearest school gate.

Fourth Priority: Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

Definitions:

*** Brothers and sisters of children who go to a community Primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

Twins/Multiple Births

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

ADMISSION CRITERIA for Community and Voluntary Controlled Resourced Schools :

Aintree Davenhill Community Primary School (Resourced and Catchment area)

Larkfield Community Primary School

Litherland Moss Community Primary School

Springwell Park Community Primary School

Summerhill Community Primary School

Valewood Community Primary School

Rimrose Hope Church of England Primary School

First Priority: Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.

Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for the above schools if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances

Second Priority: Children who have a brother or sister * living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

Third Priority: Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

Definitions:

*** Brothers and sisters of children who go to a community primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

Twins/Multiple Births

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

Primary school Admission Numbers 2012-13

Each school has an Indicated Admissions Number (IAN) that is calculated using the Net Capacity Formula for measuring the size of the school.

The proposed published admission number (based on the IAN) is the number of places that will be available for the admission to reception for each school in 2012.

The Admissions Authority should not offer places in excess of this number once it has been determined.

<p>Sefton Authority is the Admission Authority for the following Community Primary and Voluntary Controlled Church of England Schools</p>
--

Community Schools	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012/13</i>
Aintree Davenhill Community Primary	60	60
Bedford Community Primary	60	60
Birkdale Community Primary	45	45
Churchtown Community Primary	120	120
Farnborough Road Community Infant	120	120
Farnborough Road Community Junior	120	120
Forefield Community Infant and Nursery	90	90
Forefield Community Junior	90	90
Freshfield Community Primary	30	30
Green Park Community Primary	30	30
Hatton Hill Community Primary	60	60
Hudson Community Primary	30	30
Kew Woods Community Primary	45	60*
Kings Meadow Community Primary	20	20
Lander Road Community Primary	30	30
Larkfield Community Primary	45	45
Linacre Community Primary (Bootle)	30	30
Linaker Community Primary (Southport)	60	60
Litherland Moss Community Primary	30	30
Lydiate Community Primary	50	50
Marshside Community Primary	30	30
Melling Community Primary	30	30
Netherton Moss Community Primary	40	40
Community Schools (cont'd)	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012/13</i>
Springwell Park Community Primary	60	60
Northway Community Primary	45	45
Norwood Community Primary	60	60
Redgate Community Primary	30	30
Shoreside Community Primary	30	30
Summerhill Community Primary	30	30
The Grange Community Primary	30	30
Thomas Gray Community Primary	30	30
Valewood Community Primary	30	30
Waterloo Community Primary	60	60
Woodlands Community Primary	45	45

*** Please note increased PAN for Kew Woods is due to accommodation changes.**

Voluntary Controlled CE Schools	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012-13</i>
Christ Church CE Primary	45	45
Rimrose Hope CE Primary	45	45
St Andrew's CE Primary	60	60
St John's CE Primary, Crossens	30	30
St Luke's CE Primary	60	60
St Philip's CE Primary, Litherland	30	30

The Governing Body of the School is the Admission Authority for the following Voluntary- Aided Catholic and Church of England Primary Schools

Catholic Voluntary Aided Schools	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012-13</i>
All Saints Catholic Primary	60	60
English Martyrs Catholic Primary	60	60
Great Crosby Catholic Primary	90	90
Holy Family Catholic Primary	30	30
Holy Rosary Catholic Primary	60	60
Holy Spirit Catholic Primary	30	30
Our Lady of Compassion Catholic Primary	30	30
Our Lady of Lourdes Catholic Primary	60	60
Our Lady of Walsingham Catholic Primary	45	30#
Catholic Voluntary Aided Schools (cont'd)	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012-13</i>
Our Lady Queen of Peace Catholic Primary	30	30
Our Lady Star of the Sea Catholic Primary	30	30
St Benedict's Catholic Primary	30	30
St Edmund's and St Thomas Catholic Primary	45	45
St Elizabeth's Catholic Primary	60	60
St George's Catholic Primary	30	30
St George's Catholic Primary	30	30
St Gregory's Catholic Primary	30	30
St Jerome's Catholic Primary	30	30
St John Bosco Catholic Primary	30	30
St Mary's Catholic Primary	15	15
St Monica's Catholic Primary	60	60
St Patrick's Catholic Primary	50	50
St Robert Bellarmine Catholic Primary	30	30

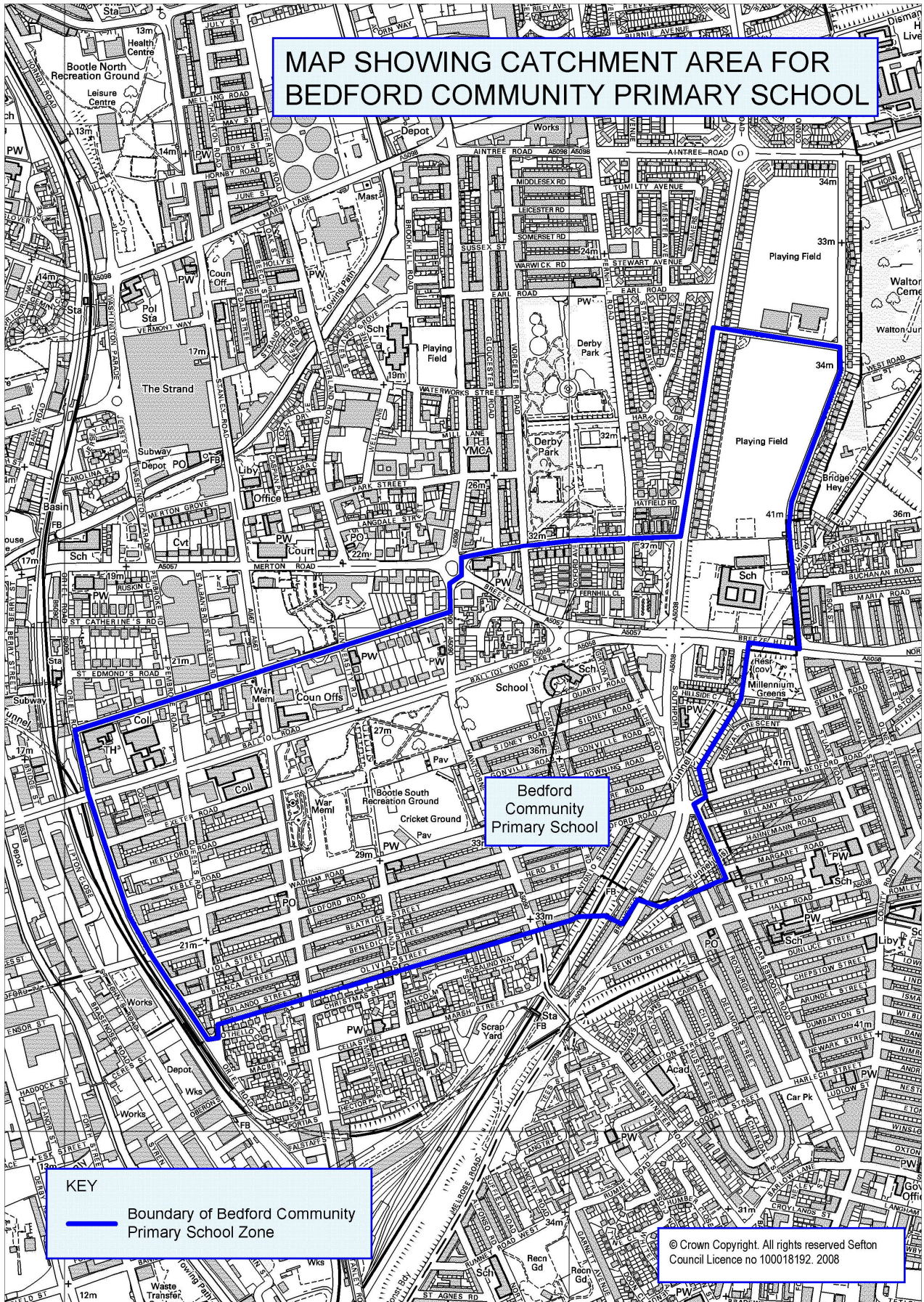
St Teresa's Catholic Infant	30	30
St William of York Catholic Primary	30	30
Ursuline Catholic Primary	60	60

Reduced PAN requested for Our Lady of Walsingham Catholic Primary School

Church of England Voluntary Aided Schools	<i>Published Admission Number 2011/2012</i>	<i>Determined Admission Number 2012-13</i>
Ainsdale St Johns CE Primary	30	30
Bishop David Sheppard CE Primary	30	30
Holy Trinity CE Primary	30	30
St John's CE Primary, Waterloo	30	30
St Luke's CE Halsall Primary	30	30
St Nicholas CE Primary	30	30
St Oswald's CE Primary	30	30
St Philip's CE Primary, Southport	30	30
St Thomas' CE Primary	30	30
Trinity St Peter's CE Primary	30	30

APPENDIX 1

MAP SHOWING CATCHMENT AREA FOR BEDFORD COMMUNITY PRIMARY SCHOOL



APPENDIX 2

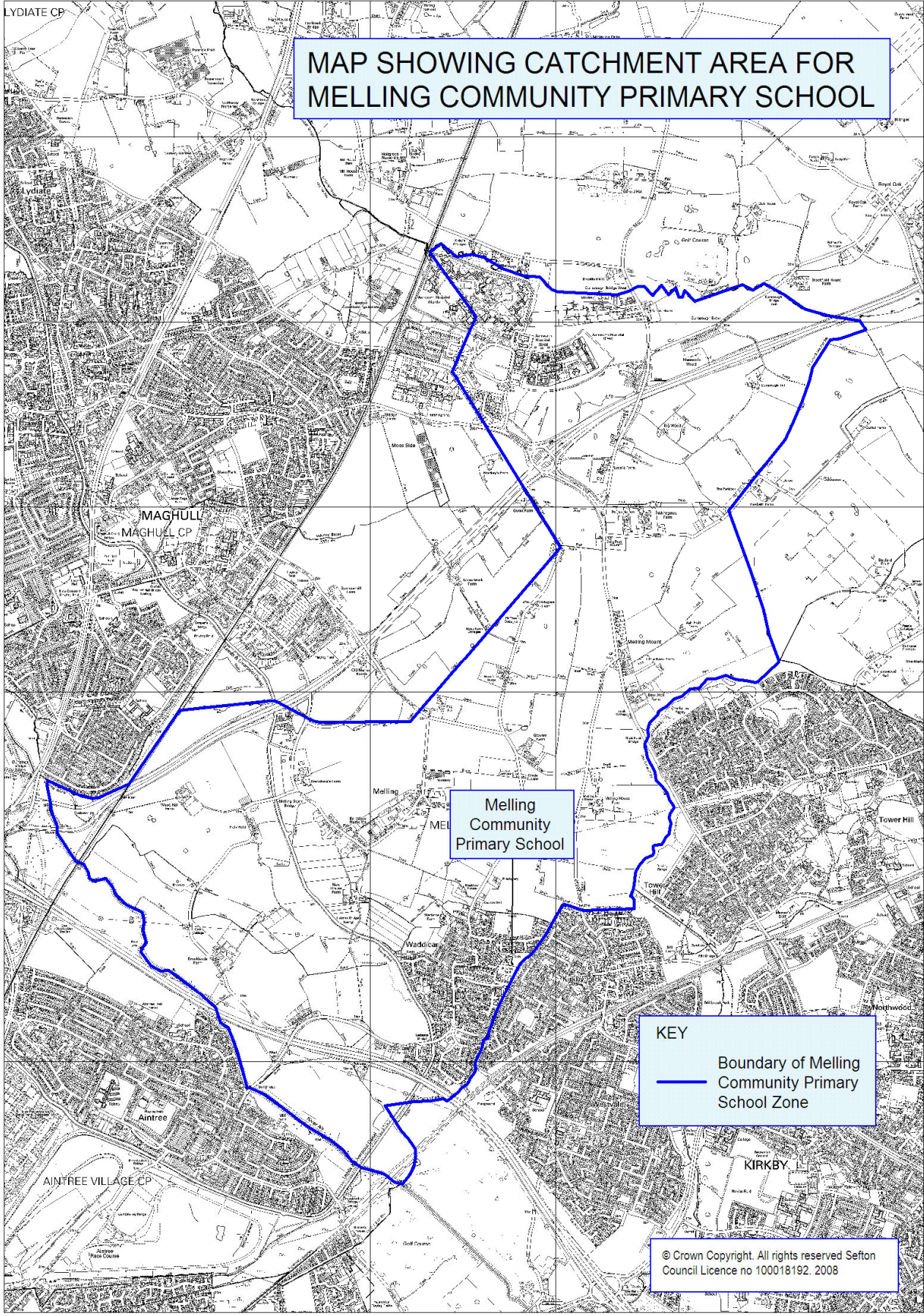
MAP SHOWING CATCHMENT AREA FOR AINTREE DAVENHILL COMMUNITY PRIMARY SCHOOL



KEY
— Boundary of Aintree Davenhill Community Primary School Zone

© Crown Copyright. All rights reserved Sefton Council Licence no 100018192. 2008

MAP SHOWING CATCHMENT AREA FOR MELLING COMMUNITY PRIMARY SCHOOL

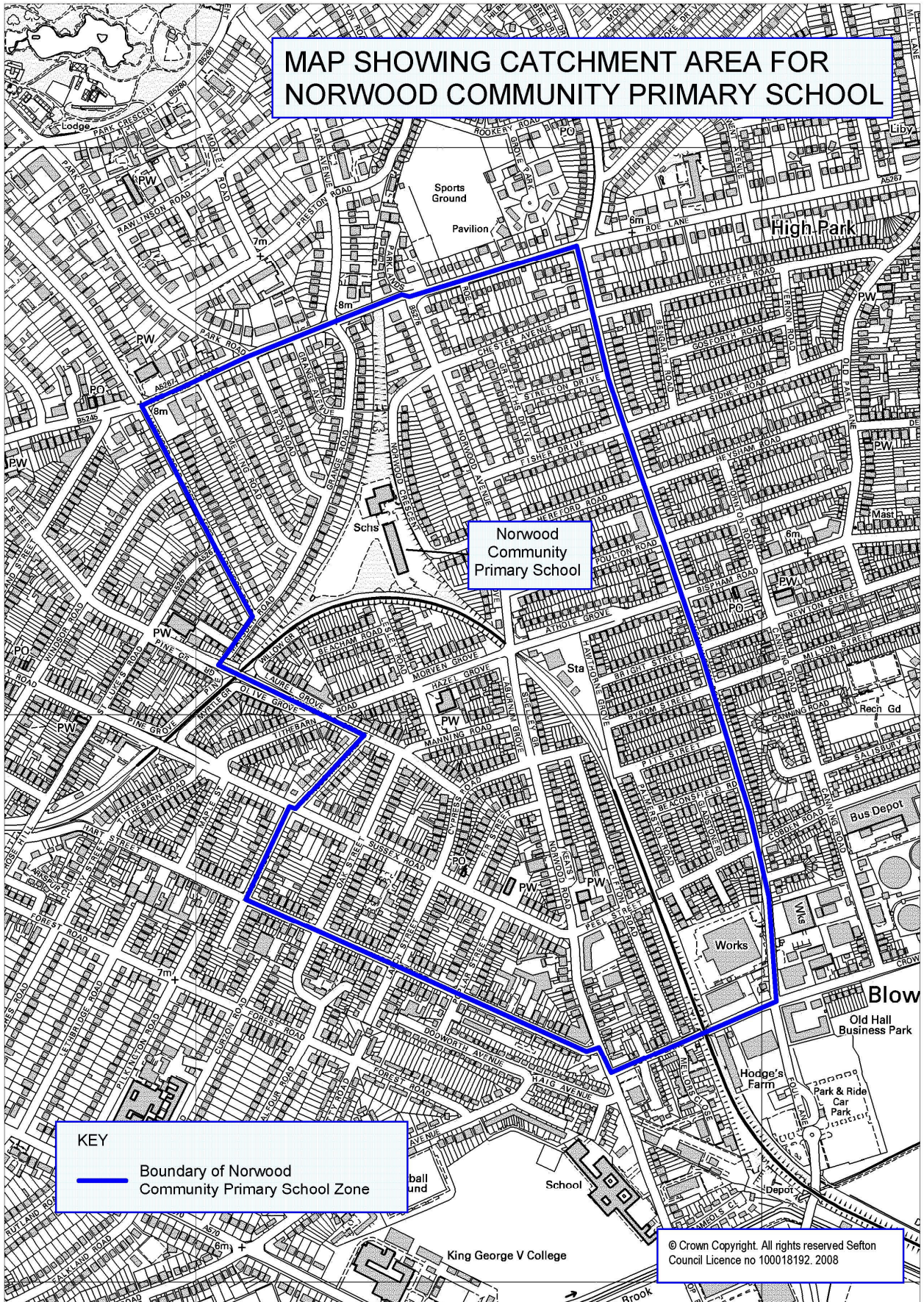


Melling
Community
Primary School

KEY
— Boundary of Melling
Community Primary
School Zone

© Crown Copyright. All rights reserved Sefton
Council Licence no 100018192. 2008

MAP SHOWING CATCHMENT AREA FOR NORWOOD COMMUNITY PRIMARY SCHOOL



© Crown Copyright. All rights reserved Sefton Council Licence no 100018192. 2008

The Scheme for Co-ordinating Admissions to Sefton Authority Primary Schools for the Academic Year 2012/13

The proposed Scheme will come in to force for primary school applications submitted between 1 September 2011 and 15th January 2012 for pupils who are of age to be admitted to reception class in September 2012.

All applications for reception allocation **MUST** now to be submitted to the Authority where the family is resident

All Sefton Authority Community Primary Schools, Voluntary Aided Primary Schools and Voluntary Controlled Primary Schools will be included in the Scheme.

1. APPLICATION FORMS - (Sefton Residents)

- ❖ **1st September 2011**, Sefton Authority will publish the information and arrangements within the Sefton Admission to Primary School booklet for 2012-13, along with the admission application form. The application form will allow Sefton residents to express three preferences, in ranked order, for any primary schools (whether the primary school is inside or outside of Sefton).
- ❖ The booklet and application form will be made available to all Sefton Authority primary schools and upon request to all Sefton residents directly. **The application form will also be available on-line via the Sefton Authority website.** An application can be submitted to the Authority either via the website, or by returning an application to the Primary school or sent to the Authority directly. If the application form is returned to the Primary school it should be returned to the school named as first preference. **The school must provide the parent with a standard receipt that should be kept by the parent in case of any query.**

Submission of the Admissions Application Form

- ❖ The form allows Sefton residents to list up to three preferences for any school, in ranked order (whether the school is inside or outside of Sefton). Parents will have the option to give reasons for their preferences. **The Sefton residents application form can either be completed on line, returned to the school named as first preference, or submitted to the Authority directly. The Authority recommends applications are made on-line.**
- ❖ Voluntary Aided primary schools will require parents to complete a supplementary form in addition to the Authority application form, which should be returned directly to the school. (Church schools may also require sight of a baptism certificate to authenticate any statements

made.) **It should be noted that any such form is not a valid admissions application on its own; the school must also have been named on the admission application form.**

- ❖ The forms handed in directly to schools must be submitted to the Authority no later than the **17th January**. A list of the pupils from each school for whom applications have been received should also be submitted to the Authority Admissions Office with the application forms. Confirmation will then be sent to each school to confirm receipt of each batch of forms and lists. Each school can, if they wish take a copy of the application form before submitting the original to the Sefton Authority Admissions Office.
- ❖ **Applications must be submitted to primary schools on or before 15th January 2012. No applications received after this date will be included in the initial allocation on 23 April 2012**

Processing of Admission Application Form

- ❖ The closing date for the receipt of applications is **15 January 2012**.
- ❖ Primary schools will forward all applications received at the school before or on 15th January with lists of names to the Authority **by 17th January 2012**.
- ❖ By **10th February 2012** Sefton LA will exchange applicant information with other LA'S

2. Determining Offers

- ❖ Admissions to all Sefton Authority Primary Schools will be made using an **Equal Preference Co-ordinated Scheme**.
- ❖ All preferences expressed for all schools will initially be **treated as equal** regardless of parents ranking. If more than one school place can potentially be offered by any admitting Authority, a single offer for the school which has been ranked highest by the parent will be made.
- ❖ If the Authority is unable to make an offer to a parent for any of their preferred schools, then a place will be offered at the next nearest appropriate school with a vacancy.
- ❖ If a parent has expressed only one preference that is for a Catholic School but cannot be granted a place and the child is a baptised Catholic, then a place will be offered at the next nearest Catholic School with a vacancy.
- ❖ Each primary school has a published admission number. The published admission number is the number of places offered for the particular year

of admission. **The relevant Admission Authority should not offer places in excess of this number once it has been determined.**

- ❖ **By 10th February 2012** Local Authorities will exchange applicant information with other Authorities
- ❖ **By 17th February 2012** Application information that has been submitted to the Authority naming a Voluntary Aided school, will be sent to the schools named.
- ❖ **By 20th March 2012 VA Schools return offers to LA.** Each Voluntary Aided school (Governors) will have made decisions on each preference (applicant) listed for their school according to the agreed policy. The Voluntary Aided schools will return the list of preferences/applicants to the Authority Admissions Office. **The school should also add the criteria under which each preference applicant has been offered a place (rankings).**
- ❖ **31st March 2012.** Final date for exchange of information between Local Authorities.
- ❖ **13th April 2012** – Date by which final validations and requested changes from applications received before 15th January can be made for 26th April allocation (confirmation of addresses etc). If an applicant has not provided relevant proof of address etc by this date, the application will be assessed using previous address or refused if the address cannot be verified,
- ❖ **Where no stated preference can be offered, Sefton Authority will seek to offer a place at the nearest appropriate school with available places.**
- ❖ **April 2012** Sefton Authority will send confirmed lists of pupils allocated places to all Sefton Authority primary schools.

3. ALLOCATION OF PRIMARY SCHOOL PLACES

By 23rd April 2012, allocation letters will be sent to all applicants. This date is dependent on all VA Schools decisions having been received by the LA by 20th March 2012.

- ❖ Where an applicant has been offered a place at a primary school other than their first preference, they will be informed of **their right of appeal**, the appeals process and the deadlines for appeals.

Late applications received after the 15th January 2012 closing date will be set aside until the initial allocation has been done on 23rd April 2012. **All late Applications will then be considered in the strict date order of receipt.**

- ❖ Where late applications are received for Community Schools that are oversubscribed after 23rd April allocation, the late applications will be added to the waiting list according to eligibility using the admissions criteria.
- ❖ Where late applications are received for schools that still have places available, the applications will be considered in strict date of receipt.
- ❖ If the application is for a Community or Controlled school and the school is already full then the child's name will be added to the waiting list using the admissions criteria. In the case of Voluntary Aided schools the office will forward them to the appropriate admission authority for consideration.

Waiting Lists

- ❖ Sefton Local Authority will operate a waiting list for every Sefton Community school that is oversubscribed from the time the places are allocated on 23rd April until the end of December 2012 (the first term of the 2012/13 school year). The lists will be ordered in accordance with the eligibility of each pupil within the schools admissions criteria and if a place becomes available it will be offered to the next child on the list. The contact will be via telephone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place. Please note the lists may change because of removals in to the area, late applications or children accepting places at alternative schools. Any new applicants (including In-year admissions) can also be added to waiting lists.
- ❖ The Governing Body of Voluntary Aided Schools may maintain a waiting list for their school
- ❖ Any applicant not offered a place at their highest preference school will be automatically placed on the waiting list of the school. Where a vacancy occurs below the published admission number Sefton Authority Admissions Office will offer the place from the waiting list
- ❖ All other applications outside the normal admission round must be made directly to the Sefton Admissions Office at the Local Authority. Applicants on a waiting list may be contacted (in criteria order) if a place becomes available. The contact will be via phone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place.

**TIMETABLE FOR CO-ORDINATING PRIMARY ADMISSIONS FOR
SEPTEMBER 2012**

Sefton recommends that forms are submitted before 31st October 2011 The final
national closing date for all applications is
15 January 2012

All application forms plus pupil lists sent from Primary Schools to Sefton Authority by
17 January 2012
(applications handed in at the Local Authority or received in the post from individuals
after **16 January 2012** will **NOT BE** considered for inclusion in 26th April allocation
date)

LA exchange applicant information with other LA'S by
10 February 2012

Application information to be sent to Voluntary-Aided Schools by
17 February 2012

VA Schools **MUST** return decisions and allocation lists (rankings) to LA by
20 March 2012
Otherwise the Authority cannot allocate places by 23 April 2012

No changes to existing applications (received by 15 January) can be made after
this date
13 April 2012

Sefton LA to inform Primary Schools
of the allocations to be made for their schools before offer letters are sent to parents

Allocation letters sent to all Sefton residents by the LA by
23 April 2012

Appeals hearings take place
Summer term 2012