

# Admissions Policies

For all Secondary schools 2015 - 2016

**Children and Young People's Department**

Hamilton Building, Conway Street, Birkenhead, Wirral, Merseyside CH41 4FD  
Phone: 0151 606 2020 Fax: 0151 666 4207 Email: [children@wirral.gov.uk](mailto:children@wirral.gov.uk)



## Bebington High Sports College

Higher Bebington Road, Bebington, Wirral CH63 2PS  
Trust, co-educational (all-ability) aged 11 to 18

Headteacher: **Mr B Jordan, BSc NPQH**

Phone: **0151 645 4154**

Email: **schooloffice@bebingtonhigh.wirral.sch.uk**

Approximate number of pupils on roll: **845**

Admission number: **230**

Preferences for 2014: **1st 141, 2nd 174, 3rd 105**

In 2014 all children were offered places.

### Admissions Policy

#### OUR SCHOOL

Bebington High Sports College is a Co-operative Community charitable trust; this means that we are still part of Wirral's community of schools and are funded and inspected in the same way as every other secondary school. In ensuring that we provide the best possible education for our students we work in partnership with Barnado's, Liverpool John Moores University, Tranmere Rovers and the Football league Trust, Merseyside Sports Partnership Board and importantly all our stakeholders who have responsibility for guiding the direction of the school in a co-operative community forum. This means that our students, staff, parents and community groups have a major input into the direction and success of the school. This is an important difference from all other secondary schools in Wirral in that our stakeholders really do have a responsibility for the schools successes and are not just representatives on parents associations or governing bodies. In addition our partners support the school in ensuring that we provide outstanding support for students and their parents resulting in our students being happy and successful.

**If you would like to discuss our charitable status further I will be more than happy to, all you need to do is to contact the school and arrange an appointment.**

We are an all ability co-educational inclusive school and welcome all students regardless of ability, gender, culture and disability. We admit students to our school without assessing their ability but may group them according to ability once in the school in certain subject areas.

#### Admission arrangements - Introduction

The arrangements described below apply to children born between 1 September 2003 and 31 August 2004. We will not normally offer places in Year 7 in our school to children born after 31 August 2004 unless the governors agree to this.

Places in our school are decided by the governing body of our school according to arrangements made in consultation with the Local Authority. The admissions procedure is co-ordinated by the Local Authority. Normally all parents who express a preference for their child to be admitted to our school will be accepted unless there are no places available. The local authority will then allocate a place at the nearest appropriate school with places available.

#### Admission number

The admission number for the school is 230. Students will be admitted into our school up to this number.

#### Admission criteria to Bebington High Sports College

Applications for our school will be dealt with in order according to the following criteria:

- a) Children who are looked after or were previously looked after as defined by the School Admission Code 2012.
- b) Children of school staff. A member of staff is one who works or has worked for no less than 2 academic years in the school during term time on a permanent basis. This does not include staff on fixed term contracts, occasional staff or specifically contracted staff.
- c) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. You need to make it clear why only this school is appropriate for your child's medical needs.

- d) Children who have brothers and sisters (including half-brothers and sisters or step brothers and sisters, and adopted siblings living in the same household) at the school when places are offered.
- e) We will then take account of where your child lives. We will give priority to those students who live nearest to the school. The local authority use a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

#### Late applications

The Local Authority will deal with preferences received by 31 October 2014 according to the arrangements described below. Preferences received on or after 1 November 2014 will be dealt with after places have been allocated on 2 March 2015.

Applications received outside the normal admission round, will be allocated a place at the school, if places are available.

#### Allocation of places

The Local Authority will tell you if your child has been offered a place at Bebington High Sports College on the allocation day in March. If places are still available after this date, for example because an allocated place has not been taken up, the places will be re-allocated up to the school's admission number. The new offers will be made to children whose parents have shown that they are still interested in a place at the school either by registering an appeal or by telling the Director of Children's Services on the response slip. If there are more requests for places at Bebington High Sports College than there are places available, the local authority will use the same criteria as for the initial allocation. In most cases, the local authority will make the new offers depending on where the children live. If this is the case, a list will be kept in order of those who will have priority because they live nearer the school. No more offers of places will be made until after appeals have been heard, but a waiting list will be held for children whose parents would still like them to be considered for a place at Bebington High Sports College if places become available in the autumn term. If places become available after the start of the autumn term, they will be offered to children on the waiting list, following the same criteria as when places were first offered. The waiting list will be kept on until the end of the autumn term (20 December 2015).

#### Sixth Form

We offer places to students in our sixth form if they meet the entry requirements and have a positive reference (more details can be found on our website and the sixth form prospectus).

Entry requirements:

For Level 3 courses (AS, A2, Applied A levels and BTEC) are 5A\* - C grades. However in MFL, Mathematics and Science students require a Grade B in those subjects.

For Level 2 course (GCSE and BTEC) GCSE Grade G and above are required.

#### Appeals against admission decisions

Parents or guardians who are refused a place at the school have the right of appeal to an Independent Appeal Panel, in line with the School Admissions Appeals Code 2012. An appeal must be sent in writing within 21 working days of notification of the decision to refuse to offer a place. Parents must give their reasons for appealing, and the decision of the Panel is binding on the Governors.

More details are available by contacting our school.

Email: [schooloffice@bebingtonhigh.wirral.sch.uk](mailto:schooloffice@bebingtonhigh.wirral.sch.uk)  
Tel: 0151 645 4154

## Birkenhead High School Academy

### With specialisms in Mathematics and Music

86 Devonshire Place, Prenton, Birkenhead, Wirral CH43 1TY  
Girls' Academy aged 3-19

Principal: **Mrs C Mann**

Phone: : **0151 652 5777**

Email: [AdmissionsSec@birkhs.gdst.net](mailto:AdmissionsSec@birkhs.gdst.net)

Approximate number of pupils on roll: **617**

Admission numbers: Reception: **52**, Year 7: **68**

Preferences for 2014: **1st 127, 2nd 82, 3rd 56**

In 2014 there were 13 appeals for places

### Admissions Arrangements

1. Birkenhead High School Academy is a non-denominational all-through school for girls aged 3 to 19 years old and specialises in the teaching of music and mathematics. The Academy admits an all-ability intake and 10% of girls at Year 7 are selected on their aptitude for music. It serves the local and wider community, and welcomes applications from parents both within and outside the Wirral area. The Academy builds on high aspirations, inclusion and excellence.
2. The Academy is sponsored by the Girls' Day School Trust (GDST), and funded in partnership with government.
3. This document sets out the admission arrangements for the Academy in accordance with Annex B to the Funding Agreement between the GDST Academy Trust and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
4. This annex may be amended in writing at any time by agreement between the Secretary of State and the GDST Academy Trust.
5. The GDST Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to Foundation and Voluntary Aided schools and with equalities law and the law on admissions as they apply to Foundation and Voluntary Aided schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the GDST Academy Trust.
6. The GDST Academy Trust will take part in the Wirral's Admissions Forum and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.
7. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
8. While Birkenhead High School Academy is its own Admissions Authority, it will follow the Wirral Children's Services co-ordinated admission arrangements for Reception and Year 7. Admissions arrangements for Nursery and Sixth Form are managed directly by the Academy.

### ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

#### Admission number

9. The agreed admission numbers for the Academy for the academic year 2014-2015, and for subsequent years (subject to any change approved by the Secretary of State), are as follows:

Nursery	18 full-time equivalent
Reception	52
Year 7	68
Year 12	100 minus those pupils eligible to transfer from the Academy's own Year 11

10. Birkenhead High School Academy may set higher admission numbers as its Published Admission Numbers for any specific year. Before setting an admission number higher than its agreed admission numbers, the Academy will consult with primary and secondary schools in the Wirral. Girls will not be admitted above the Published Admission Number except for good reason. Any such admission shall be reported to the Secretary of State.

### Arrangements for admission to Year 7

#### Process of application

24. While Birkenhead High School Academy is its own Admissions Authority, applications for places at the Academy for Year 7 will be made in accordance with Wirral Children's Services co-ordinated admission arrangements and will be made on the Parental Preference Form, provided by the relevant local authority.
25. In addition, parents or guardians must complete the Supplementary Information Form, provided by the Academy. The Supplementary Information Form is to be completed and returned to the Academy before 4.00pm on 31 October 2014 (to coincide with the date for returning the completed Wirral Children's Services Parental Preference Form), for applications for the academic year 2015-2016.

#### Consideration of applications for entry into Year 7

26. Birkenhead High School Academy has an agreed admission number of 68 pupils in Year 7. The Academy will accordingly admit 68 pupils in the relevant age group each year if sufficient applications are received. Pupils transferring from Year 6 at the predecessor school, BHS, or already on the roll at the Academy in Year 6 will be able to automatically progress to Year 7. The total year group for Year 7 will be 108. If fewer pupils transfer from Year 6, the Academy will admit over the admission number up to the overall size of the Year 7 group.
27. The Academy will consider all applications for places. Where fewer applications than places are received, the Academy will offer places to all those who have applied. If the Academy is oversubscribed it will allocate places in accordance with the procedure set out below.

#### Oversubscription procedure

28. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Academy is named in the statement, the criteria will be applied in the order in which they are set out in paragraphs 29 to 33 below.
29. In accordance with its first specialism, Birkenhead High School Academy will select 10% of the places available based on their aptitude for learning music ("the Music criterion"). An appropriate assessment for aptitude for learning music will be carried out by the school and applicants seeking entry under the Music criterion will also sit the non-verbal reasoning assessment set out in paragraph 31 below. The six places will be filled by those applicants who are assessed to have the greatest aptitude for music. Should there be a tie for last place(s) available, places will be allocated on a random basis. All applicants who seek a place under the Music criterion but to whom an offer is not made will be considered in accordance with the Banding procedure set out below. Where the Academy is oversubscribed the successful Music criterion applicants will not be allocated a place until after all those girls in public care (Looked After Children) have been allocated a place within their relevant band.
30. All remaining places, after places have been allocated in accordance with paragraph 29, will be allocated on the basis of Norm Referenced Banding in line with the Admissions Code. All applicants will take a non-verbal reasoning assessment, administered by the Academy and marked by an independent assessor, GL Assessment. The non-verbal reasoning assessment will not be used in determining offers under the Music criterion.
31. The Academy will admit the required number from each of the five ability bands based on the following percentage guidelines:

Band 1	20%	Band 4	20%
Band 2	20%	Band 5	20%
Band 3	20%		

It is possible that the number of places to be determined by Banding will not be a multiple of five, in which case the following will apply.

If the number of places to be determined by banding leaves:

- a remainder of 1 when divided by 5, the place will be allocated to Band 3;
- a remainder of 2 when divided by 5, the places will be allocated to Bands 2 and 4;
- a remainder of 3 when divided by 5, the places will be allocated to Band 2, 3 and 4;
- and a remainder of 4 when divided by 5, the places will be allocated to Band 1, 2, 4 and 5.

32. If there are more applicants for each band than places available, within each band places will be allocated in the following order:
- a) Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy; or were previously looked after.
  - b) Girls who, on the date of admission, will have a sister, including step, half, adopted or fostered enrolled at the Academy and will continue to be enrolled in September 2015);
  - c) Girls whose parent/s are currently Teaching, Administrative, Support staff at BHSA and have been employed for over two years.
  - d) Where in category b) and c) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.
33. Girls who have not taken the Banding test (apart from Looked After Children who must always be given priority) will be considered after children who have sat the Banding test. They will be prioritised on the basis of criteria b) to d) above (in order). All applicants will be offered fair access to the test and reminded of the date, time and location of the test.
34. In the event of oversubscription in Year 7, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust board.

### Arrangements for admission to post-16 provision

#### Process of application

35. Applications by external applicants for Sixth Form places at Birkenhead High School Academy should be made direct to the Academy on the Academy's application form not later than 20 February 2015. Girls in the Academy's Year 11, will automatically progress to the Academy's Sixth Form provided they meet the minimum entry requirements set out in paragraph 37 below. All internal applicants must return an internal transfer form by 5 December 2014 as set out in paragraph 40 below.

#### Consideration of applications for entry into Sixth Form

36. The Academy has an agreed admission number of 100 pupils to Year 12, minus those eligible pupils progressing from the Academy's own Year 11. The Academy will accordingly provide for the admission or progression of 100 pupils to the Sixth Form if sufficient requests for progression or applications for entry are received. If the admission number 100 is met through internal transfers, no external applicants will be admitted.

#### Minimum entry requirements

37. Individual subjects may have particular requirements for the grades obtained at GCSE and these will be detailed each year in the information supplied to prospective girls. However, if the Sixth Form is not full, and a girl does not meet the grade requirement for a particular subject, a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

The Local Governing Body shall have discretion to take account of serious illness which has adversely affected an individual applicant's performance in applying the academic entry criteria.

38. Admission to the Sixth Form is also subject to the availability of places in a girl's intended subject choices. However, if particular subjects are full but the Sixth Form is not, a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

#### *Internal applicants*

39. Girls who are already on roll at BHSA, are entitled to transfer into the Sixth Form provided they meet the appropriate standards for entry. All girls will be offered a course discussion to help them make the appropriate choices. Internal transfer forms should be returned to the Principal by 5 December 2014 in order to help the Academy to determine the number of places available for external applicants. Transfer forms received after this date will still be accepted but subject choices may be more limited because some courses may already be full. Offers of places will be conditional upon the entry requirements being achieved.

#### *External applicants*

40. Girls who do not attend BHSA, should submit an external application form as soon as possible and not later than **20 February 2015**. Late applications will be considered if places are still available, although subject choices may be limited because some courses may already be full.
41. External applicants will be offered a course discussion. Offers of places will be conditional upon the entry requirements for courses selected being achieved.

#### *Oversubscription procedure*

42. In the event of there being more external applicants to the Sixth Form than places available, applications will be considered as follows. After the admission of girls with statements of Special Educational Needs where the Academy is named in the statement, any remaining available places will be allocated in the following order to girls who achieve the entry requirements:
- Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
  - Girls who, on the date of admission, will have a sister, including step, half, adopted or fostered enrolled at the Academy;
  - Girls whose parent/s are currently Teaching, Administrative, Support staff at BHSA and have been employed for over two years.
  - Girls who wish to follow subject courses that are not fully subscribed;
  - Where in categories b), c) and d) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated to girls on a random basis across the Wirral and beyond.
43. In the event of oversubscription in Sixth Form, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust board.

#### **Casual admissions: i.e. admission to all year groups except Nursery, Reception, Year 7 and Year 12**

44. If girls leave during the course of an academic year, or between academic years, places will be offered to external applicants. If there are more applicants than places the Academy will apply the oversubscription criteria set out above.
45. Notwithstanding the above, the Academy may refuse admission to particular applicants in the specific circumstances described in paragraph 3.10 (children who have been permanently excluded two or more times) of the statutory School Admissions Code or any like provision in any subsequent Code.

#### **Operation of waiting lists for admission - Reception and Year 7**

46. Where in any year the Academy receives more applications for places in Reception and Year 7 than there are places available, a waiting list will operate between March and the end of the academic year for which they applied. This list will be maintained by the Academy, and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise. Banding will not be applied to waiting lists.
47. When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria set out in paragraph 21 for Reception and 32 a) to d) for Year 7.
48. No waiting list will be operated for years other than Reception and Year 7.

#### **Arrangements for the Independent Appeal Panel**

49. Parents or guardians will have the right of appeal (except in the case of Nursery places - see below) to an Independent Appeal Panel if they are dissatisfied with an admission decision of Birkenhead High School Academy or if children in Year 11 of the Academy are refused progression to the sixth form. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.
50. There is no right of appeal for refusal to offer a nursery place.

#### **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

##### **Consultation**

51. Birkenhead High School Academy will consult by 1 March each year on its proposed admission arrangements:
- Wirral Children's Services;
  - The admission forum for the Wirral;
  - Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Wirral Children's Services;
  - Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation; and
  - Affected admission authorities in neighbouring local authority areas.

##### **Publication of admission arrangements**

52. Birkenhead High School Academy will publish its admission arrangements each year once these have been determined, by:
- copies being sent to the statutory consultees;
  - copies being sent to primary and secondary schools in the Wirral;
  - copies being sent to the offices of Wirral Children's Services;
  - copies being made available without charge on request from the Academy; and
  - copies being sent to public libraries in the area of the Wirral for the purposes of being made available at such libraries for reference by parents and other persons.
53. The published arrangements will set out:
- the name and address of the Academy and contact details;
  - a summary of the admissions policy, including oversubscription criteria (including any arrangements for admission to post-16 provision);
  - a statement of any religious affiliation;
  - numbers of places and applications for those places in the previous year; and
  - arrangements for hearing appeals.

## Calday Grange Grammar School

**Calday Grange Grammar School**  
**Technology College**  
**Language College**  
**Confucius Classroom**  
**High Performing Specialist School**

Grammar School Lane, West Kirby, Wirral CH48 8GG  
Grammar Academy admits boys aged 11 to 18  
Mixed Sixth Form

Headteacher: **Mr M Rodaway**

Phone: **0151 625 2727**

Email: [theschool@calday.wirral.sch.uk](mailto:theschool@calday.wirral.sch.uk)

Approximate number of pupils on roll: **1,307**

Admission number: **200**

Preferences for 2014: **1st 145, 2nd 88, 3rd 37**

In 2014 all boys who reached the standard for grammar school were offered a place.

### 1. Admission of Pupils at Start of Year 7 in September 2014

The planned admissions number for Year 7 for the year commencing 1 September 2015 will be 200. Students who attain the required standard in the arrangements for selection by reference to ability will be eligible to be considered for admission to the school.

The Governors have agreed with Wirral Local Authority that the officers of the Local Authority will administer the process of selection in accordance with the procedures described in this booklet.

Preference forms for admission to secondary schools will be made available to all parents of pupils in the final year of their primary school. The forms will need to be returned to Wirral Local authority. If you need help please ring 0151 606 4600 and ask for Pupil Services.

If you have any difficulties or wish to receive help, do not hesitate to contact the school by Tel: 0151 625 2727, Fax: 0151 625 9851 or Email: [theschool@calday.wirral.sch.uk](mailto:theschool@calday.wirral.sch.uk)

### Selection Arrangements

#### A. Principles

The Governors' arrangements for selection are based upon the following principles:

- 1) Children of parents who have placed Calday Grange Grammar School as a preference on any Local Authority preference form will be considered if their child has reached the required academic standard.
- 2) Students from all schools will be considered equally in accordance with the published procedures described in this booklet.

#### B. The Process

The assessment is based upon the results of two verbal reasoning tests. The tests do not take into account what students have learnt at primary school. They have been designed to predict a student's potential performance at secondary school and so preparation for the verbal reasoning tests, apart from the practice tests, is not necessary. Schools or the Wirral's Children and Young People Department (CYPD) will, however, provide a familiarisation opportunity.

Students take two verbal reasoning tests in the final year of primary education. So that children are not disadvantaged because of their date of birth, in each case the score is adjusted to take account of each child's exact age in years and months to determine a Standardised Age Score (SAS). The two test scores are then added together.

Children who reach the required score will be deemed to have reached the grammar school standard.

In some cases parents may feel that certain factors may have affected the child's academic performance (for example, if his or her education has been severely disrupted because of ill health, change of schools, or any

other case). If this does apply it is important that you should tell your child's present Headteacher, in writing. The information will be considered by the Independent Assessment Board if the child's case is referred to the Board.

For children whose cases are referred, the Board will see:

1. The child's verbal reasoning test scores.
2. The representations made by the primary school Headteacher with supporting evidence if necessary.
3. Confidential information from you and reports from other professional agencies such as educational psychologists, social workers, and doctors.

The Board then uses its professional judgement to decide whether the evidence clearly shows that the results of the verbal reasoning tests did not truly reflect the child's ability. The Board will decide in each individual case whether or not the child has reached the grammar school standard.

At the end of this process, we will have a complete list of the children who have reached the grammar school standard. This does not necessarily mean that they will be allocated a place at Calday Grange Grammar School; that will depend upon the number of preferences that we have for the school. If the school is oversubscribed the governors will use other criteria to decide which children should be given places. Any offer of a place may be withdrawn if it comes to light that a parent has given misleading information in order to secure an offer.

If the school is oversubscribed - priority will be determined in the following order:

1. To Looked After Children. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
2. To those children with a valid medical or social reason supported in writing by a doctor, social worker or appropriate professional person.
3. To those children who will have a sibling at the school at the time of admission. A sibling is defined as a brother or sister by the same parents, or half or step brothers or sisters living in the same household.
4. By reference to geographical factors, preference will be given to children with the shortest distance to the school as measured by the Local Authority computer mapping system.

Late applications will be considered in accordance with the Local Authority's Co-ordinated Scheme of Admissions.

The Local Authority will inform all parents of school allocations on the nationally agreed date, currently 1 March or next working day.

Should the School be oversubscribed for places in Year 7, in accordance with the School Admissions Code of Practice (Feb12) 2.14, the School will maintain a waiting list for pupils who have achieved the standard but have not been offered a place. This waiting list will be ranked according to the Admission criteria and parents will be informed of their child's position on the waiting list. The list will not be operated for longer than the end of the Autumn term.

### 2. Admission into the Sixth Form

Priority for entry is given to existing pupils in the School but each year the School welcomes a number of boys and girls from other schools. There is no limit upon entry provided their admission does not prejudice the efficient education and use of resources. The planned admission number for external students for Year 12 is 80.

The minimum requirements for entry for all students is six GCSE passes at Grades A\* - C, including English language and Maths. These must include at least 4 B grades in relevant subjects to support those subjects to be studied at AS level. Entry to the Sixth form will be confirmed after the publication of GCSE results in August.

Students having studied AS level at another centre cannot as a matter of course register to start AS study again at CGGS. This can only happen in exceptional circumstances which are assessed by Governors Appeals Committee. Forms are available from the school.

Except in exceptional circumstances (e.g. ill health) the school will not support the repeating of a year.

### 3. Progression from L6 in to U6

Students wishing to proceed from L6 (Year 12) to U6 (Year 13) must have a minimum of 3 AS passes at Grade E or above not including General Studies.

### 4. Admission during Years 7 - 11

Students wishing to be admitted outside the normal round, whether in-year or at the start of a school year which is not a normal point of entry to the school should contact the LA in the first instance, an assessment process will then be initiated. These candidates have their Verbal Reasoning (VR) score evaluated via a computerised test. This provides age adjusted Verbal Reasoning information directly comparable with that generated by in round tests. The entry criteria will then be applied to the Verbal Reasoning scores. Those candidates meeting the score threshold (the Grammar School Standard) will be offered a place if a vacancy exists.

In addition to VR information, the test also provides nationally standardised information about other key performance indicators. Since there is no opportunity to sit a second paper, candidates who fail to reach the grammar school standard but are borderline (we define borderline as a score within 6 points of the grammar school standard) will have the performance of all three test batteries admitted as evidence to enable the Admissions Panel to assess the suitability of the candidate for a grammar school education.

### 5. Reassessment

Students may be re-assessed for entry into Calday at the request of a parent if more than a year has passed since any previous test. If it is determined that the student is appropriately placed at Calday he may be transferred when places are available. Such a transfer will normally be made at the end of an academic year. However, the Headteacher will consider entry at other times during the year in exceptional circumstances but not before 1 January for students already in area.

### 6. Appeals against Admission Decisions

Arrangements have been made for parents who are dissatisfied with an admission decision to appeal against it. The Governors have set up an Independent Appeal Panel against non-admission. The decision of the Panel will be final and binding upon the School. The Governors will not accept multiple appeals in the same academic year unless there are significant changes in circumstances. Further details of the official procedure are available from: The Clerk to the Appeal Panel c/o Calday Grange Grammar School, Grammar School Lane, West Kirby, Wirral CH48 8GG (Telephone 0151 625 2727).

## Hilbre High School Humanities College

Frankby Road, West Kirby, Wirral CH48 6EQ  
All-ability Academy aged 11 to 18

Headteacher: **Ms J Levenson BEd (Hons)**

Phone: **0151 625 5996**

Email: [schooloffice@hilbre.wirral.sch.uk](mailto:schooloffice@hilbre.wirral.sch.uk)

Approximate number of pupils on roll: **1,016**

Admission number: **180**

Preferences for 2014: **1st 176, 2nd 151, 3rd 115**

In 2014 all children were offered places.

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**The Admissions Policy is available from the school.**

## Mosslands School

Mosslands Drive, Wallasey, Wirral CH45 8PJ  
Community single-sex (boys all-ability) aged 11 to 18  
Mixed Sixth Form

Headteacher: **Mr A Whiteley**

Phone: **0151 638 8131**

Email: [admin@mosslands.wirral.sch.uk](mailto:admin@mosslands.wirral.sch.uk)

Approximate number of pupils on roll: **870**

Admission number: **265**

Preferences for 2014: **1st 164, 2nd 107, 3rd 43**

In 2014 all boys were offered a place.

### Admission criteria for Year 7

Applications will be dealt with in order according to the following criteria:

- Looked After Children and Previously Looked After Children. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household) on roll at the school and of statutory school age when it opens in September.
- We will then take account of where you child lives. We will give priority to those pupils who live nearest to the school. We use a computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the nearest school pedestrian gate to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route. As a general guide we will treat routes with no pavements and no street lighting as unsafe for children.

### Sixth-Form Admissions Policy

#### AS and A Level Courses

At least five grade Cs at GCSE with a preferred grade B in subjects to be studied or other evidence of ability in these.

#### BTEC First Diploma, City and Guilds Certificate Courses

At least four grades D to E at GCSE.

#### Oversubscription Criteria

If the sixth form is oversubscribed, we will consider:

- students with a connection to the school (for example, an existing student, a brother or sister in school or a former student)
- how close they live to the school and
- the lack of similar courses in neighbouring institutions

The school provides some post-16 courses with the Wallasey Schools' Consortium.

### Application Procedure

Application is online via the Wirral Common Application Process at [www.i-choosewirral.org.uk](http://www.i-choosewirral.org.uk)

All Wirral students will have been given a username and password by their school as per the Local Authority guidelines. If Wirral applicants encounter difficulties, they may apply using a paper form.

Non-Wirral applicants should contact the school for a paper application form.

All applicants have the opportunity to visit the school and discuss their options at interview.

## Pensby High School for Boys

### A Specialist Sports College

The Pensby High Schools Federation  
Irby Road, Heswall, Wirral CH61 6XN  
Community single-sex (boys all-ability) aged 11 to 18

Principal: **Mr K Flanagan**

Phone: **0151 648 2111**

Email: [schoolofficeboys@psf.wirral.sch.uk](mailto:schoolofficeboys@psf.wirral.sch.uk)

Approximate number of pupils on roll: **424**

Admission number: **150**

Preferences for 2014: **1st 39, 2nd 68, 3rd 66**

In 2014 all boys were offered a place.

### Admission criteria for Year 7

Applications will be dealt with in order according to the following criteria:

- Children who are in care or formerly in care of a local authority.
- Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household) on roll at the school and of statutory school age when it opens in September.
- We will then take account of where you child lives. We will give priority to those pupils who live nearest to the school. We use a computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the nearest school pedestrian gate to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route. As a general guide we will treat routes with no pavements and no street lighting as unsafe for children.

### Pensby High Schools - Joint Sixth Form

#### Sixth Form Admissions Policy

There is a common entry policy for the joint sixth form. The main features are set out below:

#### BTEC First Certificate (Level 2)

Four or more GCSEs at grades E or above.

#### AS and A2 GCSE (Level 3)

Five or more GCSEs at grades A\* - C. B grade preferable in the subject (or related subject) to be taken.

#### Applied Vocational GCSE (Level 3)

Five or more GCSEs at grades A\* - C.

#### Diplomas (Level 3)

Five or more GCSEs at grades A\* - C.

The exact entry requirement will depend on the individual student and take account of any special circumstances.



## Pensby High School for Girls

### A Business & Enterprise and Science Specialist College

The Pensby High Schools Federation  
Irby Road, Heswall, Wirral CH61 6XN  
Community single-sex (girls all-ability) aged 11 to 18

Principal: **Mr K Flanagan**  
Phone: **0151 648 1941 or 0151 648 5684**  
Email: [schoolofficegirls@psf.wirral.sch.uk](mailto:schoolofficegirls@psf.wirral.sch.uk)  
Approximate number of pupils on roll: **563**  
Admission number: **150**  
Preferences for 2014: **1st 63, 2nd 70, 3rd 67**

In 2014 all girls were offered a place.

#### Admission criteria for Year 7

Applications will be dealt with in order according to the following criteria:

- Children who are in care or formerly in care of a local authority.
- Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household) on roll at the school and of statutory school age when it opens in September.
- We will then take account of where your child lives. We will give priority to those pupils who live nearest to the school. We use a computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

#### Pensby High Schools - Joint Sixth Form

##### Sixth Form Admissions Policy

There is a common entry policy for the joint sixth form. The main features are set out below:

##### **BTEC First Certificate (Level 2)**

Four or more GCSEs at grades E or above.

##### **AS and A2 GCSE (Level 3)**

Five or more GCSEs at grades A\* - C. B grade preferable in the subject (or related subject) to be taken.

##### **Applied Vocational GCSE (Level 3)**

Five or more GCSEs at grades A\* - C.

##### **Diplomas (Level 3)**

Five or more GCSEs at grades A\* - C.

The exact entry requirement will depend on the individual student and take account of any special circumstances.

## Prenton High School for Girls

Hesketh Avenue, Birkenhead, Wirral CH42 6RR  
Academy, single sex (girls all-ability) aged 11 to 16

Headteacher: **Mrs Lisa Ayling**  
Phone: **0151 644 8113**  
Email: [schooloffice@prentonhighschool.co.uk](mailto:schooloffice@prentonhighschool.co.uk)  
Approximate number of pupils on roll: **744**  
Admission number: **158**  
Preferences for 2014: **1st 130, 2nd 152, 3rd 68**

In 2014 all girls were offered a place

#### Admissions Policy

Prenton High School for Girls is an established, highly respected Academy. It is an 11-16 all ability comprehensive school serving the local and wider community and welcomes applications from both within and outside the Wirral area. The school does not have an aptitude test for prospective pupils and the school is fully inclusive.

#### Admission Number

The admission number for the school is 158 per year group. Students will be admitted into our school up to this number.

#### Admission criteria for Year 7

As an Academy the Governing Body is the Admissions Authority and as such is responsible for the decisions on admission to the school.

Our admission procedure is co-ordinated by the Local Authority in accordance with the Wirral Co-ordinated Admissions Scheme and all deadlines within the scheme should be adhered to.

We recommend that prospective parents and carers refer to the following Local Authority publications, available online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions), which provide a timetable for admissions to secondary schools together with any additional information relevant to admissions:

- Secondary Education in Wirral 2015-2016 Information for parents
- Admissions Policies for Secondary Schools

Applications will be dealt with in order according to the following criteria:

- Children who are in care or formerly in care of the Local Authority as defined by the Schools Admission Code.
- Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter of support from a senior healthcare professional (e.g. Doctor, Social Worker or Psychologist) is essential as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- Pupils who have a sister (including half or step sisters living in the same household) on roll at the school when the pupil starts school and is of statutory school age.
- We will then take account of where your child lives. We will give priority to those pupils who live nearest to the school. A computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the nearest school pedestrian gate to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.
- Where the final place is offered to one twin or multiple births, all the multiples will be admitted, even if this means going over the Published Admissions number.

#### Withdrawal of Offers

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer e.g. place of residence or in relation to sibling connections.

#### Late application

Late applications will be dealt with in accordance with the arrangements applied by Wirral Borough Council. Applications received outside the normal admission round, will be offered a place at the school if places are available.

### Allocation of Places and Appeals

Places will be offered in accordance with the arrangements applied by Wirral Borough Council until the school's admission number has been reached. If places become available after the initial allocation, the Local Authority will offer the places to children on the re-allocation list following the same criteria as stated above. Your position on the re-allocation list can be sought from the Local Authority. If an application for admission has been turned down, parents can show continued interest in the school by returning the slip attached to the letter or appealing to an Independent Appeals Panel. Parents should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork.

### Admissions during the Academic Year

In year requests will be considered by the Governing Body but will initially be co-ordinated by the Local Authority. Any decisions with respect to admissions are made with reference to the same criteria as for Year 7 placements.

## Ridgeway High School

### A Business and Enterprise College

Noctorum Avenue, Birkenhead, Wirral CH43 9EB  
Foundation co-educational (all-ability) aged 11 to 16

Headteacher: **Mr A Taylor**

Phone: **0151 678 3322**

Email: [schooloffice@ridgeway.wirral.sch.uk](mailto:schooloffice@ridgeway.wirral.sch.uk)

Approximate number of pupils on roll: **613**

Admission number: **160**

Preferences for 2014: **1st 101, 2nd 168, 3rd 102**

In 2014 all children were offered a place.

### Admissions Policy

Ridgeway High School, a Business & Enterprise and Languages Specialist College, is an 11 to 16 co-educational all ability secondary school. It is maintained by Wirral Authority. As a Foundation School the Governing Body is the Admissions Authority and is responsible for decisions on admissions into the school.

The indicated admissions number based on net capacity is 160 for Admission in Year 7 2015.

The criteria for admissions:

- a) Children who are looked after or were previously looked after by a local authority as defined in the Admissions Code 2012.
- b) Children who have a valid medical or social reason. Supporting evidence from a doctor, social worker or a psychologist is essential if admittance to the school is to be made under the criterion for special medical or social circumstances. Such evidence must set out the specific reason/s why Ridgeway High School is the most appropriate school.
- c) Pupils who have a brother or sister (including half-brothers and sisters or step brothers and sisters living in the same household) at the school when places are offered. Also the child of the parent/carer's partner where the child is living in the same family unit.
- d) Pupils living closest to the school as determined by shortest road route. We would measure the distance from home to the school gate nearest the child's home using the shortest road route unless it is possible to use a footpath which we consider to be a safe walking route. All distances will be measured by the authority's computer mapping system based on ordnance survey maps.

### Appeals

If an application for admission to the school has been turned down, parents can appeal to an Independent Appeals Panel set up by the Governing Body. You can get more details from the Headteacher.

### Waiting Lists

Waiting lists for admissions to all year groups will be compiled in descending order according to the published over subscription criteria.

### Admissions during the academic year

In-year requests will be considered by the Governing Body but will initially be co-ordinated by the Local Authority. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements.

## St Anselm's College

Manor Hill, Claughton, Wirral CH43 1UQ  
Single-sex (boys) grammar academy aged 11 to 18

Headteacher: **Mr R S Duggan MA (Oxon)**

Phone: **0151 652 1408**

Email: [headmaster@st-anselms.com](mailto:headmaster@st-anselms.com)

Website: [www.st-anselms.com](http://www.st-anselms.com)

Approximate number of pupils on roll: **866**

Admission number: **135**

Preferences for 2014: **1st 95, 2nd 92, 3rd 18**

In 2014 all boys who reached the standard were offered a place.

### Admission Policy

St. Anselm's College is a Catholic Grammar School and Academy for boys aged 11 to 18. It is situated in the Diocese of Shrewsbury and is under the Trusteeship of the Christian Brothers. It is maintained by the Department for Education. As an Academy, the St. Anselm's College Edmund Rice Academy Trust is the Admissions Authority and is responsible for decisions on admissions to the College. The co-ordination of admission arrangements is undertaken by the Local Authority.

In drawing together their Admissions' Policy, Governors recognise the obligations of the College to meet the needs of parents of baptised Catholics in fulfilling the promises and responsibilities accepted by them at their child's Baptism and to act as an extension of the Catholic home and parish. They also acknowledge that each school must relate to the good of others and their particular responsibility for seeing that the admissions' policies of all Catholic Secondary Schools in Wirral are co-ordinated in the overall interest of Catholic education.

### Admissions to St. Anselm's College in Year 7

For the school year commencing September 2015, the Indicated Admissions Number, based on Net Capacity, is 135.

The CRITERIA FOR ADMISSIONS are that places will go to applicants who have reached the required standard in the assessment and testing procedure which consists of 3 tests in English, Mathematics and Verbal Reasoning. If more than 135 boys satisfy these criteria, then places are allocated according to the following over subscription criteria.

Where applications are received from Catholic and non-Catholic boys in public care, they will be admitted to the College in advance of the outlined oversubscription criteria, given below

1. Baptised Catholic boys, living in the relevant area (defined as Wirral, Cheshire West and Chester and any other areas within 5 miles of the College).
2. Baptised Christian, non-Catholic boys, living within the relevant area.
3. Non-Catholic boys whose parents wish them to have a Catholic education.

#### Please note that two documents need to be completed:

- St. Anselm's College Registration Form for Admission to the College (to be returned to the College together with a copy of the boy's baptismal certificate, if applicable).
- The Local Authority Wirral Parental Preference Form.

### Sixth Form

In addition to places available for boys already in the College, the Governing Body will make available a further 20 places for boys from other schools. The normal requirement for entry on to the A/S course is 218 GCSE points from their best 5 GCSE results (equivalent to a minimum of 3 grade Bs and 2 grade Cs), with grade B expected in most subjects to be studied in Year 12.

Should the College receive more external applications for the Sixth Form than stipulated, then the criteria applied for entry in Year 7 will be used to determine admission.

### Notes

- a) All applicants will be considered at the same time and after the closing date for admissions which is 31st October 2014 (Y7), 1st September 2015 (Y12).
- b) Looked After and previously Looked After children will be offered a place at the top of the oversubscription criteria in the category for which they qualify.
- c) Baptised Catholic boy means a boy who has been baptised into the Roman Catholic Church and who can produce evidence of baptism or one who has been baptised a Christian and can demonstrate that he has subsequently been received into the Roman Catholic Church.
- d) If in any category there are more applicants than places available, priority will be given on the basis of rank order of performance in the assessment and testing procedures. Where 2 candidates are equally ranked in those procedures priority will be given on the basis of distance from home to the College, those living nearest to the College having priority.
- e) For occasional applications received outside the normal admissions round, and if places are available, then boys qualifying under the published criteria will be admitted. If there are places available, but more applicants than places, then the published oversubscription criteria will be applied. Occasional and late applications will be treated as per the admissions arrangements published by the Local Education Authority.
- f) A waiting list for boys who have not been offered a place will be kept and will be ranked according to the Admissions' criteria. Parents will be informed of their son's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- g) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the College within twenty school days from the date of notification that their application was unsuccessful. The parents must give their reasons for appealing, in writing, and the decision of the Appeals Panel is binding on the Governors.
- h) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism or place of residence.
- i) The Governing Body expects that all students specifically selecting a Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the College, and in achieving the aims set out in its Mission Statement.

## St John Plessington Catholic College

Old Chester Road, Bebington, Wirral CH63 7LF  
Academy co-educational (all-ability) aged 11 to 18

Headteacher: **Mr T Quinn MA NPQH**

Phone: **0151 645 5049**

Email: [schooloffice@stjohnplessington.com](mailto:schooloffice@stjohnplessington.com)

Approximate number of pupils on roll: **1,454**

Admission number: **235**

Preferences for 2014: **1st 365, 2nd 240, 3rd 149**

Last pupil offered a place in 2014 - Category 5; Baptised Catholic - 2.86 miles.

### Admission Policy

St John Plessington Catholic College is an 11-18 Catholic Secondary School under the Trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Academy, the Holy Family Multi Academy Trust is the Admission Authority. All decisions relating to admissions applications to this school will be taken by the Governing Body of this school.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the curriculum. We expect all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place here.

The co-ordination of admissions is undertaken by the Local Authority. For the academic year commencing September 2015, the Governing Body has set its planned admissions number at 235.

Admissions to the College will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the College has places available.

1. Looked After Children and previously Looked After Children.
2. Children of staff at the school.
3. Children who have a sibling in the school at time of admission.
4. Children from the following Catholic partner Primary Schools:  
Christ the King (Bromborough); Our Lady and St Edward's (Birkenhead);  
St Anne's (Rock Ferry); St John's (New Ferry); St Joseph's (Birkenhead);  
St Michael and All Angels (Woodchurch); St Peter's (Noctorum);  
St Werburgh's (Birkenhead).
5. Other children whose parents wish them to have a Catholic Education.

Within priorities 1 to 5 the Governors will give preference to Catholic children.

### Notes

- a) All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2014.
- b) 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) Children of staff at the school - priority is given to children of staff in either or both of the following circumstances
  - i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) All Catholic applicants will be required to produce baptismal certificates.

- i. This means children who are baptised Roman Catholics and includes children who have been formally received into the Roman Catholic Church (having provided satisfactory confirmation of this).
- ii. Children who are under instruction (having provided satisfactory confirmation of this).

- e) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured by shortest road route from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
- f) 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 responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- k) The Governing Body reserve the right to withdraw the offer of a school place where false or insufficient evidence is received in relation to baptism, sibling connections or place of residence.

### Sixth Form

In addition to places available for students already in the College, the Governing Body will make available a further 30 places for external students. All prospective students should refer to the Entry Qualifications for individual courses of study, as published annually in the Sixth Form Prospectus. If more applications are received from external candidates than the number specified, the criteria applied at Year 7 will be used to determine admissions.

### Notes

- a) 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) Arrangements will be instituted by the College to allow discussion of subject choice with those applying for the Sixth Form as internal or external candidates.
- c) If an application for admissions from either internal or external candidates has been turned down by the Governing Body then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Governors.
- d) The Governing Body expects that all students specifically selecting a Catholic Sixth Form education will wish to be fully involved in the ethos and spiritual life of St. John Plessington Catholic College.

## St Mary's Catholic College

Wallasey Village, Wallasey, Wirral CH45 3LN  
Voluntary-aided co-educational (all-ability) aged 11 to 18

Headteacher: **Mr A Boyle BA (Hons)**

Phone: **0151 639 7531**

Email: [schooloffice@stmaryscollege.wirral.sch.uk](mailto:schooloffice@stmaryscollege.wirral.sch.uk)

Approximate number of pupils on roll: **1,579**

Admission number: **270**

Preferences for 2014: **1st 274, 2nd 215, 3rd 104**

Last pupil offered a place in 2014 - Category f - non Catholic - 2.28 miles.

### Admissions Policy

St Mary's Catholic College is an 11-18 Co-educational Catholic Secondary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Wirral Education Authority.

As a Voluntary Aided School the Governing Body is the Admissions Authority, and is responsible for taking decisions on applications for admissions. The co-ordination of admissions is undertaken by the Education Authority. For the school year commencing September 2015 the Governing Body has set its admissions number for Year 7 at 270.

The school's admissions number for Year 12 (Sixth Form) is 220. Up to 30 students will be admitted from outside the school to Year 12, subject to the qualifications requirements published annually in the Sixth Form prospectus. Should Year 12 be over-subscribed with students from outside the school, the criteria in the published Admissions Policy will be applied.

Admissions to the College in Year 7 will be determined by the Governing Body, in accordance with its published criteria. If the College is oversubscribed, places will be allocated according to the following criteria given in priority order.

- a) Children who are in the care of the Local Authority (Looked After Children) and previously Looked After Children.
- b) Children from our partner Catholic Primary Schools :  
Ladymount, Our Lady of Pity, Sacred Heart, St Alban's, St Joseph's, SS Peter & Paul, Holy Cross, St Joseph's (Upton) and St Paul's; and our partner school Holy Spirit Catholic and Church of England primary.
- c) Children with siblings on roll at St Mary's Catholic College at the time of admission.
- d) Children from other Catholic Primary Schools.
- e) Roman Catholic children from other Primary Schools.
- f) Other children whose parents seek a Catholic education.

Within each priority the Governors will always give preference to Roman Catholic children.

### Notes

If category (2) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (2). Subsequently, if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to College. Distance will be measured using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route from the front door of the child's home address (including flats) to the main entrance of the College, using the Local Authority's computerised measuring system, with those living closer to the College receiving the higher priority. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applicants where the distance is the same. The random lottery will be carried out in a public place. All the names will be entered into a hat, and the required number of names will be drawn out.

If the school is named in a Statement of Special Educational Needs the Governing Body will admit the child to the college.

For 'In Year' applications received outside the normal admissions round, and if places are available, then children qualifying under the published criteria will be admitted. If there are places available, but more applicants than places, then the published over-subscription criteria will be applied. 'In Year' and late applications will be treated as per the admission arrangements published by the Local Authority.

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 28 days (20 working days) of refusal. Parents must give reasons for appealing in writing, and the decision of the Appeals Panel is binding on the Governing Body.

### Notes

- a) All applicants will be considered at the same time, and after the closing date for admissions.
- b) The Governing Body reserves the right to check on evidence of baptism into the Roman Catholic Church.
- c) (Roman) Catholic children:
  - i. *This means children who are baptised Roman Catholics;*
  - ii. *Children who are under instruction (having provided satisfactory confirmation of this).*
- d) Sibling is defined as:
  - i. *A brother or sister by the same parents;*
  - ii. *A half or step brother or sister living in the same household;*
  - iii. *Children under the guardianship of either parent, and living in the same household;*
  - iv. *An adopted brother or sister.*

## South Wirral High School

### A visual and performing arts college

Plymyard Avenue, Eastham, Wirral CH62 8EH  
Foundation co-educational (all-ability) aged 11 to 18

Headteacher: **Mrs C McCormack BA**

Phone: **0151 327 3213**

Email: [admin@southwirral.wirral.sch.uk](mailto:admin@southwirral.wirral.sch.uk)

Approximate number of pupils on roll: **992**

Admission number: **212**

Preferences for 2014: **1st 129, 2nd 84, 3rd 78**

In 2014 all children were offered places.

### Admissions policy

#### Section 1: General Principles

South Wirral High School is an 11-19 mixed all-ability school, serving the communities of Eastham, Bromborough and the surrounding areas. We are a specialist Visual and Performing Arts College, with a second specialism in Maths and Computing but we do not have any requirement for an aptitude from prospective students.

As a Foundation School the Governing Body is the Admissions Authority and is responsible for decisions on admission to the school.

The main principle of admission for South Wirral High School is to maintain the character of the school as an all-ability school, providing for the needs of young people aged 11-19.

Admission to our school is not based on any 'voluntary' contribution.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below. The admission number for 2014 and subsequent years will be 212. The school may exceed its published admission number if not doing so would result in eligible children of the same household being refused admission.

The school participates in the Wirral Co-ordinated Admissions Scheme and all deadlines within that should be adhered to by applicants.

#### Section 2: Over subscription criteria

If the school is over-subscribed the following over-subscription criteria will apply:

1. Children who are **looked after** or previously looked after by a Local Authority and/or children with a **Statement of Special Educational Needs** that names South Wirral High School.
2. Children who will have a **'sibling'** on roll at South Wirral High School at the time of their admission. A 'sibling' is defined in the notes below.
3. Children whose **'home' is closest to the front entrance of the school** as measured by the Wirral Local Authority mapping system using the shortest walking route. 'Home' is defined in the notes below.

### Notes

- a) **Sibling** is defined as:
  - (i) A brother or sister by the same parents
  - (ii) A half or step-brother or sister living in the same household
  - (iii) A child living in the same household as another child who is on roll at South Wirral High School at the time of their admission
- b) **Home** is the principal residence of the child or of the person who is responsible for the care of the child
- c) 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

### Section 3: Other information

#### Withdrawal of offers

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer. Any offer of a place may be withdrawn if the parent declines the offer of a place.

#### Late applications

Late applications will be dealt with in accordance with arrangements applied by Wirral LA. Where applicable, a waiting list will be administered in accordance with arrangements applied by Wirral LA.

#### In year admissions

Admissions for all other year groups will be dealt with in accordance with the criteria in section 2

#### Sixth Form admissions

The admissions number for the Sixth Form is the same as for Year 7.

The required minimum standard for entry to the Sixth Form to follow more than one A level course is five GCSEs at grades A-C. Individual A level courses may require higher GCSE grades. Non-A level courses may require lower GCSE grades. Details are available on request.

Priority of entry is given to existing students at the school.

If the Sixth Form is over-subscribed the criteria in section 2 will be applied.

#### Appeals

If an application for admission has been refused by the Governing Body, parents have the right to appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors within 28 days of the refusal. Parents must give their reason for appealing in writing and the decision of the Panel is binding on the Governors.

## The Kingsway Academy

Birket Avenue, Moreton, Wirral CH46 1RB  
Academy co-educational (all-ability) aged 11 to 18

Headteacher: **Ms A Cawood**

Phone: **0151 677 7825**

Email:

Approximate number of pupils on roll: **710**

Admissions number: **250**

Preferences for 2014: **1st 79, 2nd 77, 3rd 100**

In 2014 all children were offered a place.

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**The Admissions Policy is available from the school.**

## The Oldershaw Academy

Valkyrie Road, Wallasey, Wirral CH45 4RJ  
Co-educational (all-ability) Academy aged 11 to 18

Headteacher: **Mr S J Peach BEd MEd**

Phone: **0151 638 2800**

Email: **[schooloffice@oldershaw.wirral.sch.uk](mailto:schooloffice@oldershaw.wirral.sch.uk)**

Approximate number of pupils on roll: **654**

Admission number: **200**

Preferences for 2014: **1st 89, 2nd 119, 3rd 88**

In 2014 all children were offered places.

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**The Admissions Policy is available from the school.**

## University Academy of Birkenhead

### A Specialist Sports College

Park Road South, Birkenhead, Wirral CH43 4UY  
Co-educational (all-ability) Academy aged 11 to 16

Principal: **Mr G Parry**

Phone: **0151 652 1574**

Email: **offices@uabirkenhead.org**

Approximate number of pupils on roll: **661**

Admission number: **150**

Preferences for 2014: **1st 75, 2nd 44, 3rd 62**

In 2014 all children were offered places.

### General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - a) Direct the Academy Trust to admit a named pupil to the University Academy Birkenhead on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
  - b) Direct the Academy Trust to admit a named pupil to the University Academy Birkenhead if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Academy Trust shall ensure that parents/carers and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy Trust shall prepare guidance for parents/carers and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
7. In paragraphs 5 and 6 above, 'relevant children' means:
  - a) in the case of appeals for entry to a sixth form, the child, and;
  - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

### Relevant Area

8. Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code).

9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
10. The Secretary of State will consider the Academy's application and will by 30 September either:
  - a) determine the area for consultation; or
  - b) determine that the meaning within paragraph 8 should apply.
11. The Secretary of State may consult the local authority before making such a determination
12. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 of the determination.
13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

### ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

#### Consultation

14. The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'<sup>1</sup>:
  - a) The LA.
  - b) The admission forum for the LA.
  - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
  - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
  - e) Affected admission authorities in neighbouring local authority areas.
  - f) Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
  - g) Community groups which the Academy considers relevant;
  - h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
  - a) the admission arrangements were consulted upon in one or both of the previous two years; and
  - b) there have been no changes, or proposed changes, since the last consultation.
16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

#### Academy Trust Determination of Admission Arrangements

17. The Academy Trust will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
18. The Academy Trust will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

<sup>1</sup>A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2011 and determination to be in April 2011 for admissions in September 2012.



### Representations about admission arrangements

19. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### Secretary of State's Consent for Changes to Admission Arrangements

20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

### Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admission arrangements for the Academy. The Academy Trust shall comply with any such direction.
22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

### Publication of Admission Arrangements

23. The Academy Trust shall each Determination Year publish the Academy's agreed admission arrangements by:
- copies being sent to the persons consulted in paragraph 14;
  - copies being sent to Primary and Secondary schools in the LA's area;
  - copies being sent to the offices of the LA;
  - copies being made available without charge on request from the Academy;
  - copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons.
  - a copy being uploaded to the Academy's website.
24. The published admission arrangements will set out:
- the name and address of the University Academy Birkenhead and contact details;
  - a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
  - a statement of any religious affiliation if relevant;
  - numbers of places and applications for those places in the previous year; and
  - arrangements for hearing appeals.

### Proposed Changes to Admission Arrangements by the University Academy Birkenhead After Arrangements Have Been Published

25. Subject to paragraph 26, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- the Academy Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;

- following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:

*i) the proposed change;*

*ii) reasons for wishing to make such a change;*

*iii) any comments or objections to the proposal from those consulted; and*

- following such application, the Secretary of State has provided his consent to the proposed variation.

26. The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

27. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 14.

28. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.

30. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

### PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

#### Admission Number(s)

31. The Academy Trust has the following agreed admission numbers for the Academy for the year 2012/2013 and 2013/2014 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- 150 for pupils in Year 7
32. In any specific year, the Academy Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
33. If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

#### Process of Application

34. Arrangements for applications for places at the University Academy Birkenhead will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
35. The Academy Trust will use the Metropolitan Borough of Wirral LA's timetable for applications to the University Academy Birkenhead each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Wirral LA as agreed by the, Admissions Forum, Wirral LA, local schools and Academies.
- By September - The Academy Trust will publish in University Academy Birkenhead's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. The Academy Trust will also provide information in relation to the University Academy Birkenhead to the Wirral LA for inclusion in the composite prospectus, as required;**

- b) **September/October - The Academy Trust will provide opportunities for parents/carers to visit the University Academy Birkenhead;**
- c) **October - Common Application Form to be completed and returned to the pupil's home LA to administer**
- d) **Wirral LA sends University Academy Birkenhead applications to the Academy Trust;**
- e) **Academy Trust sends list of pupils to be offered places at the University Academy Birkenhead to Wirral LA;**
- f) **February - Wirral LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.**
- g) **1st March offers made to parents/carers.**

36. From 2011-12 there will be a national closing date for applications as follows:

- a) 31 October for Secondary applications; and
- b) 15 January for Primary applications

The Academy will ensure its application processes enable parents/carers to apply before these deadlines.

### Consideration of Applications

37. The Academy Trust will consider all applications for places at the University Academy Birkenhead. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the University Academy Birkenhead to all those who have applied.

### Procedures where the University Academy Birkenhead is oversubscribed

Admissions to Year 7

38. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the University Academy Birkenhead is named on the statement, the criteria will be applied in the order in which they are set out below:
- a) **Looked after children** (as defined by s22 of the Children Act 1989) and previously Looked after children.
  - b) **Children who have a valid medical or social reason for a specific placement.** Details must be given on the preference form and this may be checked by a relevant officers. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
  - c) **Siblings** - Children who have a brother or sister (including a half-brothers or sisters or step brothers or step sisters living in the same household) on roll at the time of their entry to the University Academy Birkenhead and of statutory school age.  
 ("sibling" is defined as a full or half brother or sister; a step brother or sister; an adoptive brother or sister, the children of parents/carers living together in the same family household).
  - d) **Distance** - Priority will be given to those children who live nearest to the Academy. A computer mapping system based on Ordnance Survey maps will be used to measure the distance from the child's home\* to the Academy gate<sup>2</sup> using the shortest road route, unless it is possible to use a footpath which is considered as a safe walking route.
- \* A child's home is deemed as the permanent address which (s)he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where a child spends time with more than one parent the place of residence of the parent/carer who receives Child Benefit will be deemed to be the child's home.

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 (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

In the event of a tie in any of the above categories, the Clerk to the Governors, supervised by an independent scrutineer, will draw names out of a hat.

### Operation of waiting lists

- 41. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the University of Birkenhead receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 42. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38 and 39 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils who have Left the University Academy Birkenhead

- 43. From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
- 44. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

### Arrangements for Admission of Pupils as the University Academy Birkenhead Builds to its Full Capacity

- 45. The University Academy Birkenhead will open on 1 January 2011 with a Published Admission Number relating solely to pupils in Year 7. Pupils in subsequent years will have been transferred automatically from the predecessor schools, Park High School and Rock Ferry High School, which will close on 31 December 2010.
- 46. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the University Academy Birkenhead and the efficient use of resources.
- 47. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

<sup>2</sup> Gates will be designated on both sites prior to the new building being completed and therefore the nearest distance to either gate will be deemed the shortest distance.

## Upton Hall School

Moreton Road, Upton, Wirral CH49 6LJ  
Academy single-sex (girls) grammar aged 11 to 18

Headteacher: **Mrs P Young BA (Hons)**

Phone: **0151 677 7696**

Email: [uhs@uptonhall.wirral.sch.uk](mailto:uhs@uptonhall.wirral.sch.uk)

Website: [www.uptonhallschool.co.uk](http://www.uptonhallschool.co.uk)

Approximate number of pupils on roll: **989**

Admission number: **140**

Preferences for 2014: **1st 142, 2nd 92, 3rd 15**

In 2014 all girls who reached the standard were offered a place.

### Admissions policy for September 2015

Upton Hall School FCJ is a Roman Catholic Grammar School for girls aged 11-18. It is situated in the Diocese of Shrewsbury and is under the Trusteeship of the Society of the Faithful Companions of Jesus. It is maintained by Wirral Authority. The Academic Trust is the Admissions Authority and is responsible for decisions on admissions to the School. The co-ordination of admission arrangements is undertaken by the Local Authority. For the school year commencing September 2015, the indicated admission number based on net capacity is 140.

### Admission to the School in Year 7

An Admissions Committee of the Governing Body will determine admission to the school for those girls **who have achieved 236 in the Governors' Entrance Examination** consisting of two closed NFER tests in Verbal Reasoning.

If there are more than 140 girls who satisfy the requirements stated, places will be offered strictly in accordance with the order of merit based on the results achieved in the Entrance Examination and according to the following priorities:

1. Baptised Roman Catholic girls (including any girl who was baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church).
2. Girls, who have not been baptised into the Roman Catholic Church, whose parents wish them to have a Roman Catholic education.

In the event of oversubscription in any of the above categories, places will be allocated in order of merit based on the score in the Examination. If there are several candidates at the 140th place with equal marks in the order of merit, priority will be given to those girls whose homes are nearest the School.

### Notes:

- a) All applicants will be considered at the same time and after the closing date for admissions which is 31 October 2014.
- b) A *Baptised Roman Catholic girl* means a girl who has been baptised into the Roman Catholic Church and who can produce a baptismal certificate as evidence or one who has been baptised a Christian and can demonstrate that she has subsequently been admitted to the Roman Catholic Church.
- c) Nearest to the School means the shortest available safe walking distance as measured by the Local Authority computer mapping system.
- d) For occasional applications received outside the normal admissions round and if places are available then girls qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published over-subscription criteria will be applied. Late and occasional applications will be treated as indicated in the arrangements published by the Local Authority.
- e) A waiting list for girls who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their daughter's position on the waiting list which will be retained until the end of the academic year for which admission is requested.

f) Appeals. If an application for admission has been refused by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 school days of the refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

g) The Admissions Authority reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism or place of residence.

### Admission to the School in Year 12 (Sixth Form)

In addition to places available for girls already in the School, the Governing Body will make available a further 30 places for girls from other schools. The required minimum standard for all girls wishing to obtain a place in the Sixth Form is five GCSE passes at grade C or above including English and Mathematics, with at least B grades recommended in subjects to be studied at AS or A2 Level. Should the School receive more external applications for the Sixth Form than can be accommodated, then the criteria applied for entry in Year 7 will be used to determine admissions but without reference to the Governors Entrance Examination.

### Notes:

- a) If an application for admissions from either internal or external candidates has been turned down by the Governing Body then an appeal can be made to an Independent Appeals Panel. Parents and students are able to appeal jointly or separately against any decision refusing a young person admission and, where they appeal separately the appeals must be heard together. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of refusal. Reasons for the appeal must be given in writing and the decision of the Appeals Panel is binding on the Governors.
- b) The Governing Body expects that all students specifically selecting a Roman Catholic Sixth Form education will wish to be both fully involved in the ethos and spiritual life of the school, and in achieving the aims set out in its Mission Statement.

## Weatherhead High School

### A high performing Academy providing excellence for all

Breck Road, Wallasey, Wirral CH44 3HS  
Academy single-sex (girls all-ability) aged 11-16 and Mixed 6th Form

Headteacher: **Mr N Dymont BSc PGCE MA NPQH**

Phone: **0151 631 4400**

Email: [admin@weatherhead.wirral.sch.uk](mailto:admin@weatherhead.wirral.sch.uk)

Approximate number of pupils on roll: **1,473**

Admission number: **254**

Preferences for 2014: **1st 230, 2nd 92, 3rd 65**

In 2014 all girls were offered a place.

### Admission criteria for Year 7

Applications will be dealt with in order according to the following criteria.

- a) Children who are Looked After or previously Looked After. A Looked After Child is a child who is i) in the care of a local authority or ii) being provided with accommodation by a local authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) Children who have a valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. You need to make it clear why only this school is appropriate for your child's medical needs.
- c) Students who have a sister (including half-sisters or step-sisters living in the same household) on roll at the school and of statutory school age when it opens in September 2015.
- d) We will then take account of where your child lives. We will give priority to those students who live nearest to the school. We use a computer mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route.

### Waiting Lists

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will operate for one term after the start of the autumn term.

### Appeals

If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel at Wallasey Town Hall no later than 4 weeks from receiving the letter of refusal. The decision of the Appeals Panel is binding on the Governors.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

### Sixth Form Admissions Policy

This Admissions Policy applies to students seeking admission to Year 12 at Weatherhead High School and covers admission into Year 13 for those wishing to complete their studies at the school.

Applications for Year 12 must be completed using the school application form, by the date specified by the school. Applications received after this deadline will be placed on a waiting list. For internal applicants, the Director of Sixth Form will seek feedback from the Year Leader, Learning Mentor and subject teachers to check suitability for students' course choices. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements.

For external applicants, a reference/report from their previous school will be sought to check suitability for Post 16 study and their preferred subject choices. Students will be invited for interview as appropriate. Preferred learning pathways and course choices are discussed. Following the interview stage, a letter will be sent to the applicant confirming the decision made regarding a place in Year 12. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements.

Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results.

### Admission to Year 12

The majority of our students in Year 11 continue with their studies into our school Sixth Form. The school will have approximately 50 places available for external students who wish to join Year 12.

1. Students who currently study at Weatherhead in Year 11 are given priority for places; however, the school is proud of its diverse intake and we welcome applications from all students under the age of 18 for whom we have suitable courses. We regularly admit students currently attending other schools and in these cases, admission is contingent on the receipt of supportive references and the production of GCSE (or equivalent) examination certificates.
2. Application forms should be submitted by the deadline on the form. Recruitment and information evenings are held in the Autumn term to assist students in this process. We cannot guarantee that places will be offered when the application is late. External admissions interviews take place in February/ March and all offers are made by Easter for places to be taken up in September. Application forms and prospectuses can be obtained from the Sixth Form reception by telephoning 0151 631 4401 or emailing [sfinfo@weatherhead.wirral.sch.uk](mailto:sfinfo@weatherhead.wirral.sch.uk). You can also visit our website at [www.weatherhead.wirral.sch.uk](http://www.weatherhead.wirral.sch.uk).
3. In order to obtain a place, there are minimum entry requirements. These are:
  - a) **If you are applying for A level courses** you must achieve at least 5 A\* - C grades in your GCSEs and have the correct subject and grades to take that course.
  - b) **In order to take Childcare and Education** we expect a grade D in English plus 1 other GCSE at grade D or above.
  - c) **All** applicants must meet the minimum grade requirements for the subjects that you have chosen to study stated in the prospectus.
  - d) A supportive reference confirming suitability Post 16 study and the preferred subject choices.
4. If, having gained your GCSE results, you have fallen short of the minimum requirements; you are advised to call us for further advice or seek advice and support from our team on GCSE results day in August.
5. All Sixth Form students are expected to participate in an extensive enrichment programme that includes Personal Development sessions and Higher Education and careers advice.
6. Applicants must be able to demonstrate a good attendance record for the recent years of schooling. Where attendance has been unsatisfactory, the school must be satisfied that:
  - a) The absence has not had such an impact on the candidates academic development that he/ she would be unlikely to cope with the demands of the course applied for.
  - b) The pattern of absence will not continue into the Sixth Form.
7. Conditional offers are made in writing on the basis of predicted GCSE grades. Candidates are asked to confirm their intention to take up the place offered, either in writing or by telephone. Once you have accepted an offer, your place is secure and we are committed to you provided that you then meet the minimum requirements. You make your final course choices in September on Induction Day, when you have gained your GCSE results. This is done in consultation with your Form Tutor.
8. By accepting a place at Weatherhead High School Sixth Form, you agree that:
  - a) You have read, understand and accept the Admissions Policy.
  - b) You have read, understand and will abide by the terms of the Sixth Form Charter.
9. In some cases, students will be offered the place at a school for a probationary period. This trial period may be offered for a range of reasons. Students who are offered a trial period will be notified in writing, with the conditions of probation.
10. Where applications for a place are declined, students will be informed in writing and reasons will be given in line with the Admissions Policy. Students who have had their applications rejected have the right to appeal against the decision. In such a situation, a formal letter must be sent to the Director of Sixth Form stating why it is felt that the decision is unfair and providing details of any mitigating circumstances. This must be done within 10 working days of receiving formal notification that the application has been declined. If the decision not to admit is upheld, you may then choose to make a formal complaint online.

## 11. External Students

- External students are offered a place in the Sixth Form on the basis of a satisfactory reference/report form from their previous school and following discussion about their suitability with a member of the Senior Leadership or Sixth Form Management team.
- The school is able to make sufficient offers of places to lead to the admission of approximately 50 external students. After this number of offers has been made, the school reserves the right to place further applicants on the waiting list. The actual number of offers made is judged on the previous year's admission number and the applications received from internal students who have priority.
- In some circumstances, the school may be able to make offers of places above these thresholds and when other applicants have been placed on the waiting list if there is availability on particular courses. This will be dependent on the numbers of applications for particular courses in each year.

Where the number of eligible external applicants for a course of study exceeds the places available then admissions will be determined in accordance with the following priority of admissions criteria:

- Children in Local Authority Care - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Children who have a valid medical or social reason. Supporting evidence from a doctor, social worker or psychologist is essential if admittance to the school is to be made under the criteria for special medical or social circumstances. Such evidence must set out the specific reasons why Weatherhead High School is the most appropriate school.
- The overall strength of the student's profile, based on estimated grades and a satisfactory reference or report; the profile requirements will be determined annually in the light of applications received.
- The contribution the student could make to the overall life of the school, based on the evidence available from the application, reference and interview.
- In exceptional circumstances, the headteacher may use his discretion in making offers to individual students who do not meet the required criteria, where extenuating factors apply.

Conditional offers will be made for a place at the school. Once an offer has been made the school will aim to allow students to follow their first-choice combination of subject requested at interview. Where this is impossible, for reasons such as timetable clashes or over-subscription of particular subjects, guidance will be offered about suitable alternatives.

### Admission to Year 13

The majority of students in Year 12 continue with their studies into Year 13, dependent upon the entry criteria outlined below.

All offers of a place in Year 13 will be made on condition of students meeting the school entry requirements laid out below:

- All students wishing to complete their advanced level studies in Year 13 must achieve a E grade or better in each of their AS/A2 subjects of study following receipt of the summer results.
- Supportive comments from relevant subject teachers confirming suitability for continued study at advanced level.

### Admissions Process Year 13

Following receipt of summer AS/A2 examination results students who have met the entry requirement above are automatically offered a place in Year 13 to continue their studies.

Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.

### 3rd Year Sixth Form:

Admission to 3rd Year Sixth Form is only due to exceptional circumstances - e.g. either medical or a student who has shown significant commitment over a 2 year period of study.

## West Kirby Grammar School

Graham Road, West Kirby, Wirral CH48 5DP  
Academy grammar single-sex (girls) aged 11 to 18

Headteacher: **Mrs A Duffy**

Phone: **0151 632 3449**

Email: [schooloffice@westkirby-grammar.wirral.sch.uk](mailto:schooloffice@westkirby-grammar.wirral.sch.uk)

Approximate number of pupils on roll: **1,203**

Admission number: **180**

Preferences for 2014: **1st 145, 2nd 74, 3rd 24**

In 2014, all girls who reached the standard for grammar school were offered a place.

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**The Admissions Policy is available from the school.**

## Wirral Grammar School for Boys

Cross Lane, Bebington, Wirral CH63 3AQ  
Academy grammar single-sex (boys) aged 11 to 18

Headteacher: **Mr D Hazeldine BA MSc NPQH**

Phone: **0151 644 0908**

Email: [schooloffice@wirralgrammarboys.wirral.sch.uk](mailto:schooloffice@wirralgrammarboys.wirral.sch.uk)

Approximate number of pupils on roll: **1,050**

Admission number: **155**

Preferences for 2014: **1st 214, 2nd 77, 3rd 34**

Distance from home to school for the last pupil who was offered a place in 2014: 5.09 miles

### Admissions policy & procedure

#### Admissions of pupils at the start of Year 7

The school plans to admit **155 boys**. Only boys who attain the required standard (a score of 236) in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Authority.

The assessment is based upon the results of two verbal reasoning tests. The tests do not take into account what pupils have learnt at the primary schools; they have been designed to predict pupils' potential performance at secondary school.

In some cases parents may feel that there are specific factors which have affected the child's academic attainments and performance, for example, if his education has been seriously disrupted through ill health, change of schools, or any other cause. Where this does apply it is important that the facts should be brought to the attention of the child's present Headteacher, in writing by the date specified in Wirral LA's publication 'Information for Parents'

Pupils take two verbal reasoning tests during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. The two test scores are then added together.

Pupils who score 236 or above will be deemed to have achieved the grammar school standard.

Primary Headteachers are invited to comment on behalf of any children whose test results do not reflect their ability and in that event, the matter is referred to an Independent Assessment Board.

The Independent Assessment Board comprises four Headteachers (two from primary schools and two from grammar schools) and is chaired by an Officer from the Education Department. None of the members will have any personal interest in any of the pupils whom they are asked to assess.

The Board have available to them, in respect of each pupil:

- The pupil's verbal reasoning test scores and papers;
- The observations of the pupil's primary school Headteacher;
- Information supplied, in confidence, by parents and reports from other professional agencies such as educational psychologists, social workers, doctors and so on.

The Board then uses its professional judgement to decide whether the results of the verbal reasoning tests did not truly reflect the boy's ability. The board decides whether or not the boy has reached the grammar school standard.

Places will be offered to pupils who have been deemed to be of suitable ability on the basis of the following criteria which will also be applied in the case of over-subscription:

- Boys who are Looked After or previously Looked After. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is

one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order

- To those boys with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority
- To those boys with a brother<sup>1</sup> (sibling) attending the school at the time of application with a reasonable expectation that they will be attending at the time of the start of the new academic year.
- By reference to geographical factors, that is distance from the home address to Wirral Grammar School for Boys. Distances will be measured from the home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.
- In considering the cases of children who are not allocated places on grounds of sibling connection or medical need, account will also be taken of the reasons that parents have put forward for their preference. If the reasons are considered to be exceptional and compelling, the child in question may be allocated a place regardless of his geographical circumstances. This consideration is managed through an independent assessment board process.

NB: The school has facilities for disabled pupils' access to much, but not all, of the curriculum.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

#### Late Applications

Late applications will be dealt with in accordance with the arrangements applied by Wirral LEA.

#### Sixth Form Entry

Priority for entry is given to existing pupils in the school. Each year the school welcomes a number of boys from other schools. Places are offered after a visit to the school by a prospective student and meeting with the Headteacher. There is no limit upon entry provided admissions do not prejudice efficient education. As a guide, students typically enter the Sixth Form with a minimum of six passes at Grades B or better. Consideration is also given to the degree of effort and commitment as reflected in progress grades during Year 11. Our prime concern is for students to embark on courses that are appropriate for their ability. In many cases, students start A Level courses in subjects where they have gained the top grades (A\*/A) in these subjects at GCSE.

#### Admissions to other than at the start of Year 7

Our policy is to advise against a change of school part way through a school year due to the potential negative impact on learning progression. Where parents feel that there is genuine reason for considering a change of school, admission is by a standard NFER test that covers verbal, non verbal and quantitative reasoning.

If a boy took the 11+ assessment in Year 6 and did not achieve the standard for Grammar School, it is not possible for the school to re-assess until the Spring Term of Year 7, twelve months on.

Pupils can only be admitted to other age groups provided they have reached the entry standard and that their admission does not prejudice efficient education and the efficient use of resources.

#### Appeals against Admission Decisions

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it. Appeals will be heard by an Admissions Appeals Panel constituted under the Education Act 1998, providing they are lodged within the prescribed period.

<sup>1</sup>Brother is defined as either (i) a brother by the same parents or (ii) a half or step-brother living in the same household.

## Wirral Grammar School for Girls

Heath Road, Bebington, Wirral CH63 3AF  
Academy grammar single-sex (girls) aged 11 to 18

Headteacher: **Mrs E Cogan BEd NPQH**

Phone: **0151 644 8282**

Email: [schooloffice@wirralgrammar-girls.wirral.sch.uk](mailto:schooloffice@wirralgrammar-girls.wirral.sch.uk)

Approximate number of pupils on roll: **1,133**

Admission number: **170**

Preferences for 2014: **1st 181, 2nd 72, 3rd 36**

Distance from home to school for the last pupil who was offered a place in 2014: 11.2 miles.

### Admissions policy & procedure

#### Admissions of pupils at the start of Year 7

The school plans to admit 170 girls unless the net capacity figure indicates otherwise. Only girls who attain the required standard in the arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the school. Admission to the school is determined by the Governors. The school's assessment arrangements will be conducted by Wirral Local Authority.

The assessment is based upon the results of two verbal reasoning tests. The tests do not take into account what pupils have learnt at the primary schools; they have been designed to predict pupils' potential performance at secondary school.

In some cases parents may feel that there are specific factors which have affected the child's academic attainments and performance, for example, if her education has been seriously disrupted through ill health, change of schools, or any other cause. Where this does apply it is important that the facts should be brought to the attention of the child's present Headteacher, in writing by the date specified in Wirral LA's publication 'Information for Parents'.

Pupils take two verbal reasoning tests during the Autumn Term of the final year of primary education. In order to ensure that children are not disadvantaged because of their date of birth, in each case the score is adjusted by the use of conversion tables to take account of each child's exact age in years and months. The two test scores are then added together. The grammar school standard is a score of 236 over both tests.

Pupils who achieve a score higher than the required score will be deemed to have achieved the grammar school standard.

Primary Headteachers are invited to comment on behalf of any children whose test results do not reflect their ability and in that event, the matter is referred to an Independent Assessment Board.

The Independent Assessment Board comprises four Headteachers (two from primary schools and two from grammar schools) and is chaired by an Officer from the Children and Young Persons' Department. None of the members will have any personal interest in any of the pupils whom they are asked to assess.

The Board have available to them, in respect of each pupil:

- The pupil's verbal reasoning test scores and papers;
- The observations of the pupil's primary school Headteacher;
- Information supplied, in confidence, by parents and reports from other professional agencies such as educational psychologists, social workers, doctors and so on.

The Board then uses its professional judgement to decide whether the results of the verbal reasoning tests did not truly reflect the girl's ability. The board decides whether or not the girl has reached the grammar school standard.

Places will only be offered to pupils who have been deemed to be of suitable ability according to the Local Authority Assessment Procedures on the basis of the following criteria which will also be applied in the case of over-subscription:

- Girls in public care and previously in public care.
- To those girls with a valid medical reason supported by a doctor's letter. Details must be given on the preference form and will be verified by a medical officer of the Area Health Authority.
- To those girls who have a sister<sup>1</sup> (sibling) attending the school at the time of application with a reasonable explanation that they will be attending at the same time of the start of the new academic year.
- Priority may now be given to members of staff employed by the school provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- By reference to geographical factors, that is distance from the home address to Wirral Grammar School for Girls. Distances will be measured from the home to the school gate nearest to the child's home using the shortest road route unless it is possible to use a footpath which is considered by the school to be a safe walking route.
- In considering the cases of children who are not allocated places on grounds of sibling connection or medical need, account will also be taken of the reasons that parents have put forward for their preference. If the reasons are considered to be exceptional and compelling, the child in question may be allocated a place regardless of her geographical circumstances. This consideration is managed through an independent assessment board process.

NB: The school has facilities for disabled pupils.

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

#### Late Applications

Late applications will be dealt with in accordance with the arrangements applied by Wirral LA.

#### Sixth Form Entry

Priority for entry is given to existing pupils in the school. Each year the school welcomes a number of girls from other schools. Places are offered after a visit to the school by a prospective student and meeting with the Headteacher. There is no limit upon entry provided admissions do not prejudice efficient education. Six GCSE passes at Grades A\* - C including English, Mathematics and Science. Five of which must be grade B or above. A grade B in some subjects or grade A is required in the subjects students wish to study at A Level. The planned admission number for each year group is 160.

If a pupil has not studied the subjects at GCSE we would look for allied subjects i.e. Psychology, a B grade or above in Science.

#### Admission to other pupils than at the start of Year 7

Our policy is to advise against a change of school part way through a school year due to the potential negative impact on learning progression. Where parents feel that there is genuine reason for considering a change of school, admissions is provided as long as they have reached the required standard as determined by the school's assessment procedures, which includes a Verbal Reasoning test and written tests in English, Mathematics and Science.

If a girl took the 11+ assessment in Year 6 and did not achieve the standard for Grammar School, it is not possible for the school to re-assess until the Autumn Term of Year 7, twelve months on.

Pupils can only be admitted to other age groups provided they have reached the entry standard and that their admission does not prejudice efficient education and the efficient use of resources.

When a girl is re-locating from another Grammar School, formal assessment may not be required if the standard for entry has previously been determined by a similar test system.

#### Appeals against Admission Decisions

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it. Appeals will be heard by an Admissions Appeals Panel constituted under the Education Act 1998, providing they are lodged within the prescribed period.

<sup>1</sup>Sister is defined as either (i) a sister by the same parents or (ii) a half or step-sister living in the same household.

## Woodchurch High School

### A Specialist Engineering College

Carr Bridge Road, Woodchurch, Wirral CH49 7NG  
Academy co-educational (all-ability) aged 11 to 16

Headteacher: **Ms R Phillips BA Hons NPQH**

Phone: **0151 677 5257**

Email: [schooloffice@woodchurch-high.wirral.sch.uk](mailto:schooloffice@woodchurch-high.wirral.sch.uk)

Approximate number of pupils on roll: **1,371**

Admission number: **281**

Preferences for 2014: **1st 369, 2nd 250, 3rd 143**

Distance from home to school for the last pupil who was offered a place in 2014: 2.78 miles

### Admissions Policy

Woodchurch High School is an 11-16 mixed comprehensive, serving the communities of Woodchurch, Birkenhead, Prenton, Oxton, Greasby, Beechwood, Moreton and surrounding areas.

Woodchurch High School is a Church of England Academy.

In working alongside such a local, highly-respected partner we are seeking to share best practice, broaden opportunity for both our pupils and the staff we employ and provide a high quality education for all. Being an Academy also fosters a great sense of ownership amongst our school community.

In addition, Woodchurch High School is also a Specialist Engineering College and Training School. The school has received national recognition for the work carried out in these areas and others besides. Please see our website for more details: [www.woodchurchhigh.com](http://www.woodchurchhigh.com).

Although we are a Church of England Academy, we remain part of Wirral's family of schools and are funded and inspected in the same way as every other secondary school, and are also part of the wider 'church family' of schools, consisting of over 4,000 primary schools, 200 secondary schools and 10 universities.

The Admissions number as detailed above is agreed between the Headteacher, Governing Body and the Local Authority Admissions Officer in line with the School Admissions Code, School Admission Appeal Code and other laws relating to admissions, and relevant human rights and equalities legislation.

### Admission criteria for Year 7

The Admissions number for Year 7 in Woodchurch High School is 281.

As an Academy the Governing Body is the Admissions Authority and is responsible for the decisions on admission to the school. Our admissions procedure is co-ordinated by the Local Authority (Wirral Borough Council) in accordance with the Co-ordinated Admissions Scheme. All deadlines within the scheme should be adhered to by applicants. We do not have any requirements for an aptitude test by prospective pupils. Neither is admission to school based on a 'voluntary' contribution.

Prospective parents/carers are strongly advised to read the following Local Authority publications that detail the timetable for admissions to secondary schools for each subsequent September, as well as set out additional information pertaining to admissions:

- Secondary Education in Wirral
- Admissions Policies for all Secondary Schools

These publications are also available online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

The Local Authority will provide the school with details of applicants who request a school place, but will not share the order of preference expressed by parents/carers. The Governing body will then rank each applicant using the criteria below. Once this is completed, school notifies the Local Authority Mainstream Admissions team of the ranking by the prescribed date. The mainstream Admissions Team will notify the Governing Body of pupils allocated to the school by the 1 February.

Applications will be dealt with in order according to the following criteria:

- a) Children who are in care of or looked after by a local authority, usually Wirral, although not exclusively so. This also includes children who have previously been in care but have been adopted or are subject to a residency order or special guardianship order.

- b) Children who have an exceptional and valid medical reason for a specific placement. You must give details on the preference form and this may be checked by a medical officer of the health authority. A letter in support from a senior health care professional will be required as evidence when you submit your preference form. This letter is usually written following a professional medical examination of the child concerned by a health care professional, and not based simply upon an interview with parents/carers. You need to make it clear why only this school is appropriate for your child's medical needs.

- c) Children of UK Service personnel. Places for these children will be allocated in advance if accompanied by an official letter with a relocation date and Unit postal address or quartering postal address.

- d) Pupils who have a brother or sister (including half-brothers and sisters or step brothers and step sisters living in the same household. Sibling also includes adoptive siblings and children under the same guardianship of the same parents, living at the same address) on roll at the school and of statutory school age when the child joins the school in the subsequent September.

- e) We will then take account of where your child lives. We will give priority to those children who live nearest to the school. The Local Authority use a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route. This distance is calculated using the Authority's electronic Ordnance Survey address point based routing system.

NB. In the case of twins, triplets etc; all the multiples will be admitted to the school, even if this means that the Published Admissions number is exceeded.

Where parents are separated, only one application per child should be submitted. It is essential that agreement is reached by the parents of a child as to the preferences for school places. If agreement cannot be reached, or if either parent has been granted a Specific Issues Order in this respect, then we will accept the application from the parent with whom the child is 'ordinarily resident'.

Parents/carers must inform the Local Authority immediately of a change of address, even if the details of a future address were included on the application form. The LA will require evidence to show that the place of residency has changed.

### Applicants from Non-Wirral Residents

Applications for Woodchurch High School should be made on the preference form issued by their Local Authority. Parents/carers will be informed by the Local Authority where they reside of the outcome of their application and not by Wirral Local Authority. Details of any 'out of Borough' applications will be received by the school on the same date as those advised by Wirral Local Authority.

### Overseas Applications

Parents who have already moved to the UK from overseas who are British or European Economic Area nationals (EU and EFTA nationals, excluding Switzerland), or who have an endorsed passport showing the right of abode, can apply for places for their child at any school in line with the procedures outlined above. The Authority may require to see passports for verification.

Parents and children who do not yet live in the UK can apply before the date they move to the UK. However, the address to be used in the allocation of a place will be the address that the child is living at on the closing date, unless a subsequent house move has been accepted up to the last date for changes in the co-ordinated scheme. A UK address will only be used once the child is residing at that address, and evidence will be required of this.

### Withdrawal of offers

Any offer of a place may be withdrawn if it is discovered that misleading information has been provided in order to secure an offer.

### Late Applications

If places remain at the school after all 'on time' applicants have been allocated, places will be allocated using the above criteria, in date order of receipt, up to the school admission number. However, the School Admissions Code states school must not refuse to admit a child solely because they have applied later than other applicants. School can however refuse to admit children if the published admission number has been reached as to do so would prejudice the provision of efficient education and/or the effective use of resources.



## Admissions during the Academic Year

In year requests will be considered by the Governing Body but will initially be co-ordinated by the Local Authority. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements.

## The Fair Access Protocol

In view of the 'Guidance on Hard to Place Children' (2004 and the subsequent 'Guidance on Fair Access Protocols 2007), there are a small number of pupils for whom the normal arrangements will be varied. School will be expected to admit the following categories of pupils above the admissions number:

- Children in care will be placed in the school of their carers preference
- Children who have recently experienced a traumatic family or domestic event, for whom there are clear medical grounds to support placement in the school
- Children of refugees or asylum seekers, homeless children, children with unsupportive family backgrounds, where a place has not been sought
- Children without a school place who have a history of attendance problems
- Traveller children
- Children who are carers
- Children who have been out of education for more than two months
- Children from the criminal justice system or pupil referral units who are being reintegrated into mainstream education

NB. Such cases will be discussed with the Headteacher and considered by the Governing Body and consequently, although these places do merit special consideration, evidence will need to be provided to show children meet the above criteria.

## Appeals

If an application for admission to the school has been turned down, parents can appeal to an Independent Appeals Panel set up by the Governing Body. An appeal must be sent in writing to the Clerk to the Governors within twenty-one days of the refusal. Parents must give their reason for appealing in writing and the decision of the Panel is binding on the Governors.

Appeals that are received within the 21 days after refusal has been notified (i.e. those relating to decisions sent on the national offer date) are heard by the 6th July or the next working day, if 6th July falls on a weekend.

Appeals for late applications are heard within 30 school days (not including staff development days, bank holidays, etc.) of the appeal being lodged.

## Waiting List

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria upon receipt, and not in the order of receiving requests to be placed upon the waiting list. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn term.

## Admission Criteria for other Year Groups

Other in year requests will be considered by the Governing Body but will initially be co-ordinated by the Local Authority. All applications must be made by using the common 'Secondary School Transfer Form'. Any decisions with respect to admissions are made with reference to the same criteria as for the Year 7 placements. The Appeals process is the same as outlined above.

This document and other information pertaining to admissions is also available on the school website: [www.woodchurchhigh.com](http://www.woodchurchhigh.com)

## Special schools and bases

### Moderate learning difficulty

#### Bebington High Sports College

Headteacher: Mr B Jordan BSc NPQH  
Phone: 0151 645 4154  
Email: [schooloffice@bebingtonhigh.wirral.sch.uk](mailto:schooloffice@bebingtonhigh.wirral.sch.uk)  
Age Range: 11 to 18

#### Clare Mount School

Headteacher: Mrs S Allen  
Phone: 0151 606 9440 or 0151 606 0274  
Email: [schooloffice@claremount.wirral.sch.uk](mailto:schooloffice@claremount.wirral.sch.uk)  
Age range: 11 to 19  
Places: 220

#### Hilbre High School Humanities College

Headteacher: Ms J Levenson BEd (Hons)  
Phone: 0151 625 5996  
Email: [schooloffice@hilbre.wirral.sch.uk](mailto:schooloffice@hilbre.wirral.sch.uk)

#### The Oldershaw Academy

Headteacher: Mr S J Peach  
Phone: 0151 638 2800  
Email: [schooloffice@oldershaw.wirral.sch.uk](mailto:schooloffice@oldershaw.wirral.sch.uk)

#### The Kingsway Academy

Headteacher: Ms A Cawood  
Phone: 0151 677 7825  
Email: [office@](mailto:office@)

### Complex learning difficulty

#### Foxfield School

Headteacher: Mr A Baird BEd  
Phone: 0151 677 8555  
Email: [schooloffice@foxfield.wirral.sch.uk](mailto:schooloffice@foxfield.wirral.sch.uk)  
Age range: 11 to 19  
Places: 125

#### Meadowside School

Headteacher: Ms P Wareing  
Phone: 0151 678 7711  
Email: [schooloffice@meadowside.wirral.sch.uk](mailto:schooloffice@meadowside.wirral.sch.uk)  
Age range: 11 to 19  
Places: 75

### Emotional and behavioural difficulty

#### Kilgarth School

Headteacher: Mr S Baker  
Phone: 0151 652 8071  
Email: [schooloffice@kilgarth.wirral.sch.uk](mailto:schooloffice@kilgarth.wirral.sch.uk)  
Age range: 11 to 16  
Places: 50

#### The Observatory School

Headteacher: Ms E Idris  
Phone: 0151 652 7093  
Email: [schooloffice@theobservatoryschool.wirral.sch.uk](mailto:schooloffice@theobservatoryschool.wirral.sch.uk)  
Age range: 11 to 16  
Places: 50

### Physical and mental health

#### Wirral Hospitals School and Home Education Service

Headteacher: Mr D Kitchen  
Phone: 0151 488 8342  
Email: [schooloffice@wirralhospitals-school.wirral.sch.uk](mailto:schooloffice@wirralhospitals-school.wirral.sch.uk)  
Age range: 2 to 19  
Places: 100

### Emotional and specific learning difficulty

#### Sanderling & Ravenswood (University Academy of Birkenhead)

Principal: Mr G Parry  
Phone: 0151 652 1574  
Email: [offices@uabirkenhead.org](mailto:offices@uabirkenhead.org)  
Age range: 11 to 16  
Places: 40

### Asperger's Syndrome

#### Hilbre High School Humanities College

Headteacher: Ms J Levenson BEd (Hons)  
Phone: 0151 625 5996  
Email: [schooloffice@hilbre.wirral.sch.uk](mailto:schooloffice@hilbre.wirral.sch.uk)

#### Woodchurch High School

Headteacher: Ms R Phillips  
Phone: 0151 677 5257  
Email: [schooloffice@woodchurch-high.wirral.sch.uk](mailto:schooloffice@woodchurch-high.wirral.sch.uk)  
Age range: 11 to 16  
Places: 15