

**SCHEME FOR THE CO-ORDINATION OF ADMISSION ARRANGEMENTS  
FOR MAINTAINED PRIMARY SCHOOLS IN THE WIRRAL AREA  
FOR THE ACADEMIC YEAR 2025-2026**

This scheme fulfils the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Wirral Council. It builds on the well-established co-ordination of primary school admissions that have been a longstanding feature of local practice.

The scheme applies to arrangements whereby children are to be admitted to primary schools in the academic year 2025/26 and for subsequent years, subject to any review.

The co-ordinated scheme applies to all schools, excluding special schools, maintained by Wirral Council ("the Council") and to preferences expressed by Wirral resident parents and carers for schools maintained by other English local authorities (LA), academies and free schools. Admissions to other schools with independent status are not covered by this scheme.

**1.0 Applications for school places for admission into Foundation 2 – the normal admission round**

1.1 Wirral Council will act as the co-ordinating authority for all applications. Offers will be made by the Council, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

<b>Admissions Authority</b>	<b>Category of School</b>
Wirral Council	All Wirral community and voluntary controlled schools
Governing body of school	All Voluntary Aided, Foundation, Trust and Academy schools
Maintaining Local Authority	Non-Wirral community and voluntary controlled schools

1.2 The admission arrangements for schools maintained by Wirral Council are published on the Council's website in line with the requirements set out in the School

Admissions Code. The Council's information for parents is available electronically on the Council's website from 1 September. Hard copies will be obtainable by request from the Council from the start of the autumn term. Admissions arrangements are also available from each school on request.

- 1.3 All parents who live in the area administered by Wirral Council must apply for places in maintained and Academy primary schools either in Wirral or in the area of another Local Authority by completing a Wirral Parental Preference application. On-line applications are recommended and are made through the Council's website: [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions). Parents who are unable to access the online admission system can request a paper application form from Wirral Council from the start of the autumn term.

The application (online or paper) provides an opportunity for the parent to:

- apply for up to 3 schools
- rank the schools applied for in order of preference

- 1.4 Applications for all schools, including Foundation, Trust, Academy and Voluntary Aided schools must be included on the application.
- 1.5 Applications for places sent direct by parents and carers to individual schools cannot be accepted and must be sent to the Council for inclusion within these arrangements.
- 1.6 Parents must return online and paper applications to Wirral Council by 15th January to ensure the allocation of a school place on 16<sup>th</sup> April or next working day (the National Offer date). Applications received after the published deadline of 15th January will be dealt with once the offer of places has been sent to parents on 16<sup>th</sup> April or next working day.
- 1.7 Parents can apply for school places only from the 1st September preceding admission to Foundation 2, that is, at the beginning of the academic year in which their child's 4<sup>th</sup> birthday falls. Children are normally admitted to school at the beginning of the academic year in which their 5<sup>th</sup> birthday falls.
- 1.8 Deferred entry and part-time places.** Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term following their 5<sup>th</sup> birthday). The request must be made in writing to the Local Authority.

<b>Child's age 5 birthdate between</b>	<b>First term of compulsory education</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer term (April)
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term (September)
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term (January)

Parents should note that if a summer born child delays entry to the September after their fifth birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2.

Parents of children born between 1<sup>st</sup> April and 31<sup>st</sup> August who wish to delay their child's entry to September, but are intending to request their child enters Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council in writing prior to 15<sup>th</sup> January to discuss options ([primaryplaces@wirral.gov.uk](mailto:primaryplaces@wirral.gov.uk))

These requests will be considered on the circumstances of each individual case and will also require written agreement in principle from the allocated or intended preferred school. If agreed, deferred entry to Foundation 2 for a full year does not guarantee a place in any school. The child will then be in the year below their chronological age for the rest of their school career, including Key Stage assessments and selective tests for grammar schools. Parents must re-apply by 15<sup>th</sup> January of the following year and the application will be considered alongside the entry cohort according to the protocols and criteria in place at that time.

**1.9 Applications from separated parents.** Only one application can be processed for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. The parent with whom the child is majority resident should submit the application giving their address as the child's home address— this is the parent with which the child resides most days in a week.

In a situation where a child spends exactly equal time with both parents, the child's main permanent residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the Council will accept the application from the parent with whom the child is "ordinarily resident". This is the address where the child lives for the majority of the school week (Monday to Friday), and is usually where the parent/carer

receives child benefit for the child (where eligible). Proof of address and residence arrangements will be required with the application.

1.10 **Changes of address.** Parents and carers must inform the Council immediately of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition further information may be requested – for example, copies of council tax and utility bills or any other information considered relevant to the application, including evidence of disposal of previous property. Information and supporting evidence must be received by 28th February. Proof of residency received after 28<sup>th</sup> February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date. We may remove a place where it has been identified that a change of address has taken place before 28<sup>th</sup> February and has not been declared.

1.11 **Home address.** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, childminder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use its address on the application form without any intention of taking up permanent residence there. Arrangements where parents leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be "ordinarily resident" with that person. The Council will require proof of residence which may include proof of sale of a previous property.

Wirral Council regularly check addresses and **any deliberate misrepresentation will result in a place being withdrawn.** The Council acts on behalf of all Wirral admission authorities and reserves the right to request independent confirmation of the child's place of residence, as felt appropriate. The Mainstream Admissions team may have to share the information provided with other departments of the Council in order to verify the authenticity of pupil's addresses. This may include data held by Council Tax and/or Housing Benefit teams. The Council's Fraud and Investigations

Team may be asked to review the information that has been provided. This may include interviewing and taking a signed statement from the applicant.

- 1.12 **Withdrawal of places.** The Council has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, or where a place has been offered in error.

## **2.0 Dealing with Applications**

- 2.1 The Council's admissions criteria will be applied to rank the order of priority of each application for community schools and voluntary controlled schools.
- 2.2 The Council will provide Academy and Voluntary Aided Schools with details of those preference forms which include an application for their school by 21st February. Schools may also view applications for their school at any time via the online Portal.
- 2.3 Preference ranking will not be shared with school admission authorities in accordance with paragraph 1.9 of the School Admissions Code 2014 as this cannot lawfully be used when applying oversubscription criteria.
- 2.4 The Governing Bodies of Academy and Voluntary Aided schools will rank each application by applying the school's admission criteria and notify the Mainstream Admissions team of their ranking by 28th February.
- 2.5 Where a pupil is eligible to receive an offer of two or more school places then the Council will allocate the highest priority preference.
- 2.6 The Mainstream Admissions team will notify the Governing Bodies of Academy and Voluntary Aided primary schools of those pupils who will be allocated places at their school shortly before 16<sup>th</sup> April via the online Portal.
- 2.7 In March the Council will inform other Local Authorities of any pupils who are not resident in Wirral and to whom the Council can offer places at Wirral schools.

## **3.0 Determination of applications for Community and Voluntary Controlled schools**

- 3.1 **Allocation of places.** Applications for all Community schools and also for Bidston Village Church of England (CE) Primary School, Holy Trinity CE Primary School (Hoylake), Millfields CE Primary School and St Bridget's CE Primary School (West Kirby) will be determined on the following basis:

3.1.1 All children who have applied before 15<sup>th</sup> January will be eligible for a place so long as there is space within the school's admission number. If there are more applications than there are places available, then eligibility will be determined in accordance with the following scheme of priorities:

- Children in care, and children who were in care but have been adopted or are subject to a residency order or special guardianship order ("previously in care"), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Then children who live in the school's catchment zone in the following priority order:
  - Children who already have older brothers or sisters (including half or step siblings living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. We will also treat a brother or sister at a corresponding junior school as a sibling. Where there is more than one applicant with a sibling in the same year group, priority will be given to those children who live nearest to the school. We measure distances from the child's 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 we consider to be a safe walking route, using the Council's computerised routing system.
  - Children who live nearest to the school. We measure distances from 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 we consider to be a safe walking route, using the Council's computerised routing system.

3.1.2 If places remain available, eligibility for children who do not live in the school's catchment area will be determined in accordance with the following scheme of priorities.

- Children who already have older brothers or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with

the youngest brothers or sisters at the school. We will also treat a brother or sister at a corresponding junior school as a sibling. Where there is more than one applicant with a sibling in the same year group, priority will be given to those children who live nearest to the school. We measure distances from 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 we consider to be a safe walking route, using the Council's computerised routing system.

- Pupils who live nearest to the school. We measure distances from 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 we consider to be a safe walking route, using the Council's computerised routing system.

3.1.3 If places remain available at the school after all "on time" applicants have been allocated at the initial allocation point, places will then be allocated to late applications received after 15<sup>th</sup> January, in accordance with the policy criteria, up to the school's admission number. See paragraph 5.0 below.

3.2 **Aided schools and Academies.** Applications for Academy schools and the Catholic and Church of England voluntary aided schools will be determined by the governing bodies of these schools in accordance with their published admission criteria.

Christ Church CE Aided Primary School in Birkenhead shares part of its catchment zone with two other schools - Woodchurch Road Primary School and Woodlands Primary School. Priority is given as detailed above in 3.1.1- 3.1.3.

3.3 **Mandatory Allocation.** Where it is not possible to allocate a place at any of the schools applied for, children resident in Wirral will be allocated a place at the nearest appropriate Wirral school where there are places available. "Appropriate " where possible means community school if the parents' preferences indicate preferences for non-denominational education; or a Catholic school or Church of England school if the parents indicated a preference for education in a school of that denomination. The nearest school will be measured on shortest walking distance using the Council's computerised routing system.

3.4 **Special Needs.** All schools will be required to admit a pupil with an Education Health and Care Plan naming the school.

3.5 **Single Sex Schools.** Admissions to single-sex school schools are based on the pupil's legal sex as recorded on their birth certificate.

### 3.6 **Route measurements**

The “shortest road route” from home to school starts at the “seed point” of the home address as provided by the Ordnance Survey compiled from Royal Mail and/or local council data. The starting point connects to the nearest point of the Authority’s digitised routing network. The digitised network is based on the Integrated Transport Network (ITN) supplied by Ordnance Survey and is accurately digitised to measure along the centre of roads. The Ordnance Survey ITN dataset is the most accurate road dataset available and is the definitive national road network for Great Britain. The ITN has been augmented by the Authority to take into account public footpaths and alleyways etc. that are approved to be safe for use by children, accompanied as necessary by an adult, by the Authority. The end point of the “shortest road route” is the nearest open gate of the school officially available for use by pupils at the start and end of the school day. The location of these gates has been set by the Authority based on information provided by the school.

The “shortest road route” is not necessarily a driving route as it may use in part a non-driveable route, such as a footpath. The shortest road route is also not necessarily a walking route, because the measurement is along the centre of the road, not the edge (pavement or equivalent).

The same measuring system must be used for pupils in relation to admission to schools as this treats all pupils equally. Other measuring systems may give a different measurement but the Authority cannot take a measurement from another system into account. Online systems that parents may use for comparison, including Google Maps and walk-it.com etc. use the free Ordnance Survey Meridian dataset which is far less detailed, and consequently less accurate. They will not have an accurate starting point, will not bar unsuitable paths, and will not include accurate positions for the gates of the school being measured to.

For addresses outside the Authority’s digitised network of approximately 48 square miles, including overseas addresses, an internet mapping solution will be used, e.g. [maps.google.co.uk](https://maps.google.co.uk).

## 4.0 **Offer of Places**

4.1 Parents and carers resident in Wirral who have made an online application will be informed by the Council of the school allocated by e-mail on 16<sup>th</sup> April or next working day, if a valid e-mail address has been provided. The e-mail will also inform the



parent of their legal right to appeal to an independent panel and who to contact to make an appeal.

- 4.2 Parents and carers resident in Wirral who have submitted a paper application will be informed by the Council of the school allocated in writing. Letters will be despatched on 16<sup>th</sup> April or next working day, and will be sent by second class post. The letter will also inform the parent of their legal right to appeal to an independent panel and who to contact to make an appeal.
- 4.3 If places become available before the start of the autumn term, the Council will allocate them to children whose parents have either lodged an appeal but not been successful or who have expressed a continuing interest in a place at the school concerned. Parents can do this by online by e-mail or by returning the reply slip attached to the paper allocation letter. If there are more children interested in a particular school than places available, the Council will use the same criteria to determine priorities as is used for the initial allocation.
- 4.4 All offers of places for schools covered by the Wirral scheme will be issued by the Council. Schools cannot offer places directly to parents.

## **5.0 Late applications**

- 5.1 Applications received after the published deadline of 15th January will be dealt with after the offer of places have been sent to parents on 16<sup>th</sup> April or next working day. Wirral Council will send details of late applications for Academy and Voluntary Aided schools to the governors of the schools concerned by 23<sup>rd</sup> April or, for applications received after that date, within five days of receipt. An electronic Portal is in place for all schools to view applications as soon as they are received.
- 5.2 After the closing date for waiting list requests and the closing date for appeals to be lodged has passed, any available places will be re-allocated in accordance with the same order of priority as for the original allocation (see 3.1.1 and 3.1.2 above) and the policy criteria for own admission authority schools, including any late applications received up to that point, as a “mini-allocation”. After this, late applications/requests will be dealt with as they are received, including mandatory allocations where no preferred school can be allocated. School places that become available after the mini-allocation takes place will be re-allocated on the basis of the order of priority as set out in 3.1.1 and 3.1.2 above, and the policy criteria for own admission authority

schools, taking into account any late applications or place requests received up to the date the place is re-allocated.

- 5.3 Parents will be notified in writing by Wirral Council. The letter will also inform the parent of their legal right to appeal for any Wirral school and who to contact to make an appeal. Parents should, where possible, lodge an appeal within 20 working days of receipt of notification of the outcome of their application.
- 5.4 Applications for Catholic or Church of England Aided Primary Schools and the Academies received after the published deadline of 15th January will be determined by reference to the schools' published admission arrangements and the governors will inform Wirral Council of the outcome of the applications. Parents will be notified in writing by Wirral Council. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, where possible, lodge an appeal within 20 working days of receipt of notification of the outcome of their application.
- 5.5 Parents and carers must accept or decline the offer of a late place within 10 working days of the offer date.

## **6.0 Waiting Lists**

- 6.1 If at the end of the Summer Term a school is believed to be full, the Council will close the procedures and make no more reallocations. However, it may be that places will become available at the beginning of or during the Autumn Term. The Council will keep a list of children whose parents have expressed an interest in obtaining a place at the school if a place becomes available. In August, the Council will write to the parents of those children included in paragraph 4.3 who have expressed a continuing interest. This list will be held open during the Autumn Term. Priority on the list for community and controlled schools will be given to children in accordance with the criteria given in paragraphs 3.1.1 and 3.1.2. Each added child requires the list to be ranked again in line with the published admission criteria.
- 6.2 The Council will contact parents directly if a vacancy does occur. Schools must not notify parents that a place has become available but must inform the Council in order that an offer can be made by the home Local Authority. The Council will cease to hold the Foundation 2 waiting list at the end of the Autumn Term.

## **7.0 In Year applications outside the normal round of admissions**

- 7.1 'In year' applications are those made during the school year into any year group, other than at the normal point of entry (i.e. the normal admission round). This will include applications from parents and carers of children moving into Wirral from another Local Authority area, moving within Wirral, or seeking to transfer to an alternative school for other reasons.
- 7.2 **Opted-In** – Unless schools have specifically opted out of co-ordinated in-year admissions (see 7.16 below), applications for all schools including Academy and Voluntary Aided schools must be made on a common Transfer Form which can be submitted online via the Wirral Admissions Portal or downloaded from the Wirral School Admissions website. The form allows parents to state up to three school preferences ranked in priority order.
- 7.3 Opted-In schools should not deal with transfer application forms. Any forms received by schools should be forwarded to the Mainstream Admissions team. The Council co-ordinates all parental requests for in-year transfers and placements unless schools have opted out of in-year transfers.
- 7.4 Parents should contact the headteacher of their child's current school prior to application to discuss their request.
- 7.5 Additional information may be required before an application can be processed: this could include proof of residence; passports/visas; PEP for looked after children and so on. Mainstream Admissions team will then forward the application to their current and preferred school(s). Requests for transfer in Y6 other than moves from outside Wirral will be discouraged on educational grounds, but parents have the ultimate right to proceed with the request.
- 7.6 The Mainstream Admissions team will forward the documentation/online application notification to their current and preferred school(s).
- 7.7 The Council will arrange for children in Years 1 and 2 to start at a community or voluntary controlled primary school in a similar way as Foundation 2 (Reception) age children. The appropriate year group is determined by the chronological age of the child.

**Key Stage 1** – The Council will offer children places at their catchment school as long as this will not bring the class size to more than 30, and if the Council cannot offer an alternative school place within two miles of the parents home address.

The Council will agree a place in an out-of-zone school as long as:

- i) there is room within the admission number; and
- ii) there are not already 30 children in the class.

Where a school, which is below its admission number, has organised its Key Stage 1 into classes of 30 and the only way to admit another child would require the admission authority to take Qualifying Measures (that is, it would require the school to provide additional resources in terms of staff and accommodation), these are grounds on which the Council or other admission authority may refuse an application.

**Key Stage 2** – Children are usually entitled to a place at their catchment school even though the school may be on or above its admission number. However, where there is a serious concern, for example about health and safety, there may be circumstances in which a Key Stage 2 place may be refused at a catchment school.

The Council will agree a place in an out-of-zone school as long as there is room within the admission number.

## 7.7 **Infant Class Size limit exceptions**

There are a limited number of exceptions to the Infant Class Size limit of 30. These children remain an excepted pupil for the time they are in an infant class, or until the class numbers fall back to the infant class size limit. They are:

- Children with statements of special educational need (SEN) or Education Health and Care Plan (EHCP) admitted outside the normal admission round
- Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children admitted because of a procedural error made by any admission authority in the original application process
- Children admitted following an appeal upheld by an independent appeals panel

- Children who move into a catchment area outside the normal admission round for whom there is no other school place within a shortest walking distance of 2 miles
- Children of UK service personnel admitted outside the normal admission round who move into a catchment area
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted
- Children with SEN who are normally taught in an SEN unit attached to the school or who are registered with a special school, but attend some infant classes within a mainstream school

7.8 **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 area address.

7.9 **Overseas applications.** Parents who have already moved to the UK from overseas who are British or Irish citizens; or have Settled Status under the EU Settlement Scheme; or who are in the UK on a Work Visa or Student Visa; or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependents; or who have an endorsed passport showing right of abode; can apply for places for their child at any school covered by this scheme.

Parents or children in these categories 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 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 coordinated scheme. A UK address will only be used once the child is residing at that address, and evidence will be required of this, as in paragraph 1.10 of this document.

For applicants who are resident overseas and are not yet resident in the UK, the Council may ask to see passports and visas for verification and may confirm visa status with the Home Office if this is unclear or missing. It is the responsibility of foreign nationals, who wish to apply for a state-funded school place, to check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school

Children in the UK on a Standard Visitor visa or a Short-Term Study (English Language) visa; are not entitled to free state education. Any parents wishing to access education for their child whilst visiting the UK may however choose to pay for private education during their stay. The only waiver to this applies to children of visiting academics (parent has an Academic Visitor visa, up to 12 months) who may access free state education during their visit.

Visa over-stayers may be asked to provide evidence of an on-going appeal in order to access free state education for the duration of the appeal process.

- 7.10 **Waiting Lists.** The Council will not keep waiting lists for places in Year 1 and above. Parents may wish to contact schools directly to establish whether there is space in their child's year group prior to completing an in-year transfer request form. The Council will confirm the availability of a place with the school before issuing a formal offer of a place. Schools must not offer places to parents.
- 7.11 The Council will provide Voluntary Aided and Academy schools with relevant on-line and paper form preference information for those applications which include a preference for their school.
- 7.12 The Governing Bodies of Voluntary Aided and Academy schools will consider each application by applying the school's admission criteria and notify the Council of their decision within 5 days of receipt of the application.
- 7.13 Where a pupil is eligible to receive an offer of two or more school places then the parent's highest priority eligible preference will take precedence.
- 7.14 All parents will be informed by the Council of the school place allocated by letter (post or email). The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application.
- 7.15 If the relevant body is refusing admission the Council will write to the parent advising them that the application has been refused and informing the parent of the legal right to appeal against the decision. Where a house move from outside the area or within Wirral is the reason for requesting an in-year transfer and none of the preferred schools are able to offer a place, the Council will, where possible, indicate on the refusal letter the nearest appropriate school with vacancies at the time of application, where "nearest" uses the shortest walking distance from the Council's computerised

Ordnance Survey Address Point based routing system. The letter will also inform the parent of their legal right to appeal and who to contact to make an appeal. Parents should, wherever possible, make an appeal within 20 working days of receipt of the letter notifying them of the outcome of their application.

- 7.16 In accordance with the School Admissions Code admission authorities must not refuse to admit a child solely because:
- (a) they have applied later than other applicants;
  - (b) they are not of the faith of the school in the case of a faith school;
  - (c) they have followed a different curriculum at their previous school;
  - (d) information has not been received from their previous school;
  - (e) they have missed entrance tests for selective places.
- 7.17 Parental preference must be met unless the school believes that do so would “prejudice the efficient education or the efficient use of resources”, under Section 86 of the School Standards and Framework Act 1998. In effect, schools are expected to offer a place if there are places available in the year group. Parents who are refused a place have a right to an appeal to an Independent Appeal Panel. Schools considering refusing to offer a place when places are available in the year group should consider whether they believe their decision to refuse was one that a reasonable admission authority would have made in the circumstances of the case, as the onus will be on the school to prove prejudice.
- 7.18 **Challenging behaviour:** The Admissions Code says that if a governing body does not want to admit a child with challenging behaviour as an in-year transfer, even though places are available, it must refer the case to the local authority under the Fair Access Protocol. The definition of “challenging behaviour” is set out in the Fair Access Protocol. Any such cases must be raised with the local authority within 5 working days of receiving the transfer paperwork. Children not meeting the Fair Access definition of “challenging behaviour” must be considered as in year transfers. Fair Access does not apply to a looked after child or a child with an Education Health and Care Plan (EHCP) naming the school as these children MUST be admitted.
- 7.19 The time taken for a transfer request to be processed should be as short as possible. The Council expects that parents will be informed of the outcome of their request within 15 school days, however this may take significantly longer where further information is required in order to process the application such as visa or address verification or the application is referred under the Fair Access Protocol.

7.20 **Opted-Out** – Schools must advise the Council in writing by 31<sup>st</sup> July each year whether or not they wish to “opt out” of the co-ordinated in-year transfer processes for the following academic year. “Opting out” of co-ordinated in-year transfers is only an option for own admission authority schools. Community and Voluntary Controlled schools will remain opted in for in-year transfers.

There is no option to opt out of the normal admissions round for entry to Foundation 2, it is a statutory requirement that all such applications are co-ordinated centrally by the Council, this runs up until the end of December in the year of entry.

“Opted-out” schools must provide an appropriate application form for parents to complete and **notify the Council of each application within 2 days of receipt. Admission decisions must be notified to parents within 15 school days of receipt**, with an aim to notify parents within 10 school days. Decision outcome letters must include reasons for refusing to offer a place (if applicable) and information on how to appeal, for all applicants.

The school **must notify the Council of the application decision within 2 school days of the decision.**

Opting-out of in-year co-ordination does NOT mean opting out of the Fair Access Protocol; referrals to the Fair Access Protocol must be made within 5 school days of receipt of the application by sending to the Local Authority.

In addition to the above, “opted-out” schools are responsible for ensuring that all decisions are compliant with the School Admissions Code, the general provisions of the Wirral Co-Ordinated Scheme and the school’s own admission policy. They are responsible for all checks including address verification, passports/visas; PEPs for looked after children, obtaining background information from previous schools and for keeping records of all decisions made by the Governing Body or Admissions Sub-Committee.

## **8.0 Pupils transferring from Infant to Junior Schools**

8.1 All children who are on roll at one of the Infant Schools listed below at the time of transfer from Year 2 to Year 3 are eligible to transfer to the linked junior even if they do not live in the school’s catchment area. Children who live in the catchment area of the Junior School are also eligible.

Black Horse Hill Infant School to Black Horse Hill Junior School



Brackenwood Infant School to Brackenwood Junior School

Greasby Infant School to Greasby Junior School

Overchurch Infant School to Overchurch Junior School

Town Lane Infant School to Higher Bebington Junior School

- 8.2 Admissions to St John's Junior School are detailed by the governing body in accordance with the school's admission arrangements.

## **9.0 The Fair Access Protocol**

- 9.1 All requests for in-year places will be considered with reference to the Council's current admission arrangements and procedures for in year placements.
- 9.2 All schools will take part in the Fair Access Protocol, which is published separately. Schools must respond immediately to requests for admission to school according to the timescales above so that admission of the pupil is not unduly delayed.
- 9.3 Children who are looked after and children with an Education Health and Care Plan (EHCP) naming the school are NOT included in the Fair Access protocol. These children MUST be placed in the school of their carer's preference irrespective of the availability of places in the year group.
- 9.4 **Permanent Exclusions.** For pupils who are at risk of permanent exclusion and on the roll of a Wirral school it is open to the headteacher to refer the child to Gilbrook Outreach Service or to consider a Managed Move. All such placements will be initially on a trial basis for a minimum of six weeks. Confirmation of placement or the school roll will be subject to a satisfactory report.
- 9.5 Pupils who have been permanently excluded will normally be placed on the roll of Gilbrook School or the Progress School. Schools should contact the Exclusions Officer as soon as the exclusion has taken place. The Exclusions Officer will consider whether the pupil can be transferred immediately to an alternative primary school. Such transfers will be agreed with the parent and relevant headteacher. All primary schools will take a minimum number of 1, or the number of permanent exclusions in the previous academic year, as the agreed quota of permanently excluded pupils for placement.
- 9.6 Parents retain their legal right to an appeal for a place at any school of their preference. This right is not affected by the decision of the Fair Access Panel.

<b>Admissions Authorities in Wirral</b>
<b>Wirral Council</b>
<b>Community Primary Schools (42)</b>
<b>Voluntary Controlled Primary Schools (4)</b>
<b>The Governing Bodies of:</b>
<b>Academy Schools</b>
Birkenhead High School Academy for Girls (Junior)
Brackenwood Junior School
Christ Church (Moreton) CE Primary School
Church Drive Primary School
Co-Op Academy Hillside
Co-Op Academy Portland
Co-Op Academy Woodslee
Egremont Primary School
Gayton Primary School
Greasby Junior School
Great Meols Primary School
Heswall Primary School
Manor Primary School
Mendell Primary School
Our Lady of Pity Catholic Primary School
Overchurch Junior School
Poulton Lancelyn Primary School
Rock Ferry Primary School
Sandbrook Primary School

Stanton Road Primary School
St Joseph's (Birkenhead) Catholic Primary School
Thingwall Primary School
Thurstaston Dawpool CE Primary School
Townfield Primary School
Town Lane Infant School
Woodchurch Road Academy
<b>Church of England Aided Primary Schools</b>
Christ Church (Birkenhead) CE Primary School
St Andrew's CE Primary School
St Peter's CE Primary School
St Saviour's CE Primary School
The Priory CE Primary School
Woodchurch CE Primary School
<b>Catholic Aided Primary Schools</b>
Christ The King Catholic Primary School
Holy Cross Catholic Primary School
Ladymount Catholic Primary School
Our Lady and St Edwards Catholic Primary School
Sacred Heart Catholic Primary School
St Alban's Catholic Primary School *
St Anne's Catholic Primary School
St John's Catholic Infant School
St John's Catholic Junior School
St Joseph's (Upton) Catholic Primary School
St Joseph's (Wallasey) Catholic Primary School

St Michael and All Angels Catholic Primary School
St Paul's Catholic Primary School
St Peter & St Paul Catholic Primary School *
St Peter's Catholic Primary School
St Werburgh's Catholic Primary School
<b>Joint Denominational Aided Primary Schools</b>
Holy Spirit Catholic and CE Primary School

A full list and map is provided in the Council's information for parents, available online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions).

\* Status subject to confirmation at time of publication.

**PROPOSED ADMISSION NUMBERS FOR 2025-26**

**WIRRAL COMMUNITY AND VOLUNTARY CONTROLLED  
PRIMARY SCHOOLS**

<b>SCHOOL</b>	<b>ADMISSION NUMBER</b>
Barnston Primary	45
Bedford Drive Primary	60
Bidston Avenue Primary	60
Black Horse Hill Infant	60
Black Horse Hill Junior*	60
Bidston Village CE Primary School	52
Brackenwood Infant	60
Brookdale Primary*	30
Brookhurst Primary	30
Castleway Primary	30
Cathcart Street Primary	30
Devonshire Park Primary	60
Eastway Primary	30
Fender Primary	42
Greasby Infant	60
Greenleas Primary	45
Grove Street Primary	60
Heswall Primary*	30
Heygarth Primary	60

SCHOOL	ADMISSION NUMBER
Higher Bebington Junior	96
Hoylake Holy Trinity CE Primary	45
Irby Primary*	30
Kingsway Primary	25
Leasowe Primary	30
Lingham Primary	57
Liscard Primary	90
Manor Primary*	30
Mendell Primary*	30
Mersey Park Primary	60
Millfields CE Primary	30
Mount Primary	48
New Brighton Primary	90
Overchurch Infant	90
Park Primary School	60
Pensby Primary	30
Prenton Primary	60
Raeburn Primary	60
Riverside Primary	30
Rock Ferry Primary*	45
Somerville Primary	90
St. Bridget's CE Primary	60
St. George's Primary	120

SCHOOL	ADMISSION NUMBER
Thornton Hough Primary	25
Well Lane Primary*	30
West Kirby Primary	40
Woodlands Primary	45

\*Note that the status of these (and potentially other) primary schools is subject to change at time of determination. These tables will be updated accordingly should this occur.