

Blackpool Council



Admission to Blackpool Secondary Schools 2019 – A Guide for Parents

CLOSING DATE

31st OCTOBER 2018

APPLY ON-LINE AT

www.blackpool.gov.uk/schooladmissions

www.blackpool.gov.uk

INTRODUCTION

This brochure is designed to support you through the process of applying for a secondary place. It explains how the process works, what your rights as a parent or carer, are and how to appeal if you are not offered a place for your child in one of your *preferred* schools.

Please read this brochure carefully and if you have any queries please contact the School Admissions Team on 01253 476637.

All Blackpool secondary schools are now academies. Some secondary academies (excluding voluntary aided academies) currently delegate responsibilities for admissions and appeals to the Local Authority. You will need to contact an academy to establish their appeal arrangements. Page 8 explains the different types of academy.

Note: The information contained in this brochure is accurate at the time of going to press. However, legislation may be reviewed and you are strongly recommended to consult the Council's and relevant school's website for updates. Where this booklet refers to "Schools" the information and advice applies to all state funded schools and academies.

You must complete and return an application form before the closing date of **Wednesday 31st October 2018**. Do not wait until the final day to submit your application in case of computer failure or a delay in postal services.

You can apply on-line at www.blackpool.gov.uk/schooladmissions.

Alternatively, you can apply on a paper application form, which is available from any primary school or the School Admissions Team. If you apply on-line you must NOT complete the paper application form.

Some voluntary aided academies may also require a supplementary form to be completed in relation to applications based on faith. It must be returned to the school, before the closing date.

The School Admissions Team can be contacted at:
 Children's Services Department,
 PO Box 4,
 Blackpool FY1 1NA
 Tel: 01253 476637 / 01253 476474
 Email: schoolaccess@blackpool.gov.uk

PLEASE KEEP THIS SAFE

Make a note of your email address and login/password for you to access your on-line application

Email address _____

Password _____

Voluntary aided schools/academies ask that you also complete a supplementary form

Dear Parent/Carer,

As the Lead Member for Children's Services and the Director of Children's Services, we are pleased to introduce this brochure, setting out the arrangements for the admission of children to secondary schools for the academic year beginning in September 2019.

We are aware that choosing a school for your child is a really important decision. This brochure tells you about secondary academies in Blackpool, how to apply for a place, and what criteria will be used to allocate places. If your preference cannot be met, you will be told why, how to appeal and how to put your child's name on the waiting list

This brochure explains how to apply on-line for a secondary school place. One of the main benefits of applying on-line is that you can find out on the National Offer date, by e-mail, which school your child has been allocated.

You must submit your application by the closing date, even if you have another child at your preferred academy or school. If your application is late, it will reduce your chances of being allocated a place at one of your preferred options.

Each academy has its own website and prospectus that contains a great deal of information about the school, to help you make up your mind before you complete the application. If you have any queries about an individual establishment, do not hesitate to contact the Headteacher/Principal of the academy.

We wish your child every success in their future education.

If you need further help with the application process, please contact Blackpool's School Admissions Team (please see page 31).

Yours sincerely,



Cllr Kath Benson
 Lead Member for Children's Services



Diane Booth
 Director of Children's Services

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HOW OLD DOES YOUR CHILD HAVE TO BE WHEN YOU APPLY FOR A SECONDARY SCHOOL PLACE?

Pupils normally transfer from primary school to secondary school at the end of Year 6.

To help you decide which schools to apply for, it's important to:

- Read this brochure carefully
- Ask schools to send you their prospectus and read the admission policies for voluntary aided schools carefully. You should also contact academies, for details of their admission criteria.
- Visit schools and go along to open evenings
- Read each school's OFSTED Inspection Report (you can find these on the OFSTED website www.ofsted.gov.uk) and look at the Achievement and Attainment Tables www.education.gov.uk/schools/performance

YOUR CHILD MAY NEED TO STAY IN EDUCATION UNTIL THEY ARE 18

The age for leaving education has been raised to 18.

Continuing in learning until 18 does not mean staying on at school. Young people will be able to choose one of the following routes:

- Full time education, such as school or college;
- Work-based learning, such as an apprenticeship; or
- Part-time training, alongside working or volunteering for over 20 hours a week.

IF YOUR CHILD HAS SPECIAL EDUCATIONAL NEEDS (SEN)

In accordance with the Graduated Response of the SEN Code of Practice, 2015, together with funding arrangements in Blackpool that are specifically designed to support that response, most children will have their special educational needs met within a mainstream school without the need for an Education, Health & Care Plan.

According to the Code of Practice on SEN, a school cannot refuse to admit a child or young person, without an Education, Health and Care Plan, if they feel they cannot cater for their SEN, or if they are waiting for a plan to be completed. In a small number of cases, the Local Authority will need to formally assess your child's special educational needs. As a result of that assessment it may be determined that your child needs resources which are additional to or different from those already available within the delegated mainstream resources. On this basis the Local Authority (LA) may write an Education, Health & Care Plan, and, in partnership with you and consultation with the school, name an appropriate school. You may wish to talk to the LA about the type of school that you feel would best meet your child's needs. If your child has an Education, Health & Care Plan which names a school, then that school **must** give your child a place unless there is a reason in law not to do so. If you apply for a place in the middle of the school year, the school must give your child a place even if classes are full, unless there is a reason in law not to do so. For those students with a current Statement of SEN the above applies as well, as if they had an Education, Health & Care Plan. By April 2018, all Statements will change to be an Education, Health & Care Plan.

Please contact the Statutory Assessment Team on 01253 476553 for further advice.

How to apply for a place at a Blackpool Secondary Academy

APPLY ON-LINE

You must apply for a school place on-line at: www.blackpool.gov.uk/schooladmissions before the closing date of **Wednesday 31st October 2018**

Why should you apply on-line?

Some of the benefits of applying on-line are:

- It's quick and easy to use.
- There is no risk that your application will be lost in the post.
- You will receive an e-mail confirming that your application has been received.
- You can change your application up to the closing date.

When can you use the on-line system?

This system will be available virtually 24 hours a day, 7 days a week. There may be periods of time during the early hours of the morning that the system is closed due to technical reasons.

You will be able to apply on-line from **Monday 3rd September 2018** until midnight on the closing date of **Wednesday 31st October 2018**.

Do not wait until the final day to submit your application in case of computer failure or difficulties in accessing the internet.

Will your application be secure?

The system has a series of security features that will prevent others from seeing your information. You should not disclose your username and/or password to anyone else.

Who makes the application?

The person who has parental responsibility should normally submit the application. If you do not have parental responsibility, you will need to explain why you are completing the application.

If you can't finish the application, can you go back to it later?

You have until the closing date to complete your application. Every time you make or change your on-line application, you should press '**SUBMIT**'. You will receive an e-mail confirming the status of your application.

NB. Once you are happy with your application, press 'SUBMIT' before the closing date to ensure your application is received.

If you do not receive an e-mail acknowledgement immediately, please contact the School Admissions Team on 01253 476637, as there may be a problem with your application.

Should you send a paper copy as well?

You do not need to send a paper application providing you receive an e-mail acknowledgement that your on-line application has been received.

Important note: *If you are applying for a voluntary aided secondary school, additional information might be required to assist the governors of the school in deciding whether your child qualifies for a place. If a supplementary form needs to be completed, it should be returned direct to the school before the closing date. You must still submit your on-line application.*

You may also need to provide the school with a copy of your child's baptismal certificate.

Please read the school's admission policy carefully – available from the individual schools, or their website.

How will you receive notification of the allocated school?

You will receive an e-mail on the 1st March 2019 confirming your child's allocated school. You can also access your on-line account to find out the allocated school.

What do you need to apply on-line?

You need access to a computer and an e-mail account. The council offers free computer access at its libraries. Local library staff may be able to help you to set up a free e-mail account.

How can you get information about schools on-line?

The School Admissions Team web page gives links to related pages such as Blackpool schools and external links to other web pages giving information about schools (such as the OFSTED site).

NB. You must only use the Blackpool on-line application if you are resident in Blackpool.

Lancashire County Council also has an on-line system for people who live in the Lancashire area.

Can I use the on-line system during the academic year?

The on-line school admissions system is only for applying for a school place for a child who is due to start secondary (or primary) school the following September – Reception and Year 7 starters.

There is no on-line access for In Year Admissions.

Parents who are new to the area should contact the Blackpool School Admissions Team to request an application form and find out which schools have availability. If you are thinking about transferring your child from one Blackpool school to another during the academic year, you should initially speak to your child's current school to discuss any issues. The school will advise you on the transfer process.

How to apply for a place at a Blackpool Secondary School

PAPER APPLICATION FORM

You may apply on a paper application form, which is available on request from all Blackpool primary schools or the School Admissions Team. **Do not complete a paper application form if you have applied on-line.**

Be sure to return the application before the closing date of **Wednesday 31st October 2018**. If you are posting your application, please allow adequate time for this to be delivered.

Even if you have a child already attending your preferred school you must apply on time, as a late application will reduce your chances of obtaining a place for your younger child at that school

Where to submit your application

If you are applying for a secondary school, you must apply to the Local Authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to.

You can apply for a secondary school in any area, but you must apply to your home Local Authority.

Application forms must be returned to:

- School Admissions Team,
Children's Services,
PO Box 4, Blackpool FY1 1NA

You will receive a receipt of your application in the post within 14 days.

If you do not receive this, please contact the School Admissions Team **immediately** as your application may not have been received.

A letter will be posted to you on **FRIDAY 1st March 2019**, confirming your child's allocated school.

If you live outside the Blackpool area, please contact your home Local Authority to request an application.

A Lancashire County Council application can be requested by ringing the Pupil Access Team on 01524 581148 or writing to the Area Education Office, White Cross Centre, Quarry Road, Lancaster LA1 3SE

Lancashire County Council also operates an on-line admissions system for residents in the Lancashire areas. www.lancashire.gov.uk

Important note: *If you are applying for a voluntary aided secondary school, additional information might be required to assist the governors of the school in deciding whether your child qualifies for a place. If a supplementary form needs to be completed, it should be returned direct to the school before the closing date. You must still submit your application to the School Admissions Team. You may also need to provide the school with a copy of your child's baptismal certificate.*

Please read the school's admissions policy carefully - this is available from the school, or on it's website.

IMPORTANT POINTS TO REMEMBER WHEN COMPLETING YOUR APPLICATION

Equal Preference Scheme

Blackpool Council operates an Equal Preference Scheme, which is mandatory across the country. This scheme means that each school listed on your application will be considered independently and fairly against the school's published oversubscription criteria.

You have the opportunity to express three preferences. **It is strongly recommended that you name three different schools to maximise your chances of securing a school that is acceptable to you.**

Do not be tempted to name the same school two or three times on your application as this will be considered as one preference only. Your three preferences should be listed in priority order. All preferences are circulated between admission authorities and are considered equally at the same time. Voluntary aided schools and academies are sent all the details they need in order to apply their own oversubscription criteria. Where parents have requested a school outside of Blackpool, the details of the application, together with any supporting information provided by the parent(s), are forwarded to the relevant admission authority.

Where a place can be offered at any or all of your preferred schools, a place will be allocated at the one that is highest on your preferred list.

If a place cannot be offered at any of the preferred schools, the Local Authority will allocate a school where places are available.

PLEASE NOTE: *The Local Authority will try to offer a place at one of your preferred schools, but in some cases this will not be possible, and a place will be offered at an alternative school.*

CO-ORDINATED ADMISSIONS SCHEME

All Local Authorities are required to co-ordinate admission arrangements for schools within their area.

You must apply for secondary school places to your home Local Authority (the local authority where you live and pay Council Tax to). You can include Lancashire secondary schools on your Blackpool application – this information will be exchanged with Lancashire as part of the process to co-ordinate school admissions.

Your home Local Authority will issue the offer of one secondary school, on behalf of all admission authorities who operate within the co-ordinated scheme.

Supplementary Forms

Voluntary aided (church) schools and some voluntary aided academies normally require a supplementary form to be completed. This additional information is used by the governing board to apply their oversubscription criteria. If the school is oversubscribed, a failure to complete the supplementary form may result in the application for a place in the school being considered against a lower priority criteria as the governing board will have no information upon which to assess the worship attendance. You may also need to provide the school with a copy of your child's baptismal certificate.

You must still complete the common application in order for your application to be considered.

Timetable for Secondary Admissions

Date	Action
3th September 2018	Parents can access the on-line application or obtain an application pack from Blackpool primary schools or the Schools Admissions Team
By 31st October 2018	On-line applications must be submitted before midnight. Paper applications must be returned to the School Admissions Team by this date. Do not wait until the final day to submit your application in case of computer failure or a delay in postal services.
During this period, all applications are processed and all preferences are considered against the published admissions policy. The Local Authority will liaise and exchange information with all other admission authorities, including Lancashire County Council	
On 1st March 2019	If you have applied on-line, you will receive an e-mail confirming the allocated school. The on-line system will go live on the 1st March 2019. If you have applied on a paper application, you will receive a letter in the post - this will be posted on Friday 1st March 2019. The letter may arrive at various times depending on the postal service in your area. If you are not satisfied with the allocated school, you may request an appeal form from the School Admissions Team, or from the school direct if you are appealing for a voluntary aided school. You will need to contact an academy to establish their appeal arrangements.
By mid April 2019	Appeal forms should be returned in order to be heard in the first round of appeals. Later appeals can be submitted but will not be heard until later in the year
June 2019	First appeals heard by the Independent Appeal Panels
September 2019	Pupils start secondary school

Secondary School Open Days/Evenings

It is strongly recommended that you attend school open evenings. You will be able to have a look around the school and meet school staff and pupils.

School	Date
Unity Academy Blackpool	Saturday 6 October 2018
Armfield Academy	Monday 15 October 2018 from 6.30pm to 8.00pm, Venue – The Globe, Blackpool Pleasure Beach
South Shore Academy	Thursday 11 October 2018
St George's School, A Church of England Academy	Thursday 27 September 2018
St Mary's Catholic Academy	Monday 1 October 2018
Montgomery High School	Wednesday 26 September 2018
Blackpool Aspire Academy	Tuesday 2 October 2018
Highfield Leadership Academy	Thursday 13 September 2018

Applying for a Voluntary Aided Secondary Academy and Academies

Applying for a Voluntary Aided (Faith) Academy

Most voluntary aided schools have a faith basis and serve their local community, therefore, anyone can apply for a place. The governing board of a voluntary aided school decides the policy for allocation of places.

Parents who wish their application to a faith school to be considered against the faith criteria should also complete the supplementary form, if this is required.

If the school is oversubscribed, failure to complete the supplementary form may result in the application for a place in the school being considered against a lower priority criteria. This is because the governing board will have no information against which to assess the worship attendance or other relevant faith / denominational requirements.

You may also need to provide the school with a copy of your child's baptismal certificate.

Please note that you must still complete the common application in order for your application to be considered.

Admission policies for voluntary aided schools differ from school to school. **It is important that you check the admission policy of the school carefully even if you have an older child already attending that school.**

Applying for an Academy

Academies are publicly funded independent schools, free from local authority control. Other freedoms include setting their own pay and conditions for staff, freedoms concerning the delivery of the curriculum, and the ability to change the length of their terms and school days.

Academies have the opportunity to manage their own admissions and appeals. However, some Blackpool academies have delegated the responsibilities in relation to allocations for admission in 2019, to the Local Authority.

You will need to contact an academy to establish their appeal arrangements.

Independent Schools

Independent schools set their own curriculum and admissions policies. They are funded through fees paid by parents. The School Admissions and Appeals Codes do not apply to them.

If you are considering applying for an independent school and do not wish your child to be allocated an academy, please advise in writing which independent school you are applying for.

Please be aware that if you do not apply for a secondary school before the closing date, and your child is not offered a place at an independent school, you reduce your chances of obtaining a place at a preferred secondary school.

If you apply for an academy and an independent school, and are fortunate to be offered a place at both, please confirm in writing, which school place you are accepting.



HOW PLACES ARE ALLOCATED FOR BLACKPOOL ACADEMIES

Academies

The governing board is the admission authority; however, some Blackpool academies have delegated the responsibilities in relation to allocations for admission in September 2019, to the Local Authority.

If you are applying for a place at a Blackpool academy you should check the academy website for the admission policy and arrangements.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN

The vast majority of all secondary school children, including those with special educational needs, enjoy a successful education in a mainstream school.

Where a particular school is additionally resourced or has the required expertise, then priority for a place at the school is given to children who have an Education, Health and Care Plan that names the school.

OVERSUBSCRIPTION CRITERIA

The 'Published Admission Number' is the number of pupils that the school can admit.

Priority is given to parental preference, however, when there are more preferences than there are places available, the admission authority applies its oversubscription criteria to determine which children should be allocated a place at that school.

NB. The oversubscription criteria is different for voluntary aided academies and academies, so it is a good idea to check the criteria for every school that you are interested in. You will need to contact individual schools to get a copy of their admissions policy.

Some academies have policies that mirror the following oversubscription criteria that is applied to Blackpool community schools

1. Looked After Children

The highest priority is given to Looked After Children, as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

A Looked After Child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in the Children's Act 1989) at the time of application and allocation.

Children who cease being looked after through adoption, a Child Arrangements Order or Special Guardianship Order, will continue to be given the same priority although they are no longer looked after by the state. Parents will need to provide this information on the application as the data used for allocation purposes does not always contain social care details.

2. Medical Conditions

Priority will be given when a child or their parent/carer has a serious medical condition and it is considered that a particular school is the most appropriate to meet the needs of the child/family.

All schools can manage common ailments eg. asthma, epilepsy, diabetes, so priority will not normally be given for these conditions.

Medical evidence must be provided, eg. a letter from a consultant doctor, to demonstrate why the preferred school is the most suitable, and should explain the difficulties that could arise if the child had to attend an alternative school. **A GP's letter is not sufficient.**

THIS EVIDENCE MUST BE SUBMITTED WITH THE APPLICATION.

If you are applying on-line, you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

NB. It is parental responsibility to provide the necessary supporting evidence. Priority will not be given if supporting evidence is not produced with the application.

3. Social or Welfare Reasons

Where there are exceptional sensitive and compelling circumstances that are directly relevant to the preferred school, priority may be given.

Evidence must be provided, eg. a professional report from a social worker/police officer/ educational

psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other available schools.

THIS EVIDENCE MUST BE SUBMITTED WITH THE APPLICATION.

If you are applying on-line, you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

NB. It is parental responsibility to provide the necessary supporting evidence. Priority will not be given if supporting evidence is not produced with the application.

All information which is submitted will be considered as confidential.

4. Siblings

Priority is given to children who have siblings attending the school at time of application and who will still be attending at the time of admission. This excludes siblings in the current Year 11 as they will have left school by September 2019.

This includes full brothers/sisters, half, step, adopted and foster brothers/sisters **who are living within the same family at the same address.**

Full brothers/sisters who **do not** live at the same address will still be given priority as a sibling.

Half brothers/sisters and step brothers/sisters who **do not** live at the same address will **not** be classed as siblings.

You **must** give full details of all siblings on the application. If you are applying on-line, please ensure that the 'Sibling' link has been selected as this informs the Local Authority that you have a child at the school.

5. Distance

Blackpool Council does not operate a catchment area policy.

It is important to consider schools that are close to your home address. If a school is very popular and you live a good distance away, it is less likely that your child will be offered a place.

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted

your application, you should notify the School Admissions Team immediately.

The address you must apply from is the one at which the child resides and will travel to/from school. Addresses of relatives or friends must **NOT** be used and neither should any other properties owned by the applicant. You may be asked for proof of address. Such proof may include a tenancy agreement, council tax or utility bills.

Distances are measured using the Council's Geographic Information System.

The distance between an applicant's home and school is measured as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school. The LLPG is a point within the boundary of the property and is usually located at its centre.

IMPORTANT NOTE:
The Local Authority will investigate any apparent or alleged inaccuracies which come to light at any time during the allocation process.

School places will be withdrawn where they have been offered due to misleading or false information.

JOINT RESIDENCY AND TRANSPORT

Some children live with one parent part of the week and another for the rest. Only one address can be used for school admission purposes. This should be where the child lives for most of the school week. If advice is needed, please contact the Admissions Team (01253 476474). Parents should be aware that entitlement to assistance with transport is assessed separately after the admissions process. You cannot use one address to apply for and access a preferred school place and then flip to another for transport assessment. This will not be accepted, even if the child's pattern of residence changes. There must be very exceptional reasons for the other address to be accepted; e.g. bereavement, house fire at one address, evidenced sale of one address.

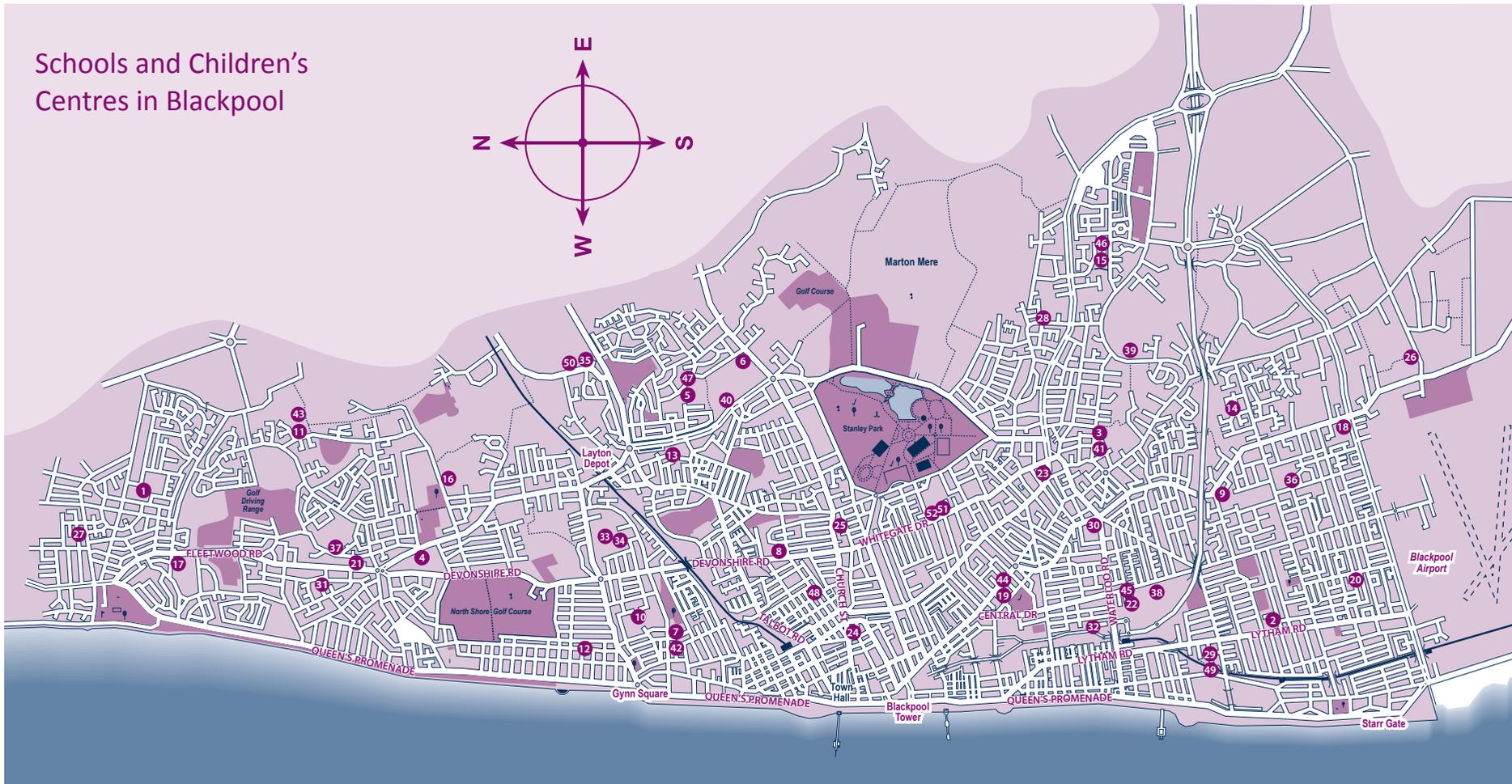
IMPORTANT NOTE: BLACKPOOL COUNCIL DOES NOT OPERATE A 'FEEDER' SCHOOL SYSTEM – A CHILD'S PRIMARY SCHOOL IS NOT TAKEN INTO CONSIDERATION WHEN ALLOCATING A SECONDARY SCHOOL PLACE.

There are certain primary schools that are located near a particular secondary school and may have close links with the school, but pupils who attend these primary schools do not automatically move into that secondary school.

Please see page 27 and 28 in relation to Unity Academy and Armfield Academy which are 'all through schools'.



Schools and Children's Centres in Blackpool



Primary School

1. Anchorsholme Primary Academy
2. Armfield Academy (2 years to 16 years)
3. Baines' Endowed Primary School and Children's Centre, a Church of England Academy
4. Bispham Endowed C of E Primary School
5. Boundary Primary School
6. Christ the King Catholic Academy
7. Westminster Primary Academy
8. Devonshire Primary Academy
9. Hawes Side Academy
10. Holy Family Catholic Primary School

11. Kinraig Primary School
12. Langdale Free School
13. Layton Primary School
14. Marton Primary Academy & Nursery
15. Mereside Primary School & Children's Centre
16. Moor Park Primary School
17. Norbreck Primary Academy
18. Our Lady of the Assumption Catholic Primary School
19. Revoe Learning Academy
20. Roseacre Primary Academy
21. St Bernadette's Catholic Primary School
22. St Cuthbert's Catholic Academy

23. St John Vianney Catholic Primary School
24. St John's C of E Primary School
25. St Kentigern's Catholic Primary School
26. St Nicholas' C of E Primary School
27. St Teresa's Catholic Primary School
28. Stanley Primary School
29. Thames Primary Academy
30. Waterloo Primary Academy
31. Westcliff Primary School
32. Blackpool Gateway Academy
33. Unity Academy Blackpool (4 years - 16 years)

Secondary School

2. Armfield Academy (2 years to 16 years)
34. Unity Academy Blackpool (4 years - 16 years)
35. Blackpool Aspire Academy
36. Highfield Leadership Academy
37. Montgomery High School
38. South Shore Academy
39. St George's School – A Church of England Academy
40. St Mary's Catholic Academy

Children's Centre

41. Baines Children's Centre
42. Westminster Children's Centre
43. Kinraig Children's Centre
44. Revoe Children's Centre
45. St Cuthbert's Children's Centre
46. Mereside Children's Centre
47. Grange Park Children's Centre
48. Talbot & Brunswick Family Hub
49. Thames Children's Centre

Special School

50. Highfurlong School
51. Park Community Academy
52. Woodlands School

Additional Information

Late Applications

Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

If you move into the area after the closing date, it is possible that your preferred schools will be fully allocated. A place will, therefore, be allocated at the closest school with availability.

Even if you have a child attending your preferred school, submitting a late application will reduce your chances of gaining a place for your younger child at that school.

Change of Preference

You can only request a change of preference up until the closing date – any request must be put in writing. Once an application has been submitted, and the closing date has passed, a change of preference can only be actioned if there is a significant change of circumstances, ie. a house move.

You will be unable to access the on-line system after the closing date. Any requests for a change of preference should be made in writing, but evidence must be provided to demonstrate the reasons for your change. It may not be possible to action any changes after 1 February 2019.

Moving House

If you are planning to move house, you will need to notify the School Admissions Team as soon as you have details of your new address. If you have exchanged contracts or have evidence of a confirmed offer of a tenancy, you can ask for your child's application to be considered from the new address. If you move after you have applied but before places are allocated, you will need to contact the School Admissions Team to discuss the situation. If you move temporarily during the admissions process you must also contact the School Admissions Team, as temporary addresses may not always be accepted for admission purposes.

Fraudulent Applications

The Local Authority will investigate any apparent or alleged inaccuracies which come to light at any time during the allocation process.

If it is found that a child has been allocated a school place due to misleading information having been provided, for example an incorrect address, then the Local Authority will withdraw the offer of the place and an alternative school will be allocated.

Blackpool Council has a statutory duty to co-ordinate annual admission intakes and must ensure a school or academy offer for every child. We will share your information with and request information from other admission authorities in order to complete this statutory process including, where required, those in neighbouring local authority

areas and the relevant support agencies for your child / children. For further information about how Blackpool Council uses your personal information, including your rights as a Data Subject, please see our website: www.blackpool.gov.uk/privacy

The Local Authority will investigate each application individually by means which are most appropriate in the particular circumstances. The Local Authority reserves the right to seek information from any relevant third party when investigating disputed information.

The relevant address is where the child lives and will travel to/from school. Addresses of relatives, friends or childminders must not be used and neither should addresses of any other properties owned by applicants.

Waiting Lists

Waiting lists for all secondary schools will be set up in the week following the letters being sent to parents. If you would like your child to be placed on a waiting list for an alternative school you will need to contact the School Admissions Team.

If a place becomes available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

The School Admissions Team will maintain the waiting lists for academies, until the end of the autumn term (when schools finish for the Christmas break).

NB. *Voluntary aided secondary academies will maintain their own waiting lists in accordance with the school's admissions policy, so you*

should contact the school direct regarding the waiting list.

Children will be placed on the waiting lists using the oversubscription criteria. Late applicants will be slotted into the list according to where they meet the oversubscription criteria.

Therefore, a child who moves into the area later can have a higher priority than one who has been on the waiting list for some time. This is a statutory requirement, stipulated in the School Admissions Code, that all admission authorities have to follow.

UK Service Personnel

Families of UK Service Personnel, other Crown Servants and British Council employees are subject to frequent movement within the UK and from abroad, often at relatively short notice.

The Local Authority will allocate a school place in advance, subject to an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address. A Unit postal address, or, if appropriate, a 'quartering area' address (the address of the closest house in the nearest 'quartering area'), will be accepted on applications in the absence of a new home postal address.

Applications from Abroad (and Other areas of the UK)

It is required that families must be resident in Blackpool (or nearby) in order to apply within the annual intake process.

Exceptions will include UK Service and Crown Servants and British Council employees (as above).

Families returning to an address in Blackpool (or nearby) will need to provide evidence of ownership - whether the address is pre-owned or not. In addition they must be physically resident during the application period for an application to be accepted. This means that the child must be resident with parents / carers (or a parent or a carer). This applies to new to country applicants and to those returning from work placements / secondments abroad.

The Local Authority will decide whether or not applications can be accepted within the process to coordinate admissions. Where required individual admission authorities will be consulted.

ADMISSION TO BLACKPOOL SECONDARY SCHOOLS AFTER 1ST SEPTEMBER 2019

All parents requesting a secondary school place, because they are new to Blackpool, will be required to complete an In-Year school admissions application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team.

Blackpool secondary schools operate a separate application process for transfers between Blackpool schools. Contact your child's current school for more information.

In-Year Fair Access Protocol

Blackpool Council operates an In-Year Fair Access Protocol, which ensures that access to education is secured quickly for children who have complex needs.

Appeal Arrangements

If you are unhappy that you have not been offered a place at one of your preferred schools, you have the right to appeal to an independent appeal panel.

Before deciding whether to appeal, you may find it helpful to visit the school that you have been offered. You may find that this school is an acceptable alternative option.

How to Appeal

Blackpool Academies

If you wish to appeal for a Blackpool academy, you should contact the School Admissions Team for advice.
Tel: (01253) 476474 or 476637.

Voluntary Aided Academies

If you wish to appeal for a place in a voluntary aided academy, you should contact the school direct to request an appeal pack, as a different appeal form is used.

Schools within the Lancashire County Council area

To request an appeal form, please contact: Pupil Access Team, Area Education Office, White Cross Centre, Quarry Road, Lancaster LA1 3SE.
Tel: (01524) 581148
Web: www.lancashire.gov.uk

Can you submit more than one appeal?

There is no restriction on how many appeals you can lodge at any one time. You do not have to wait for the decision from one before you initiate an appeal for another school. This applies if you wish to appeal for a Lancashire community school, an academy, or a voluntary aided school/academy.

If you are moving house

If you are moving house, firm written evidence will be required with the appeal form. The minimum which is normally accepted is a solicitor's letter confirming an exchange of contracts.

How is the appeal arranged?

The Independent School Appeals Team arranges all appeal hearings for schools in Blackpool. You will receive an acknowledgement of your appeal form. A letter will then follow which gives the date, time and place of your hearing, together with information on how the appeal is organised. You will receive at least two weeks notice of the hearing. A copy of the admission authority's case will be sent to you at least one week before the hearing.

Where will the appeal be heard?

Appeals for schools within Blackpool are normally held in Blackpool Town Hall.

When will the appeal be heard?

Appeal hearings take place during the summer term during office hours.

What happens at the hearing?

You are advised to attend the hearing if possible. This gives you the opportunity to state your case, and it also helps the appeal panel should they have any questions for you. If you cannot make the date of the appeal hearing, the appeal may go ahead in your absence. If you are ill on the day of the hearing, or are unable to attend for any other reason, please contact the Independent School Appeals Team at the Town Hall on 01253 477157, who will try to arrange a suitable alternative date. Due to statutory timescales, this may result in a delay in hearing your case.

How are you notified of the decision?

The appeal panel will come to a decision after considering all aspects of your circumstances as well as the difficulties the school would experience through the admission of another pupil.

A letter notifying you of the panel's decision will be sent to you as soon as possible. The clerk to the panel will advise when you should expect your letter.

What happens if your appeal is not successful?

The appeal panel's decision is final and binding on all parties. You cannot appeal twice for a place at the same school in the same school year unless the admission authority agrees that your first appeal was not conducted properly or accepts a significant change in your circumstances (this must be a change since the original hearing or information which was not known at that time).

If you feel that the procedures have not been followed correctly or that there have been irregularities in the way your appeal has been handled, you can write to:

Local Government Ombudsman
PO Box 4771 Coventry CV4 0EH
Tel: 0300 0610614
www.lgo.org.uk
E-mail: advice@lgo.org.uk

The Local Government Ombudsman cannot look at complaints about academies. You should speak to the academy initially about how to complain to them. They will provide you with a copy of their complaints procedure.

The Secretary of State has no power to review the decisions of individual appeal panels. You can contact the Education Funding Agency if you feel

that the admissions authority has acted unreasonably with regard to the appeals process.

Complaints about academies should be made by completing the Department for Education's schools complaints form, which can be accessed via www.gov.uk/government/publications/complain-about-an-academy. Or, by post to Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester M1 2WD.

In-Year Appeals

If you move into the area or want to transfer your child to another school, you also have the right of appeal if a place is not available at your preferred school. Appeal hearings take place throughout the academic year, every 4 – 6 weeks. Your appeal would be scheduled for the next hearing in accordance with the deadlines for submitting an appeal form. The Independent School Appeals Team at the Town Hall can provide these dates.

School Transport

When choosing a preferred school for your child you should carefully consider how your child will travel to school. Where possible you should encourage your child to travel independently; on foot; by bicycle or by bus. Information on local bus routes can be obtained from Blackpool Transport on 01253 473001, at www.blackpooltransport.com or by downloading the mobile app.

It is the responsibility of parents to ensure that their children get to and from school at the appropriate time each day.

What is the criteria?

There are certain circumstances when Blackpool Council will provide support or pay for your child to receive school transport. Full details of the eligibility and decision criteria is outlined in the Home to School and College Transport policy which can be downloaded from www.blackpool.gov.uk

The policy also explains about what action you can take if you feel your application has not been fairly considered and wish to make an appeal.

Blackpool Council may provide transport assistance where a child lives further away from the nearest suitable school than the specified walking distance. The specified walking distance is

- For a child under the age of eight years: 2 miles
- For a child aged between eight and sixteen: 3 miles
- Blackpool Council may also provide transport assistance where pupils are entitled to free school meals or their parents are in receipt of maximum working tax credit if:
 - The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11)
 - The school is between 2 and 6 miles (if aged 11-16 years and there are not three or more suitable nearer schools)

- The school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16 years)

Further information about how the nearest suitable school is defined for transport purposes is contained in the Home to School and Transport Policy

What support is available?

Where transport is necessary Blackpool Council will arrange this in the most cost effective way that is consistent with what is reasonable for the child's individual needs.

At the discretion of Blackpool Council support may be provided in the following ways:

- Bus passes for journeys to and from school on Blackpool Transport services
- Transport on Blackpool Council vehicles or contractors vehicles
- Cycle maintenance grants
- Mileage allowances
- Support with independent travel training

Children unable to walk to school (accompanied if necessary) by reason of their special educational need, disability or mobility

Blackpool Council may provide transport assistance for pupils with Education, Health and Care Plans in accordance with the criteria outlined in the Home to School and College Transport policy.

Each child will be assessed individually and a formal application and assessment will be based on individual needs. For any application there must be substantive medical evidence in support. All applications are considered by a panel of council officers and you will normally be notified of the outcome of your application within 28 days.

When and how to apply

If your child is starting primary or secondary school for the first time in September and you think you may be entitled to support you should apply once your child has been offered a school place.

If your child is transferring schools at any other time you can apply at the appropriate time.

Application forms for mainstream and Special Educational transport support can be obtained from Blackpool Council website www.blackpool.gov.uk/Residents/Education-and-schools/Getting-to-school/School-transport.aspx

Applications can also be made online or telephone **01253 476795/476174**

or email:

transportdirect@blackpool.gov.uk

Where to get further information

Blackpool Family Information Service is a free, impartial, service offering information on a wide range of services for children, young people and their families and professionals working with families. Blackpool Family Information Service also offers impartial and free advice on the admissions process and can be contacted on 0800 092 2332.

OFSTED Reports

OFSTED Reports are produced by the Government's school inspectors. For the most recent reports you may contact the school or they are available at: <http://reports.ofsted.gov.uk/>

School Performance Data

Performance data is available by contacting the school or on www.compare-school-performance.service.gov.uk

DfE Parents' Centre

The Department for Education has a website which can support and advise parents on a wide range of issues www.education.gov.uk

There are a number of links to other parents' organisations and support groups on this website.

The DfE has also produced a booklet 'Primary and Secondary School Admissions and Appeals: A Guide for Parents'. This can be accessed at <http://dera.ioe.ac.uk/8152/>

Advisory Centre for Education

The Advisory Centre for Education (ACE) is an organisation that advises parents on state education. The website is www.ace-ed.org.uk. You can also contact them on 0300 0115 142.

Schools Adjudicator

To object to an admission authority's admissions processes or oversubscription criteria, you may contact: The Secretary, Office of the Schools Adjudicator, Mowden Hall, Staindrop Road, Darlington, DL3 9BG. Telephone: 01325 735303, e-mail: osa.team@osa.gsi.gov.uk

Website: www.education.gov.uk/schoolsadjudicator/

Legislation

School Admissions is based on the Education Act 1996, the School Standards and Framework Act 1998, the Education Act 2002, and the Education and Inspections Act 2006 (www.legislation.gov.uk).

The School Admissions Code 2014 and School Admissions Appeals Code can be found on www.gov.uk



Secondary School Information

BLACKPOOL ASPIRE ACADEMY

Blackpool Old Road, Blackpool FY3 7LS
Telephone: 01253 353155
e-mail: admin@aspire.blackpool.sch.uk
Website:
www.blackpoolaspireacademy.co.uk

Executive Principal: Mr P Birch

Principal: Mrs L Shuttleworth-Brown

Chair of the Academy Council:
Mrs W Middlemas

Blackpool Aspire Academy is a mixed secondary academy catering for pupils between the ages of 11 and 16 years, and is located in the Layton area, in the east of Blackpool.

Blackpool Aspire Academy is supported through sponsorship by the Fylde Coast Academy Trust.

The Admission Number for September 2019 is 180

The academy's website and prospectus provides further information.

HIGHFIELD LEADERSHIP ACADEMY

Highfield Road, Blackpool FY4 3JZ
Telephone: 01253 310925
E-mail: info@highfield.staracademies.org
Website:
www.highfieldleadershipacademy.com

Executive Principle:
Mrs H MacKenzie OBE

Principal: Mrs L Riley

Chair of Governors: Mr P Fearnley

Highfield Leadership Academy is a mixed secondary school catering for pupils between the ages of 11 and 16 years, and is located in the South Shore area of Blackpool.

Highfield Leadership Academy is supported through sponsorship by the Star Education Trust.

The Admission Number for September 2019 is 240.

The academy's website and prospectus provides further information.

MONTGOMERY HIGH SCHOOL

All Hallows Road, Blackpool FY2 0AZ
Telephone: 01253 356271
E-mail: admin@montgomeryschool.co.uk
Website: www.montgomeryschool.co.uk

Executive Principal: Mr S Bullen

Principal: Mr S Careless

Chair of the Academy Council:
Mr G Maudsley

Montgomery High School , is located to the north of Blackpool and caters for students between the ages of 11 and 16 years.

The Admission Number for September 2019 is 250.

Montgomery High School became a member of the Fylde Coast Academy Trust (FCAT) in October 2014

The Academy Council is the school's Admission Authority and is the employer of teaching and associate staff.

The academy's website and prospectus provides further information.

SOUTH SHORE ACADEMY A BRIGHT FUTURES EDUCATIONAL TRUST SCHOOL

St Anne's Road, Blackpool FY4 2AR
Telephone: 01253 345522
E-mail:
admin@southshore.blackpool.sch.uk
Website:
www.southshoreacademy.co.uk

Principal: Mr N Reynolds

Chair of Governors: Mr L Hampson

South Shore Academy is a mixed secondary school catering for students between the ages of 11 and 16, and is located in the South Shore area of Blackpool.

The new three storey building and sports hall opened in September 2017.

The Admission Number for September 2019 is 175.

South Shore Academy became part of the Bright Futures Educational Trust in December 2013.

As an academy, the governing board is the employer, with direct responsibility for all teaching and support staff in the academy.

The Governors of the Academy Trust have delegated the responsibilities in relation to allocations and appeals to the Local Authority.

The academy's website and prospectus provides further information.

**ST MARY'S CATHOLIC ACADEMY
PART OF THE BLESSED EDWARD
BAMBER CATHOLIC MULTI
ACADEMY TRUST**

St Walburga's Road, Blackpool FY3 7EQ
Telephone: 01253 396286
E-mail: admin@st-mary.blackpool.sch.uk
Website: www.st-mary.blackpool.sch.uk

Executive Director: Mr S Tierney

Headteacher: Mr S Eccles

Chair of the Academy Board:
Mr B Leyland

St Mary's Catholic Academy is a catholic academy catering for pupils between the ages of 11 and 18, and is located in the Layton area.

The Admission Number for September 2019 is 210.

The school has a sixth form facility providing advanced level education

Voluntary aided academies are mainly religious or 'faith' schools, although anyone can apply for a place. The process for applying for a place at a voluntary aided academy is similar to applying for a place at a community secondary school, except that the academy board is the admissions authority, having responsibility for determining the arrangements for admitting pupils.

The academy's website and prospectus provides further information.

**ST MARY'S CATHOLIC ACADEMY
SIXTH FORM, PART OF THE BLESSED
EDWARD BAMBER CATHOLIC MULTI
ACADEMY TRUST**

St Walburga's Road, Blackpool FY3 7EQ
Telephone: 01253 396286
E-mail: admin@st-mary.blackpool.sch.uk
or info@6thform.co.uk
Website: www.st-mary.blackpool.sch.uk

Executive Director: Mr S Tierney

Headteacher: Mr S Eccles

Chair of the Academy Board:
Mr B Leyland

St Mary's Sixth Form is part of St. Mary's Catholic Academy, catering for pupils between the ages of 16 and 19, located in the Layton area.

The Admission Number for September 2019 is 115.

Application forms and the Sixth form prospectus are available on the academy's website or from Mrs E Murray, Senior Head of Sixth Form. The closing date for applications is 31st March 2019. Students attaining a minimum of 5 A* - C (including English and Maths) at GCSE are offered a place to study A levels.

Details of the sixth form open evening will be posted on the Academy's website.

The academy's website and prospectus provides further information.

UNITY ACADEMY BLACKPOOL

Warbreck Hill Road, Blackpool, FY2 0TS
Telephone: 01253 355493
E-mail: admin@unity.blackpool.org.uk
Web Site: www.unity.blackpool.org.uk

Executive Principal: Mr C Lickiss

Principal: Mr S Cooke

Chair of the Academy Council :
Mr M Gutteridge

The Admission Number for September 2019 is 120.

Unity Academy is an all-through academy. Located in the North Shore area of Blackpool and it is Blackpool's first all through school, providing education for children and young people from 4 -16 years. It also offers nursery provision for 2 and 3 year olds.

Unity Academy is supported through sponsorship by the Fylde Coast Academy Trust.

Pupils already in Year 6 at Unity Academy at the time of secondary applications are already on roll at the academy and are guaranteed a place in Year 7, should they wish to take up the place there.

The academy also provides primary provision for children 4-11 years old.

The Admission Number for Reception in September 2019 is 60.

The academy's website and prospectus provides further information.

**ST GEORGE'S SCHOOL A CHURCH OF
ENGLAND ACADEMY, PART OF THE
CIDARI BLACKBURN DIOCESE MULTI
ACADEMY TRUST**

Cherry Tree Road, Marton, Blackpool
FY4 4PH
Telephone: 01253 316725
E-mail: enquiries@stgeorgesblackpool.co.uk
Website: www.stgeorgesblackpool.com

Headteacher: Mr G Warnock

Chair of Governors:
Mr A MacLeod

St George's School is a mixed voluntary aided academy located in the Marton area, to the south east of Blackpool town centre, catering for pupils between the ages of 11 and 16.

The Admission Number for September 2019 is 210.

Voluntary aided academies are mainly religious or 'faith' schools, however, St George's does not make faith commitment a first priority as in some faith schools - please see the school's admissions criteria. The process for applying for a place at a voluntary aided academy is similar to applying for a place at a community secondary school, except that the governing board of the school is the admissions authority, having responsibility for determining the arrangements for admitting pupils.

The academy's website and prospectus provides further information.

(See page 29 for the supplementary information form)

ARMFIELD ACADEMY

Lytham Road, Blackpool, FY4 1JG
 Tel: 01253 207702
 E-Mail: admin@armfield.fcat.org.uk
 Website: www.armfieldacademy.co.uk

Executive Principal: Mr C Lickiss

Head of School: Mr M Kilmurray

Community Relations and Estates:
 Mr J Topping
 E-Mail: jt@fcat.org.uk

Chair of the Academy Council:
 Mr M Gutteridge

The Admission Number for September 2019 is 160.

Armfield Academy is an All-Through Academy with a Nursery and provides continuous education for children age 2-16 years old.

The Fylde Coast Academy Trust is the admissions authority.

The academy is in South Shore, Blackpool and in line with other FCAT academies, operates within an equal preference scheme which welcomes all children.

The academy provides primary provision for children 4-11 years old.

The Admission Number for Reception in September 2019 is 60.

The academy's website and prospectus provides further information.

SAMPLE FORM

Supplementary Information Form

Admission to Secondary School, 2019

St George's School, a Church of England Academy

Name of Student:

Surname..... Christian Names.....

Date of Birth..... Boy Girl

Name of Parent/Carer

Address.....

Post Code.....

Contact telephone number.....

If you are applying to this school on faith grounds, please complete the following sections:

Place of Worship: one of parents/carers *regularly attends:

Name of place of Worship.....

Address.....

Name of Vicar / Priest / Minister / Faith Leader / Church Officer:

Address.....

Post Code..... Telephone.....

Your faith leader will be contacted in order to provide the information

Please return this form to the school before 31st October 2018

*Regular attendance is taken to mean a minimum of once a month over the 12 months prior to application on 1st September 2018.

SAMPLE FORM

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.

Clergy Reference Form

Admission to Secondary School, 2019

St George's School, a Church of England Academy

Name of student:

Surname Christian names

Date of birth Boy Girl

Name of parent/carer

Address

.....

.....

Post code

Contact Telephone

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent/carer to have attended their place of worship once a month

For 12 months prior to 1st September 2018.

Has this been the pattern for this parent/carer? YES / NO

Signed

Name Date:

Position

Church

Please return this form to Mrs K Holt at the school by 1st December 2018

Useful Telephone Numbers

School Admissions Team, Blackpool	01253 476637 01253 476474 01253 476833
Pupil Access Team, Lancashire County Council Children's Centres	01524 581148 01253 476480 (Grange Park) 01253 951190 (Talbot & Brunswick)
Family Information Service Statutory Assessment Team (SEN) Independent School Appeals Team	0800 092 2332 01253 476553 01253 477157 01253 477153
School Transport	01253 476795 01253 476174
Blackpool Transport Benefits Team	01253 473001 01253 478940 01253 478944
Blackpool Music Centre Leisure Centres	01253 476767 01253 478487 (Moor Park) 01253 478484 (Palatine) 01253 478465 (Sports Centre, Stanley Park)
Main Council Switchboard	01253 477477

Useful websites

Department for Education	www.gov.uk/dfe
Advice on Special Educational Needs	www.gov.uk/dfe
OFSTED inspection reports	www.ofsted.gov.uk
School performance	www.education.gov.uk/schools/performance
ACE Education Advice and Training	www.ace-ed.org.uk
More information about school admissions and appeals can be found at: www.direct.gov.uk	

To ensure our services are accessible to all, documents prepared by Blackpool Council are available in large print, Braille, on audio-cassette or computer disk upon request. We can also provide help for British Sign Language users and provide information in other languages. Please ask for details or telephone 01253 477477.