



# Secondary

## Parental Preference Form

Transfer to Secondary schools  
in September 2021



Apply online at  
[www.wirral.gov.uk/  
schooladmissions](http://www.wirral.gov.uk/schooladmissions)

Before completing this form you should read the Information Booklet, **Secondary Education on Wirral**, which describes the procedures we follow when pupils transfer from primary to secondary school in Wirral. You should read this very carefully before completing the preference form. All parents whose child is due to transfer from primary to secondary school in September 2021 that is, those children born between 1 September 2009 and 31 August 2010, must apply by **31 October 2020**. The Information Booklet and school admission policies are available online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions) or call **0151 606 2020** for the booklet to be sent out to you in the post.

### **Making an application**

Wirral's online admission system can be accessed from [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions). Applying online is quick and simple to do. You will receive an automatic email so that you know your application has been received by us. On 1 March 2021, online applicants will receive an email with their child's allocated school place. The deadline for online applications to be submitted is **31 October 2020**.

You can put **up to five schools** in the order of your preference. We would always recommend putting more than one school in your preferences in case you are not allocated your first choice. If you have particular reasons for your preference you should include them in the application.

If you want to give a preference for a school outside Wirral, you need to include this as one of your preferences. We will tell other local authorities about parents' preferences for schools in their area.

If you cannot apply online, you can complete the paper preference form provided, giving up to five schools in order of preference. You should return the form to your child's primary school (if this is a Wirral school) or by post to Wirral Local Authority if your child attends a school outside Wirral. The deadline for paper applications to be returned is **31 October 2020**. Your child's school place allocation will be posted to your home address on 1 March 2021.

If you do not apply online or return a paper preference form, we will assume that you do not have a particular preference. We will give your child a place at the nearest school which has places after we have allocated places to those parents who have made preferences.

Naming just one school on your application does not increase the chance of your child securing a place at that school, neither does naming the same school more than once.

It is important that any information you wish us to consider must be included in your application. We may not be able to take into account information which is given after we have made decisions about school places. You can be assured that any information provided is treated as confidential.

### **Important information about preferences**

Most school places are allocated on the basis of the home address of each child. This must be the child's permanent home address, where he or she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). You must not give the address of a business, relative, childminder, friend, a temporary address or an address to which you 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. We will require evidence that the previous property has been sold.

We can only process one application for each child; therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. Failure to provide a definitive application could jeopardise your child's priority for a school place.

We regularly check addresses and any deliberate misrepresentation will result in a place being withdrawn by the Authority. The LA 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.

We may have to share the information you have provided on your parental preference form with other departments of the Council or government agencies in order to verify the authenticity of pupils' addresses or income status etc.

Wirral Council processes personal data in accordance with the Data Protection Act. The information you provide on your preference form will be used by Wirral Local Authority and the governing bodies of secondary schools as Admission Authorities. They will apply the information to their admissions policies in order to allocate school places. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors if you ask them to act on your behalf.

### **Selective assessments**

Selective assessments are expected to take place during the Autumn term. If you have requested that your child be assessed for entry to grammar school, you **MUST** apply by 31st October 2020 naming grammar schools AND non-selective schools as preferences - use all 5 preferences.

If your child does not reach the standard, then the grammar preference(s) will be withdrawn and the non-selective schools named will automatically become your highest preferences. After 1 March 2021 you can appeal for a grammar school place.

### **Preferences for schools**

Most children will be allocated a place at a school which their parents have named as a preference. However, if schools are oversubscribed, that is there are more preferences than places available, we will not be able to meet every parent's preference.

Once we have received all the applications, we will produce a list of applicants for each Wirral school. Your application for each school named as a preference will be ranked according to the admissions criteria of the relevant Admission Authority.

**We are the Admission Authority for:**  
Mosslands School

**The following schools are their own admission authority:**

Birkenhead High School Academy  
Caldy Grange Grammar School  
Co-op Academy Bebington  
Hilbre High School  
Pensby High School  
Prenton High School for Girls  
Ridgeway High School  
South Wirral High School  
St Anselm's College  
St John Plessington Catholic College  
St Mary's Catholic College  
The Birkenhead Park School  
The Oldershaw Academy  
Upton Hall School (FCJ)  
Weatherhead High School  
West Kirby Grammar School  
Wirral Grammar School for Boys  
Wirral Grammar School for Girls  
Woodchurch High School

We will co-ordinate with the other admissions authorities by sending them details of your application. The governors will decide the order in which children should be offered places in accordance with their admissions criteria. They are not allowed to know the order of preference you have put their school and cannot use this when applying their criteria.

Full details of the school admissions policies are available online in a supplementary booklet or can be obtained from the individual schools and you are advised to read them carefully before completing this form.

If your child is eligible for a place in more than one school we will offer a place at the school which you listed as the highest preference. If we cannot offer a place at any of the schools you have named as a preference, we will give your child a place at the nearest appropriate school with a place available.

**Preferences for schools in other education authorities**

If you are a Wirral resident you must complete our preference form. If you are resident in another Authority in England but wish to indicate a preference for a Wirral school or schools, you must complete their preference form.

**No change of preferences will be accepted unless there are exceptional circumstances.**

**Allocation of secondary school places**

On 1 March 2021, if you have applied online you will receive an email informing you of the school allocated for your child. If you have applied on a paper form, on 1 March 2021 we will send out by post a letter informing you of the school allocated for your child.

If you are unhappy with the school allocated you will be able to appeal against the decision. Further details about the appeal procedures are outlined in both the allocation letter/email and the Information Booklet.

**Questions about transfer to Secondary school**

**Q. Where can I look to help me decide?**

A. You can attend the schools open day/evenings and obtain a copy of the schools prospectus. You can also visit the Ofsted website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)) for school inspection reports.

**Q. Do secondary schools on Wirral have zones or catchment areas?**

A. No. There are no catchment areas for secondary schools but if they are oversubscribed then the distance between home and school is one of the factors we use to decide which children are eligible for places.

**Q. How do I find out which is my nearest secondary school?**

A. You can write to or email Mainstream Admissions team at [secondaryplaces@wirral.gov.uk](mailto:secondaryplaces@wirral.gov.uk) giving your child's name and address and the schools in which you are interested. They will write back giving you the distance to each school.

**Q. If I state a preference for an Aided, Academy, Foundation or Trust school, is that counted as one of my preferences?**

A. Yes. Although these schools manage their own admissions we co-ordinate preferences for these schools.

**Q. If I state a preference for a school in another Authority, is that counted as one of my preferences?**

A. Yes. Although these schools are managed by another Authority we co-ordinate preferences for their schools and you should include them on this form.

**Q. Can I be guaranteed a place in a particular school?**

A. No. About 4000 applications are received every year. The pattern of preference changes from year to year and no one can know which schools will be under-subscribed or over-subscribed.

**Q. Will I get my first preference of secondary school?**

A. Most children are offered one of their preferred schools. However, if more children want to go to a particular school than there are places available, some will have to be offered places at other schools.

**Q. What happens if my child is not allocated any of the schools I have named on the preference form?**

A. We will allocate a place at the nearest appropriate school where there is a place available.

**Q. How do you decide which children will be offered places at community schools where there are more preferences for them than there are places available?**

A. The criteria in priority order are set out in the booklet Secondary Education in Wirral 2021–2022. Academy, Foundation, Trust and Voluntary Aided Schools have their own criteria.

**Q. Can I see my child's 11+ test papers?**

A. No. Test papers are confidential to the Authority. Under the Data Protection Act, Schedule 2, Part 4 parents do not have the right to see the test papers. The Freedom of Information Act does not override the Data Protection Act in this instance.

**Q. My child has not reached the standard for grammar school and I want to appeal.**

A. If your child has not reached the standard, preferences for the grammar schools will be disregarded. After 1 March 2021 you can appeal for a grammar school place. Details of how to appeal will be on your offer letter/email.

## ADMISSION TO SECONDARY EDUCATION – SEPTEMBER 2021 PARENTAL PREFERENCE FORM

To be completed by an adult who has parental responsibility for applying for a school place.  
Please print in black ball point pen.

**Name of Child:** Last name: ..... Forenames: .....

Date of Birth: ..... Gender (boy/girl) .....

Last name of Parent ..... Forename ..... Mr/Mrs/Ms/Miss

Last name of Parent ..... Forename ..... Mr/Mrs/Ms/Miss

Child's permanent address (inc house number): .....

..... Post Code: .....

How long has the child lived at this address? .....

Tel. No: (Home) ..... Tel. No: (Work) .....

Mobile Tel. No: .....

Email address:

Name and address of current primary school: .....

.....

**Please insert the name of up to five schools you wish your child to be considered for**

First preference .....

Second preference .....

Third preference .....

Fourth preference .....

Fifth preference .....

Give details below of brothers or sisters who will be attending any of your preferred schools in September. See booklet for definition of siblings.

Name (in full) ..... d.o.b ..... Present School .....

Name (in full) ..... d.o.b ..... Present School .....

Is this child in care of a Local Authority (looked after) YES  NO

Was this child formerly in the care of a Local Authority (previously looked after) YES  NO

If so, when did the child cease to be looked after? .....

If Yes which Authority is or was responsible? .....

If your child has a Statement of special educational needs or EHCP, please tick

# SECTION 1

If there are medical reasons for your preferences

YES  NO

If Yes, please provide evidence as detailed in the Information for Parents booklet.

If you have any other reasons for your preference complete **SECTION 2** and **SECTION 5**.

If you state a preference for any of the Catholic schools you must complete **SECTION 2** and **SECTION 3**.

If you state a preference for a non-Catholic grammar school and are currently claiming free school meals you **must** complete **SECTION 2** and **SECTION 4**.

Is there any Court ruling e.g. Specific Issues Order, that determines who has authority to state a preference for a secondary school.

YES  NO

If Yes, please attach copies of the Court rulings.

Is there any family member or ex-family member who is not entitled to have access to the information included on this form?

YES  NO

If Yes, please give their name and relationship to the child .....

## **NO CHANGE OF PREFERENCES WILL BE ACCEPTED UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES**

Before signing the preference form, you are advised to read:

- The Authority's policy on transport in the Information Booklet, Secondary Education in Wirral
- The admission policy of the schools for which you are indicating a preference
- The information included with this Common Application Form

I declare that all information that I have given on this form is correct.

I understand that if at a later date this information is found to be incorrect I may lose any place offered to my child.

I confirm that all persons with parental responsibility for my child have been notified and are in agreement with the application.

I consent for the Authority to use my information for the purpose of School Admissions in accordance with the Local Authority's **School Admissions Privacy Notice** (see back page of form for details).

I declare that I have read and understood the terms of the Privacy Notice.

Signed: ..... (Parent) Date .....

Signed: ..... (Parent) Date .....

Child's Name – please print: .....

**The Admissions Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

If your child attends a Wirral primary school this form should be returned to the Headteacher of your child's present school by **31 October 2020**. All other forms, please return by **31 October 2020** directly to:

**Children's Services**

**PO Box 290**

**Brighton Street, Wallasey CH27 9FQ**

**or Apply online at:**

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

**Apply online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)**

## SECTION 2

Name of Child: Last name: ..... Forenames: .....

Date of Birth: ..... Gender (boy/girl) .....

Address (inc house number): .....

..... Post Code: .....

Name and address of current primary school: .....

.....

Sibling details: .....

.....

## SECTION 3

### Applicants to Catholic Schools: Supplementary information

Parents are requested to complete this section of the preference form if applying for **Catholic Schools**.  
In the following boxes, complete the ONE which applied to your child:

If your child is baptised Catholic then tick here

Please name the Church and year in which the baptism took place

Church ..... Year .....

If your child was baptised as a christian of another denomination  
and subsequently admitted to the Roman Catholic Church then tick here

Please name the year of admission: .....

## SECTION 4

### Applicants to non-Catholic grammar schools: Supplementary information

You are requested to complete this section of the preference form if you are applying for non-Catholic grammar schools **AND** your child is currently in receipt of free school meals. Please do not complete this section if your child has not reached the required standard for grammar school.

Parent Full Name: .....

Parent Date of Birth: ..... Parent National Insurance Number: .....

Form continues overleaf >

Apply online at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

## SECTION 5

If you have other reasons for your preference please give them here and if need be continue on a separate sheet of paper. Please note that if you do not give reasons in support of your preference, it may not be possible to give the same weight to such reasons at a later stage as would be given at the initial consideration.

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**PROTECT WHEN COMPLETED**

**YOUR PERSONAL DATA**

Wirral Council processes personal admissions data in accordance with the Data Protection Act 2018 and the Schools Admissions Code 2014. The information you provide on your preference form will be used by Wirral Local Authority and Governing bodies of primary/secondary schools as Admission Authorities. They will apply the information to their published admission policies in order to allocate school places for children. Where there is a need to co-ordinate admission arrangements with neighbouring local authorities, pupil data may also be shared to ensure the efficient allocation of school places. Information about your child may also be shared with Members of Parliament or Councillors, if you ask them to act on your behalf.

Proof of address or receipt of free school meals may be required and this might mean that we have to share the information you have provided on your parental preference form with other departments of the Council or relevant government agencies in order to verify the authenticity of pupils’ addresses or income status etc.

For further information please read the School Admissions Privacy Notice (<http://www.wirral.gov.uk/schools-and-learning/school-admissions/apply-primary-or-secondary-school-place>). If you have any questions or concerns about how your data is secured the Council's Data Protection Officer can be contacted by email at [DPO@wirral.gov.uk](mailto:DPO@wirral.gov.uk) or by writing to: Data Protection Officer, Treasury Building, Cleveland Street, Birkenhead, Wirral, CH41 1AH.

**The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

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[www.wirral.gov.uk/  
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## **Children's Services**

PO Box 290  
Brighton Street  
Wallasey  
CH27 9FQ

Phone: 0151 606 2020  
Email: [secondaryplaces@wirral.gov.uk](mailto:secondaryplaces@wirral.gov.uk)

## **Useful websites and phone numbers**

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ACE (Advisory Centre for Education)  
Phone: 0300 0115 142  
[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Ofsted  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Wirral SEND Partnership  
[www.localofferwirral.org](http://www.localofferwirral.org)

Wirral Website  
[www.wirral.gov.uk](http://www.wirral.gov.uk)

Admissions Portal  
[www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)