



Liverpool
City Council

Transfer from Primary to Secondary school

Information for parents
September 2024

liverpool.gov.uk/admissions

INTRODUCTION

This information booklet is aimed at the parents of children currently in Year 5 who will become eligible from 1st September 2023 to make their secondary applications for Year 7 places starting in September 2024.

This information booklet outlines what will happen and gives you guidance about how you can get more information about schools and advice about how to apply for school places.

From 1st September you are then able to make your school preferences application at **liverpool.gov.uk/admissions** where there is further information and guidance posted online.

CHOOSING A SCHOOL

The Liverpool City Council website includes the composite prospectus admissions information spread across its webpages at **liverpool.gov.uk/admissions**

This includes important information about how to apply to schools; what criteria are used to allocate places if a school gets more applications than it has places available and how places were allocated in the previous year. Before expressing a preference for a school it is important that you understand the school's admission policy and know whether or not the school was oversubscribed in the previous year. By using this information you can assess your child's chances of gaining a place in the school.

In addition to the composite prospectus admissions information online at **liverpool.gov.uk/admissions** there are several other sources of information that you can use to find out more about schools, these include the following:

- School Open Evenings. (Please see Open Evening section within this booklet for further details)
- School websites
- School Admissions Team (Contact details can be found in the Contact Points section in this information booklet).
- The Department for Education website at **gov.uk/contact-dfe**
- If you are thinking of applying to schools in other local authorities then you should contact the relevant local authorities for information on their composite admissions prospectus. (Contact details can be found in the Contact Points section in this information booklet).

APPLYING FOR SCHOOLS

In the online application there is a preference section which asks you to express preferences for up to five schools. As a Liverpool resident, to apply for schools in Liverpool or other Local Authorities you must complete this application.

There are different types of schools in Liverpool and they have different admission arrangements. Community schools follow the admission policy determined by the City Council. Academies, Foundation/ Trust and Voluntary Aided schools follow the admission policy determined by the governing body. Some schools require parents to complete a supplementary school application form (these are available to download at liverpool.gov.uk/admissions) as well as completing the local authority's online preference form/paper application. Where this is the case you must complete both forms. The supplementary school application form is used by the governors when they are deciding which children to admit. The local authority's preference form is used as part of the coordinated admissions procedure.

LIVERPOOL RESIDENTS

Liverpool residents can apply for Liverpool schools and schools in other local authorities on Liverpool's online application/paper application form. If you are thinking of applying to schools in other areas you should contact the local authority serving that area to find out how to access information for the schools in their area and what the admission arrangements are for these schools. Contact details for neighbouring local authorities are available at liverpool.gov.uk/admissions.

NON LIVERPOOL RESIDENTS

If you live outside Liverpool and your child attends a Liverpool primary school your home local authority (this is the local authority which serves the area where you live) will provide you with information detailing how to apply.

HOW PLACES ARE ALLOCATED

If a school gets fewer applicants than it has places all applicants are admitted. If there are more applicants than places the school's admission policy is used to decide which children are admitted. The local authority decides which children are admitted to community schools. The governors of Academies, Foundation/Trust and Voluntary Aided Schools decide which children are admitted to these schools.

For admission to secondary school in September 2023, 71% of applicants were offered their first preference school and 93% of applicants were offered one of the five schools they placed as a preference.

To ensure that parents are allocated a place for their child at only one school Liverpool coordinates the admission procedure with schools and neighbouring local authorities. This means that information about applications is shared between schools and other local authorities. The local authority only provides information which is needed to operate the admission arrangements.

Academies, Foundation/Trust and Voluntary Aided schools use the school's admission policy to determine which children will be offered places. If your child meets the admission criteria for a place at more than one of your preferred schools, the local authority uses your school preference order to decide which school your child is offered. In these circumstances your child will be offered a place at the highest preference school which offered a place. Schools are not informed of your preference order.

If the local authority cannot offer a place at any of the schools you have stated as a preference a place will be allocated at the nearest school with places available at the time of allocation.

All applicants who apply online will receive their offer by email on 1st March 2024. Postal applications will be written to by 1st class post on 1st March 2024.

THE APPEALS PROCEDURE

If you are not satisfied with the school your child has been allocated you can appeal against the decision to an Independent Appeals Panel. Details of the appeals procedures will be sent with the offer letters.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

SEN Support

If your child has special educational needs or a disability but does not have a Statement of Special Educational Needs or an Education Health and Care Plan, you should complete the preference form issued by your home local authority. The usual admission policy for the school will apply. If you are not allocated a place for your child in your preferred school you can appeal to an independent appeal panel.

CHILDREN WITH A STATEMENT OR EDUCATION HEALTH AND CARE PLAN

If your child has a Statement of Special Educational Needs or an Education Health and Care Plan and is in a mainstream school, you should complete the preference form issued by your home local authority.

You will discuss the secondary school your child will transfer to at your child's Annual Review in the autumn term. A decision about which secondary school your child will attend will be made following the Annual Review. If you disagree with the secondary school named in your child's statement you can appeal to the Special Educational Needs and Disability Tribunal. Contact the Special Education Needs and Disability Team about this.

SUPPLEMENTARY SCHOOL APPLICATION FORMS

The schools which require you to complete a school application form will be clearly shown at liverpool.gov.uk/admissions . It is important that if required you complete a supplementary school application form.

These forms can be downloaded at liverpool.gov.uk/admissions or obtained from the school. They must be returned to the school and not sent to the local authority.

TIMETABLE FOR ADMISSIONS PROCEDURE

1st September 2023	Application window for applications to Year 7 in September 2024 opens.
31st October 2023	Closing date for applications.
November 2023 - February 2024	The local authority coordinates admission arrangements with schools and neighbouring local authorities to allocate places.
1st March 2024	Offer emails and letters sent to parents.
April to June 2024	Admission appeals.
3rd July 2024	Liverpool Secondary Schools' Induction Day.

CONTACT POINTS

Admissions Team (Call Centre)

Tel: 233 3006

Parent Partnership Service

Tel: 233 2848

Special Educational Needs and Disability Team

Tel: 233 5957

Church of England Diocese

Tel: 705 2190

Merseyside Catholic Archdiocese

Tel: 522 1071

FE website education.gov.uk/schools

LIVERPOOL SECONDARY SCHOOL OPEN DAY/EVENING INFORMATION FOR SEPTEMBER 2024 INTAKE

SCHOOL NAME	ADDRESS & CONTACTS	WEBSITE
The Academy of St. Francis of Assisi Gardners Drive, Liverpool L6 7UR	Headteacher: Ms Jo Leech T: 0151 260 7600 E: info@asfaonline	asfaonline.org
The Academy of St Nicholas 51 Horrocks Avenue L19 9NY	Headteacher: Gary Lloyd T: 0151 230 2570 E: info@astn.allsaintsmat.org	theacademyofstnicholas.org.uk
Alsop High School Queens Drive Liverpool L4 6SH	Headteacher: Mr Paul Masher T: 0151 235 1200 E: office@alsophigh.org.uk	alsophigh.org.uk
Archbishop Beck Catholic College 55 Long Lane, Liverpool L9 7BF	Headteacher: Mr Paul Stirling T: 0151 525 6326 E: info@beck.uk.com	archbishopbeck.com
Archbishop Blanch CE High School 80 Earle Road Liverpool L7 6HQ	Headteacher: Mrs Claire Madeloso T: 0151 330 5151 E: admin@blanch.org.uk	abblanch.com
Bellerive FCJ Catholic College 1, Aigburth Drive, Liverpool L17 3AA	Headteacher: Mrs Ella Brett T: 0151 727 2064 E: contactus@bellerivefcj.org	bellerivefcj.org
The Belvedere Academy 17 Belvedere Road, Princes Park, Liverpool L8 3TF	Principal: Mrs Julie Taylor T: 0151 727 1284 E: info@belvedereacademy.net	belvedereacademy.net
The Blue Coat School Church Road, Liverpool L15 9EE	Headteacher: Ms Scilla Yates T: 0151 733 1407 E: office@bluecoatschool.org.uk	bluecoatschoolliverpool.org.uk

SCHOOL NAME	ADDRESS & CONTACTS	WEBSITE
Broughton Hall Catholic High School Yew Tree Lane, Liverpool L12 9HJ	Headteacher: Mr G Preston T: 0151 541 9440 E: schooloffice@broughtonhall.com	broughtonhall.com
Calderstones School Harthill Road, Liverpool L18 3HS	Headteacher: Mr Lee Ratcliffe T: 0151 724 2087 E: admin@calderstones.co.uk	calderstones.co.uk
Cardinal Heenan Catholic High School Honeysgreen Lane, Liverpool L12 9HZ	Headteacher: Ms K Smyth T: 0151 235 1430 E: admin@cardinal-heenan.org.uk	cardinal-heenan.org.uk
Childwall Sports and Science Academy Queens Drive, Liverpool L15 6XZ	Headteacher: Ms J E Vincent T: 0151 722 1561 E: contactus@childwallssa.org	childwallssa.org
Dixon's Broadgreen Academy Queens Drive, Liverpool L13 5UQ	Headteacher: Rachael Fidler T: 0151 228 6800 E: info@dixonsba.com	dixonsba.com
Dixon's Croxteth Academy Carr Lane East, Liverpool L11 4SG	Principal: Mr I Duggan T: 0151 546 3134 E: info@dixonscr.com	dixonscr.com
Dixons Fazakerley Academy Sherwoods Lane, Liverpool L10 1LB	Headteacher: Mr Chris Wilson T: 0151 524 4530 E: info@dixonsfa.com	dixonsfa.com
Gateacre School Hedgefield Road, Liverpool L25 2RW	Headteacher: Mr G Jones T: 0151 363 1111 E: admin@gateacre.org	gateacre.org

SCHOOL NAME	ADDRESS & CONTACTS	WEBSITE
Holly Lodge Girls' College 140 Mill Lane, Liverpool L12 7LE	Headteacher: Mr A Keen T: 0151 228 3772 E: hollylodge@hollylodge.liverpool.sch.uk	hollylodge.liverpool.sch.uk
King David High School Childwall Road, Liverpool L15 6WA	Headteacher: Mr M Sutton T: 0151 235 1420 E: office@kingdavidliverpool.co.uk	kingdavidliverpool.co.uk
Kings Leadership Academy Liverpool Dingle Vale, Liverpool L8 9SJ	Acting Principal: Mr Scott Cordon T: 0151 727 1387 E: admin@kingsliverpool.com	kingsliverpool.com
LIPA LIPA High School Upper Duke Street Liverpool L1 7BT	Headteacher: Greg Parker T: 0151 950 0020 E: info@lipaprimary.org	lipaprimary.org
Liverpool College Queens Drive, Liverpool L18 8BG	Headteacher: Mr H Broekman T: 0151 724 4000 ext 3228 E: admin@liverpoolcollege.org.uk	liverpoolcollege.org.uk
North Liverpool Academy Heyworth Street, Liverpool L5 0SQ	Headteacher: Ms E Vernon T: 0151 260 4044 E: admissions@northliverpoolacademy.co.uk	northliverpoolacademy.co.uk
Notre Dame Catholic College 180 Great Homer St, Liverpool L5 5AF	Headteacher: Mr Peter Duffy T: 0151 330 5122 E: ao@notredame.liverpool.sch.uk	notredameliverpool.com
St Edward's College Sandfield Park, Liverpool L12 1LF	Headteacher: Mr Stephen Morris T: 0151 281 1999 E: principal@st-edwards.co.uk	st-edwards.co.uk

email: admissions@liverpool.gov.uk

SCHOOL NAME	ADDRESS & CONTACTS	WEBSITE
St Francis Xavier's Catholic Academy Woolton Hill Road, Liverpool L25 6EG	Headteacher: Mr David Hayes T: 0151 288 1000 E: admin@sfx1842.org	sfx1842.org
St Hilda's Church of England High School Croxteth Drive, Liverpool L17 3AL	Headteacher: Mrs J Code T: 0151 733 2709 E: info@st-hildas.co.uk	st-hildas.co.uk
St John Bosco Arts College Storrington Avenue, Liverpool L11 9DQ	Headteacher: Mr D Gidman T: 0151 330 5142 E: enquiries@stjohnbosco.org.uk	stjohnboscoartscollege.com
St Julie's Catholic High School Speke Road L25 7TN	Headteacher: Mr T Alderman T: 0151 428 6421 E: admissions@stjulies.org.uk	stjulies.org.uk
St Margaret's C of E Academy Aigburth Road L17 6AB	Principal: Mr S Brierley T: 0151 427 1825 E: admin@stmargaretsacademy.com	stmargaretsacademy.com
West Derby School 364 West Derby Road L13 7HQ	Headteacher: Mrs S Graham T: 0151 235 1300 E: westderbyschool.org	westderbyschool.org

COMMUNITY SCHOOLS

Calderstones

Gateacre

Holly Lodge (girls)

CATHOLIC SCHOOLS

Archbishop Beck

Broughton Hall (girls)

Cardinal Heenan (boys)

Notre Dame

St John Bosco (girls)

St Julie's (girls)

CHURCH OF ENGLAND

Archbishop Blanch (girls)

St Hilda's

JEWISH

King David

ACADEMIES

Academy of St Nicholas

Alsop

Bellerive FCJ Catholic College (girls)

Belvedere (girls)

Blue Coat

Childwall

Dixons Broadgreen

Dixons Croxteth

Fazakerley

Liverpool College

North Liverpool Academy

St Edward's College

The Academy of St Francis of Assisi

St Francis Xavier's Catholic Academy (boys)

St Margaret's CofE Academy (boys)

West Derby (boys)

King's Leadership Academy Liverpool

SECONDARY SCHOOL ADMISSIONS COMMON MYTHS

<p>I apply at the end of Year 6 for a secondary school place.</p>	<p>NOT TRUE</p>	<p>You apply at the beginning of Year 6. The Local Authority common application must be submitted by 31 October each year either online or by paper application form upon request.</p>
<p>My child will automatically go to the local secondary school.</p>	<p>NOT TRUE</p>	<p>There is no automatic transfer from primary to secondary – you MUST complete a local authority common application either online or by paper application form upon request.</p>
<p>Because I've let the school know I want my child to go there, I don't have to fill in any forms.</p>	<p>NOT TRUE</p>	<p>You still need to complete your home local authority's common application. Some schools do have a supplementary information form - if they do, you will need to complete this AND your home authority's common application.</p>
<p>I have a child in the school I want, so my child will automatically get a place.</p>	<p>NOT TRUE</p>	<p>Some schools do give priority to those with older brothers/sisters in the school, but there is NO GUARANTEE. You need to check the school's criteria and still must complete the application procedure in full.</p>
<p>Parents have to be given a place at the school nearest to home.</p>	<p>NOT TRUE</p>	<p>If you don't apply, other people who have applied will more than likely have taken the places. Also it depends on the school's admissions policy and volume of applicants.</p>
<p>I want to put down a school in another authority, so I complete their authority form.</p>	<p>NOT TRUE</p>	<p>NO – you put all your preferences on your home local authority common application, no matter which local authority the school(s) you want to apply for reside in. So for Liverpool residents wishing to apply to Knowsley or Sefton schools, you fill in the Liverpool application form.</p>
<p>If I name the school three times on the preference, I will have more chance of getting the school.</p>	<p>NOT TRUE</p>	<p>Don't repeat the same school, this will not increase your chances of a place and you would be disadvantaging your chances of securing an offer of place at other schools you may meet the criteria for.</p>
<p>We find out my child has a place at the school a couple of days after applying.</p>	<p>NOT TRUE</p>	<p>All initial offer e-mails (online applicants only) and letters are sent out by the local authority on 1st March for Year 7 places.</p>

