

SEFTON LOCAL AUTHORITY IN YEAR ADMISSION PROCESS - IMPORTANT INFORMATION

HOW IS MY APPLICATION PROCESSED?

Sefton Local Authority In Year Admissions Team (LA) will process all applications in the strict chronological date order that applications have been received by the LA. If there are multiple applications received on the same day, for the same school and year group, and where there is only one vacancy, the school admissions criteria will be applied to each application received that day, in order to allocate the available place.

If the LA determines that there is a place available, your application will be sent to the school, and the school will be asked to contact you within 3 school days* (**during term time**), to arrange for your child's admission to the school.

HOW LONG WILL MY APPLICATION TAKE TO PROCESS?

In accordance with the School Admissions Code 2021 Sefton Local Authority will, wherever possible, aim to notify parents of the outcome of their application within 10 school days*. You should receive an outcome **no later than** 15 school days* from your application being received by the LA.

WHAT HAPPENS IF THERE IS NO PLACE AVAILABLE AT MY CHOSEN SCHOOL?

The LA will inform parent(s)/carer(s) that there are no places currently available, and provide you with information on the right to appeal to an Independent Appeal Panel for a place at the requested school. The LA may also offer an alternative school at this stage, if it is appropriate do so. An appeals information leaflet will be provided to you if your child is refused a place at any school.

The decision letter will also provide details on how to submit an appeal to the **appropriate Admission Authority**. This will either be the Local Authority, Liverpool Archdiocese (for Catholic Schools) or the Chair of Governors (c/o the school concerned) for most Church of England Schools. Your child's name can be added to a waiting list for the school, if requested.

NB: You have the right to appeal for a school place, however it should be noted that there are limited grounds on which an appeal can be granted for **Reception, Year 1 and Year 2 age groups** due to Infant Class Size Legislation which limits class sizes to 30 children in one class.

Further information regarding the appeals process can be found in the information leaflet 'School Admission Appeals Information for Parents' which is available on the Sefton website www.sefton.gov.uk/schooladmissionappeals

Please note: Appeals for a school place are not heard during school holiday periods.

***School days refers to the standard Sefton term dates.**

WAITING LISTS

If the chosen school is full and you wish for your child's name to be added to the relevant school(s) waiting list, you must indicate this on the form that will be attached to the decision letter. Your child's name will then be added to the waiting list which is held by the Local Authority. If a place becomes available, and your child's name is at the top of the waiting list, you will be contacted as soon as possible. Your child's position on a waiting list can change, as and when other applications are added or withdrawn.

MORE INFORMATION IS AVAILABLE ON THE SEFTON WEBSITE

In Year Admissions Guidance Notes are available on the Sefton website (or were provided to you with a paper application form) www.sefton.gov.uk/inyearadmissions

School Admissions A Guide for Parents is available at www.sefton.gov.uk/schooladmissions

The In Year Admissions & Fair Access Policy is available at: www.sefton.gov.uk/schooladmissionspolicyandreports