



Knowsley Council

Transfer from Primary to Secondary School September 2025

A Guide for Parents

Introduction

This guide is aimed at parents/carers of children in year 6 who will be making their secondary school application to join year 7 in September 2025.

This information provides key facts about the process, but parents/carers must also visit the school admission pages on the Knowsley Council website to access the Knowsley Composite Prospectus, Admissions for September 2025-26, for full details of the application process.

From 12th September 2024, Knowsley residents can access the parent portal (online application service) to make their secondary school application.

Choosing a school and how places are allocated

Before making your application, it is important to know how places will be allocated if a school is oversubscribed (receives more applications than the number of places).

Every school publishes an admission policy which includes the number of places available, and the criteria used to decide which applicants have priority for those places. You can also find out whether schools were oversubscribed, and how places were allocated in previous years. All this information will help you to understand how likely it is that your child will be offered a place or not.

If a school receives fewer applications than the number of places available, all children will be offered a place. The oversubscription criteria will only be used if there are more applications than places available.

Secondary school transfer is a national admission process that is coordinated between local authorities which aims to ensure that only one school offer is made to every child; information from your application can be shared with schools and other local authorities during this process. As this is an equal preference process, schools are not aware of your preference order when they are considering your application.

If your child can be offered a place at more than one school of your preference, the local authority will use your order of preferences to determine which school offer is made – this will always be the highest available preference.

If the local authority cannot offer a place at any of the schools you have named as a preference, a place will be allocated at the nearest Knowsley school that has a place available, but please be aware that this may not be in the immediate locality of where you live.

Naming school preferences

Knowsley residents can name up to three school preferences on the secondary school application and preferences can be for Knowsley schools and/or schools in other local authority areas.

Naming only one preference **does not** increase your chance of gaining a place in that school. If you do not obtain a place at that school, you could lose priority for another school where you might otherwise have been offered a place.

Naming more than one preference will not disadvantage you in any way during the allocation process as you will always be made an offer of the highest preference school available.

Please **do not** name independent (fee paying) schools on your local authority application form – you must apply directly to these school/s.

Applying for schools

Applications for Knowsley resident children must be made to Knowsley Local Authority by using the school admissions online parent portal that can be accessed at www.knowsley.gov.uk

Before you can make an application, you will need to create an account on the portal by entering a valid email address and creating a secure password.

Even if applicants are naming schools in other local authority areas, the Knowsley application must be completed.

A confirmation email will be sent once the application has been submitted to the Local Authority.

Applications must be submitted by the national closing date of **31 October 2024**.

If you are unable to use the online application portal, a paper application can be requested by emailing schooladmissions@knowsley.gov.uk

For children who attend a Knowsley primary school but do not live in Knowsley, the application must be submitted to the local authority in which they live – please visit the school admissions information on the website of the local authority in which you live for more details. You must apply through your home authority but can name schools in Knowsley on that application.

Supplementary information forms

Some schools will have a supplementary information form that they use to gather specific information about the child in order to apply their oversubscription criteria – for example faith information. Where this is the case, applicants must complete the school form as well as the local authority's online preference application. Supplementary information forms should be returned directly to the individual school by the national application closing date (**31 October 2024**).

Supplementary information forms for Knowsley faith schools can be obtained from individual schools or by visiting the school admissions area of the Knowsley Council website. For schools in other authority areas, applicants should contact the individual school or the relevant Local Authority admissions team for further advice about obtaining a supplementary information form.

Parents/carers who do not complete a supplementary information form but name the school as a preference on the Local Authority common application form, will still be considered for a place in the school, but not under the specific criteria for which the supplementary form gathers

information. However, if you complete an individual school supplementary information form, but do not also name that school as a preference on the Local Authority common application form, your child would not normally be considered for a place – only school preferences named on the local authority common application form will be considered.

National offer day

All local authorities will confirm what school has been offered to children who have applied on national offer day, **3 March 2025**.

The waiting list and appeals procedure

Where applicants have been refused a place at a school of a higher preference than the one offered, they will be informed of the waiting list process, their right to appeal and how an appeal can be made.

Children with special educational needs

If your child has special educational needs or a disability but does not have an Education Health and Care Plan (EHCP), 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 an Education Health and Care Plan (EHCP)

If your child has an Education Health and Care Plan (EHCP) and is in a mainstream primary school, you should complete the preference application form of 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 for your child, you can appeal to the Special Educational Needs and Disability Tribunal.

Only preferences for mainstream secondary schools can be named on the application form. If a place in a special school is to be considered, this will be discussed at the annual review.

For more advice you can contact the Special Education Needs and Disability Team at SENDAdmin@knowsley.gov.uk

You can find out more about school admissions by:

- Visiting the school admission pages at www.knowsley.gov.uk
- Attending school open events. (Details for Knowsley school open events can be found in this guide)
- Accessing the websites of schools and other local authorities
- The Department for Education website gov.uk/contact-dfe

If you have any questions about the process or your application, please contact the School Admissions Team in the local authority by emailing knowsleyschooladmissions@knowsley.gov.uk

Timetable for admissions procedure

12th September 2024	Application period opens
31st October 2024	National closing date for applications
November 2024 – February 2025	The local authority coordinates with schools and neighbouring local authorities to allocate places
3rd March 2025	Offer emails/letters sent
May 2025 onwards	Admission appeal process
September 2025	Admission to secondary school
December 2025 (End of Autumn Term)	Formal Year 7 waiting list closes

Knowsley secondary school contact details and open evening dates and times

School

Date & time

All Saints Catholic High School
Roughwood Drive, Northwood,
Kirkby, L33 8XF

Thursday 19 September 2024
6pm – 8pm

Headteacher: Mr T McGuinness
Telephone: **(0151) 477 8740**
Website: **www.allsaintschs.org.uk**
Email: **info@allsaintschs.org.uk**

Halewood Academy
The Avenue, Wood Road,
Halewood, L26 1UU

Thursday 19 September 2024
4.30pm – 7.30pm

Principal: Mr I Critchley
Telephone: **(0151) 477 8830**
Website: **www.halewoodacademy.co.uk**
Email: **admin@halewoodacademy.co.uk**

Kirkby High School (Academy)
Bracknell Avenue, Southdene,
Kirkby, L32 9PP

Thursday 26 September 2024
6pm – 8.30pm

Headteacher: Mrs A Dobson
Telephone: **(0151) 477 8710**
Website: **www.kirkbyhighschool.net**
Email: **admin@kirkbyhighschool.net**

Open Mornings 9am – 11am
Tuesday 24 September 2024 &
Wednesday 25 September 2024

Lord Derby Academy
Seel Road,
Huyton, L36 6DG

Thursday 26 September 2024
Thursday 3 July 2025
5pm – 7.30pm

Headteacher: Miss V Gowan
Telephone: **(0151) 477 8860**
Website: **www.lordderbyacademy.co.uk**
Email: **office@lordderbyacademy.co.uk**

Open Morning 10am – 12pm
Saturday 28 September 2024

School

Date & time

The Prescott School (Academy)

Knowsley Park Lane,
Prescot, L34 3NB

Headteacher: Mr Matt Reynolds

Telephone: **(0151) 477 8680**

Website: **www.prescotschool.org.uk**

Email: **info@prescotschool.org.uk**

Thursday 3 October 2024

4pm – 6.30pm

Saint Edmund Arrowsmith Catholic Academy

Cumber Lane,
Whiston, L35 2XG

Acting Headteacher: Clare McKenna

Telephone: **(0151) 477 8770**

Website: **www.seaonline.org.uk**

Thursday 26 September 2024

4.30pm-7pm

Secondary school admissions common myths



I apply at the end of Year 6 for a secondary school place.

NOT TRUE

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.



My child will automatically go to the local secondary school.

NOT TRUE

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.



Because I've let the school know I want my child to go there, I don't have to fill in any forms.

NOT TRUE

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.



I have a child in the school I want, so my child will automatically get a place.

NOT TRUE

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.

If no application is received, parents have to be given a place at the nearest school to home.

NOT TRUE

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.



I want to put down a school in another authority, so I complete their authority form.

NOT TRUE

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 Knowsley residents wishing to apply to Liverpool, Sefton, St Helens, Halton, Lancashire Schools, you complete the Knowsley application form.



If I only name one school as a preference, I will have more chance of getting the school I want.

NOT TRUE

By doing this, you will not increase your chances of a place in your chosen school, and you could be disadvantaging your chances of securing an offer of place at other schools you may meet a high criteria for. It is highly recommended that you utilise your three preferences.



My child's primary school already know that my child is Baptised, as he/she attends a faith primary school. I therefore do not need to complete a supplementary information faith form.

NOT TRUE

If you wish your child to be considered under the faith criteria of the school's admission policy, you must complete and submit to the school a supplementary information faith form. This can be obtained on the school admission pages of the Knowsley council website or directly from the school.

Parents applying for a church school, outside of the LA, should check



the individual school's policy.

If I am not offered one of my chosen preferences, the local authority will allocate a place in my local secondary school anyway, as I live close by.

NOT TRUE

If the local authority cannot offer a place at any of the schools you have named as a preference, a place will be allocated at the nearest Knowsley school that has a place available, but please be aware that this may not be in the immediate locality of where you live.



We find out my child has a place at the school a couple of days after applying.

NOT TRUE

All initial offer emails (online applicants only) and letters are sent out by the local authority on 3rd March for Year 7 places.

It is now time for you to make your application, but before you do this, you are advised to read the Knowsley Secondary Admission Composite Prospectus [here](#).

[Here](#) is the link for Knowsley residents to make their secondary school application online.

If you have any questions or require any help completing your application please contact Knowsley School Admissions by emailing [**schooladmissions@knowsley.gov.uk**](mailto:schooladmissions@knowsley.gov.uk)

Remember the closing date is
31st October 2024

Please apply on time

