

Warrington Borough Council

In-Year Transfer Co-ordination Scheme

1 September 2026/ 31 August 27



WARRINGTON
Borough Council

Contents

Introduction.....	3
Admissions Authorities.....	3
In-year application process	4
Processing and co-ordinating in-year applications	6
Change of address	7
Children with an Education and Health Care Plan (EHC Plan)	8
Looked After Children and formerly Looked After Children (LAC/Formally LAC)	8
Applications for children who have been permanently excluded from their last school	8
Refusing admission.....	8
Offer of places	9
Right of appeal.....	9
Waiting lists	9
Appendix 1 – In-year admissions – legal responsibilities.....	10
Appendix 2 – Warrington schools lists.....	12
Appendix 3 – In-year admissions – “Do’s and Don’ts”	15
Appendix 4 – Team contact details	17

Introduction

Places at state funded schools must be allocated and offered in accordance with the [School Admissions Code](#) (the Code). The purpose of the Code is to ensure that places are allocated and offered in an open and fair way.

There are two main types of school admission. One is referred to as the normal admissions rounds and the other is known as in-year admissions.

The normal admission rounds are pupils who are starting primary and secondary school at the main point of entry. The normal admissions round for primary school are pupils starting in Reception Class and for secondary are those transferring from Year 6 to Year 7 at the beginning of the academic year (September).

The Code states that the allocation of places at state funded schools for the normal admission rounds must be co-ordinated centrally by the local authority.

In-year admissions are those seeking a transfer from one school to another outside of the normal admissions round, for example when a family moves house part-way through a school year.

Local authorities are not required to co-ordinate in-year applications for schools for which they are not the admission authority. They may, however, co-ordinate in-year applications for any or all own admission authority schools in their area, with the agreement of the relevant admission authorities.

Warrington's In-Year Admission Scheme (this document) outlines how the local authority will co-ordinate applications for primary and secondary school places for Warrington schools that take part in the in-year co-ordinated scheme, with effect from 1 September 2026 until 31 August 2027.

Currently, all Warrington primary schools participate in this scheme. All Warrington secondary schools participate in the scheme, with the exception of Kings Leadership Academy.

Admissions Authorities

There are 82 state funded mainstream schools in Warrington - 68 are primary schools, one is an all through school and 13 are secondary schools. All of these are categorised into three types which are as follows:

Community schools

Warrington local authority is the admitting authority for community schools. The local authority is responsible for the consideration and allocation of places at these schools.

Voluntary aided (church) schools, and academies

These schools are their own admitting authority. Own admitting authority schools are responsible for considering applications and determining the allocation of places. Decisions are made by the appropriate Governing Body or Trust.

(See [Appendix 1](#) for the requirements and responsibilities of admission authorities in relation to in-year admissions and [Appendix 2](#) for the full list of Warrington schools and their school type/ admission authority)

In-year application process

A parent can apply for a place for their child at any school, at any time. Applications must be completed by a person who has parental responsibility for the child. For the purposes of this scheme, the term ‘parent/carer’ relates to any person with parental responsibility for the child.

Parents/carers wishing to explore the possibility of an in-year transfer are strongly advised to read the information booklet available on [Warrington Borough Council’s webpage](#). If, having read the booklet, the parent/carer decides to apply; they must complete the in-year transfer form. It should be noted that those parents/carers wishing to apply for a place at a Faith School may be required to complete a supplementary information form in addition to the in-year form. This additional information enables the admission authority to apply their oversubscription criteria, if necessary. Parents/carers can complete the application form online or they can download and complete a paper form from the LA webpage. An application form can also be posted to parents/carers if this is requested. A form must be completed for each child seeking a school transfer.

The form is made up of seven sections.

Sections 1-6

These sections must be completed by the parent/carer. The form invites the parent/carer to select up to three preferences.

Parents/carers seeking to apply for a school outside of Warrington should contact the school direct for information about how they can apply.

Section 7

The parent/carer must arrange for section 7 to be completed and signed by the child’s current school. The parent/carer should then attach this to sections 1-6. Where the

current school is a Warrington school, section 7 must be completed by a member of the Senior Leadership Team (SLT).

The parent/carer can either upload section 7 to their online application (if they have this at the time of completion), or they can send a copy of the completed Section 7 via email. Parents/carers are notified that we cannot begin processing any applications until all sections have been received. The 15-school day processing time will not commence until all sections are fully complete and have been submitted.

Exemptions

Families applying for a school place are not required to complete section 7 where:

- They are relocating from overseas
- The child is currently home educated, and this has been the case for more than 6 months.

Where a child has been home educated for less than 6 months, section 7 should be completed by the last school attended.

Once the application has been completed and submitted, an email acknowledgement will be automatically generated to the sender's email address upon safe delivery to the school admissions team's mailbox. If an acknowledgement is not received by the sender, there is no guarantee that it has been received.

In the event a paper form has been completed, this can be posted to:

School Admissions Team
Warrington Borough Council
East Annexe, Town Hall
Sankey Street
Warrington
WA1 1UH

Or sent via email to: schooladmissions@warrington.gov.uk

The sender will receive an acknowledgement informing them of the time it will take to process the form.

Once a fully completed form has been received, they generally take 15 school days to process, where day 1 of the 15-school day timescale will begin the next school day. For example, for a fully completed form that has been submitted on a Monday, day 1 of the 15 school days will be taken from the Tuesday. In terms of a fully completed form submitted on a Saturday, day 1 will be taken from the following Monday.

Parents are notified that it is not always possible to provide application outcomes during school holiday periods because schools are closed, and staff are not in school therefore are unable to confirm and arrange any admissions.

There are occasions when forms can take longer than 15 school days to process due to incomplete application forms or because the form needs to be considered in accordance with the Local Authority's [Fair Access Protocol](#). If it is necessary to refer an application for Fair Access consideration, the parent/carer will be notified.

Processing and co-ordinating in-year applications

In-year applications will be considered by each of the relevant admitting authorities named as a preference that take part in the in-year co-ordinated admission scheme. This means that a copy of the application form will be sent to each of the preferred schools.

Places at schools are offered on a first come first served basis. In the event there is only one place available at a school and more than one child has applied on the same day, the school's oversubscription criteria will be applied to determine which child has the highest priority and should be offered the place.

Applicants are invited to express a preference for up to three schools. If only one of the preferred schools can offer a place in the required year group, and the school is listed as first preference, then that place will be offered to the applicant for their child. If more than one of the preferred schools could offer a place, a place would be offered at whichever of those schools is the highest preference.

If it is not possible to offer a place at the first preference school, then the right of appeal will be offered for any preference refused.

If all the preferred schools are full and the applicant doesn't currently have a school place due to relocating to the area, the school admissions team will offer a place at the nearest Warrington school which is within a reasonable distance* to the home address that has a place available. This may not be the closest school to the applicants' home as many Warrington schools are already full in many year groups and admission authorities are unable to hold places in reserve for children who may move into an area during the year.

*Warrington local authority defines a reasonable distance as one of the following:

- a home to school shortest walking distance up to 2 miles for primary aged children and up to 3 miles for secondary aged children
- Where the maximum journey time one-way for a secondary aged child is 75 minutes and 45 minutes one-way for a primary aged child

If no school within a reasonable distance has a place available, it may be necessary to offer a place in accordance with the Fair Access Protocol. In these circumstances, a place will be allocated within 20 school days from the date the case is referred for fair access consideration which is normally at the point when the 15-school day timescale expires.

If all the preferred schools are full and the child is a Warrington resident and already has a place at a school that they can attend, an alternative school place will not be offered.

Change of address

Where an in-year application has been made due to a house move that is due to take place or has taken place in the last 6 months, documentary proof must be provided.

Examples of acceptable proof are as follows:

- **A Council Tax Bill;**
- **Copy of mortgage Statement or Rental agreement**
- **Utility Bill** – electricity, gas, telephone/internet, water – including mobile phone contract – documentation must show usage
- **Working/Universal Credit documents**
- **Child Benefit/child tax credits;**
- **P45/P60 statement (UK)**
- **Bank/Building Society statement**
- **Court Claim form (UK)** – document issued by Court Services
- **DBS Disclosure Certificate**
- **Financial statement** - pension, endowment, ISA
- **Vehicle Registration Document** – Document V5 old style and V5C new style only
- **Driving licence** – photocard style only
- **TV licence**
- **Addressed Payslip**
- **Credit Card statement**
- **Insurance certificate**
- **A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)** – for example, Department for Works and pensions, the Employment service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security

If the reason for an in-year application is cited as a house move and the move took place more than six months ago, and all the preferred schools are full, an alternative school place will not be offered.

Children with an Education and Health Care Plan (EHC Plan)

Applications for pupils with EHCP's are processed by Warrington's SEND team. Parents/carers are advised to contact the SEND team to make an application at send@warrington.gov.uk or **01925 442175**. Parents who do not secure a place at their preferred school will be advised of their right of appeal to the SEND tribunal.

Looked After Children and formerly Looked After Children (LAC/Formerly LAC)

In Warrington, applications for LAC/ formerly LAC are processed by the school admissions team through the normal in year admissions procedures. There is an expectation that LAC/ formerly LAC will be promptly admitted to their preferred school, regardless of whether there is a place available.

If the admission of a LAC cannot be promptly agreed with an admission authority, Warrington's Virtual Headteacher will liaise with the Virtual Headteacher of the child's home authority regarding the application and its outcome. Where a place is not secured at the preferred school, the home local authority for the child may choose to consult the school to admit the child as set out under paragraphs 3.26-3.28 of the Code.

If the admission of a formerly LAC cannot be promptly agreed with an admission authority, the council may refer the application to the Fair Access Protocol or may consider swift use of their general powers of direction (under paragraphs 3.26-3.28) of the Code, or asking the Secretary of State to consider a direction (under paragraph 3.29) to be the most suitable course of action if a school place for a previously looked after child cannot be agreed with an admission authority promptly.

Applications for children who have been permanently excluded from their last school

Applications for children who have been permanently excluded are not processed in accordance with this Scheme. The application and placement process for these children are administered by colleagues in the [education and inclusion team](#).

Refusing admission

Each school has an admission number which sets out the number of places that are available in the relevant year group (normal year of entry). For all other year groups, there are limited grounds for refusing admission, which are set out in the Code. Where a school is refusing admission, it must provide the school admissions team with the reason for the refusal by response email. The grounds for refusal will be sent to the parent/carer when making them aware of their right of appeal.

Offer of places

The school admissions team will notify the parent and the school(s) of the outcome of the application. Where a place is allocated, a child should be placed on the school roll within four school weeks of the offer of a place. The only exceptions to this are where a later start date has been agreed by the school, parent and school admissions team.

There must be no period when a child is not on a school roll unless for example, a family relocating from overseas and this cannot be avoided.

Right of appeal

Where parental preference cannot be met, the parent/carer will be made aware of their [right of appeal](#).

Waiting lists

Once an application has been considered and the outcome of the application sent to the parent/carer, the application is closed. The school admissions team does not maintain in-year waiting lists at this time**.

If parents/carers have been refused one or more of their preferences, they will need to contact these schools directly to find out if they hold a waiting list for in-year admissions. Admission authorities have the option of maintaining their own waiting list if they wish and advice and guidance can be provided by the admissions team.

**The school admissions team is currently trialling in-year waiting lists for three academy/faith schools within Warrington. The authority is considering whether it will offer in-year waiting lists in the future as part of this scheme. If this is the case, all schools will be consulted in the first instance.

Appendix 1 – In-year admissions – legal responsibilities

Advice to schools and admission authorities on their legal responsibilities in relation to in-year admissions

The School Admissions Code 2021 requires local authorities, admission authorities and governing bodies to publish information about how in-year applications for their school(s) will be dealt with.

Such information must be published by 31 August at the latest each year, to explain how in-year applications can be made and how they will be dealt with from 1 September until the following 31 August.

Action required.

The Code states that schools **must**:

- inform the local authority by 1 August each year whether your school intends to be part of the local authority's in-year co-ordination scheme for the following 1 September to 31 August or whether your school will be managing their own in-year admissions (Paragraph 2.24 of the Code)
- set out on the school's website how in-year applications will be dealt with from 1 September to 31 August. This includes how parents can apply for a school place, and, where a school manages their own in-year admissions, they must provide a suitable application form for parents to complete (and a supplementary information form where necessary) and set out when parents will be notified of the outcome of their application and details about the right to appeal. A hard copy of the information about in-year applications must be provided on request for those who do not have access to the internet (Paragraph 2.26 of the Code).
- provide the local authority with information on the number places available at the school when requested. This information must be provided no later than 2 schools days (paragraph 2.27 of the Code).
- not refuse to admit a child solely because –
 - a) they have applied later than other applicants.
 - b) they are not of the faith of the school in the case of a school designated with a religious character.
 - c) they have followed a different curriculum at their previous school;
 - d) information has not been received from their previous school. (Paragraph 2.28 of the Code).
- allocate places based on oversubscription criteria only when dealing with multiple in-year applications where there are insufficient places for every child who has applied for one (paragraph 2.29 of the Code).
- not refuse parents the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. Upon receipt of an in-year application, the admission authority –

- a) Should aim to notify parents in writing the outcome of their application within 10 school days, but they **must** be notified in writing within 15 school days.
- b) set out the reason for refusal and notify parents of their right of appeal if a place is not offered.
- c) notify the local authority of **every** application and its outcome as soon as reasonably practicable but should aim to be within 2 school days. (Paragraph 2.30 of the Code).
- arrange admission for a child to start school as soon as possible, following the offer and acceptance of a place. Particularly where the child is out of school (paragraph 2.31 of the Code).
- participate in the locally agreed Fair Access Protocol (paragraph 3.15 of the Code).

Appendix 2 – Warrington schools lists

Full list of Warrington maintained Primary and Secondary Schools, including the admission authority and school type

Primary Schools

Name of School	DFE NUMBER	School Type	Admission Authority	Part of LA co-ordinated in-year admissions scheme
Alderman Bolton Primary	2731	Academy	Academy Trust	Yes
Appleton Thorn Primary	2317	Academy	Academy Trust	Yes
Barrow Hall Primary	2717	Community	LA	Yes
Beamont Primary	3794	Academy	Academy Trust	Yes
Bewsey Lodge Primary	2013	Academy	Academy Trust	Yes
Birchwood C E Primary	3316	Faith	Governing Body	Yes
Bradshaw Primary	2103	Academy	Academy Trust	Yes
Brook Acre Community Primary	2433	Academy	Academy Trust	Yes
Broomfields Junior	2300	Academy	Academy Trust	Yes
Bruche Academy	3643	Academy	Academy Trust	Yes
Burtonwood Community Primary	2400	Academy	Academy Trust	Yes
Callands Primary	2697	Academy	Academy Trust	Yes
Chapelford Village Primary School	2421	Academy	Academy Trust	Yes
Cherry Tree Primary	2335	Community	LA	Yes
Christ Church C E Primary	3601	Faith	Governing Body	Yes
Cinnamon Brow C E Primary	3638	Faith	Academy Trust	Yes
Croft Primary	2401	Academy	Academy Trust	Yes
Culcheth Community Primary	2402	Academy	Academy Trust	Yes
Dallam Community Primary	2015	Academy	Academy Trust	Yes
Evelyn Street Primary	2005	Academy	Academy Trust	Yes
Glazebury C E (Aided) Primary	3600	Academy	Academy Trust	Yes
Gorse Covert Primary	2687	Academy	Academy Trust	Yes
Grappenhall Heys Community Primary	2730	Community	LA	Yes
Grappenhall St. Wilfrid's C E Primary	3505	Faith	Governing Body	Yes
Great Sankey Primary	2403	Academy	Academy Trust	Yes
St. Helen's C E (Aided) Primary	3602	Academy	Academy Trust	Yes
Latchford St James C E Primary	2729	Faith	Governing Body	Yes
Locking Stumps Community Primary	2677	Academy	Academy Trust	Yes
Meadowside Community Primary and Nursery	2016	Academy	Academy Trust	Yes
Newchurch Community Primary	2416	Community	LA	Yes
Oakwood Avenue Community Primary	2728	Academy	Academy Trust	Yes
Oughtrington Primary	2313	Academy	Academy Trust	Yes

Our Lady's Catholic Primary	3400	Academy	Academy Trust	Yes
Park Road Community Primary	2420	Academy	Academy Trust	Yes
Penketh Primary	2722	Academy	Academy Trust	Yes
Penketh South Community Primary	2426	Academy	Academy Trust	Yes
Ravenbank Community Primary	2126	Academy	Academy Trust	Yes
Sacred Heart Catholic Primary	3401	Faith	Governing Body	Yes
Sankey Valley St. James' C E Primary	2732	Faith	Governing Body	Yes
St. Alban's Catholic Primary	3402	Faith	Governing Body	Yes
St. Andrew's C E Primary	3313	Faith	Academy Trust	Yes
St. Augustine's Catholic Primary	3409	Faith	Governing Body	Yes
St. Benedict's Catholic Primary	3404	Faith	Governing Body	Yes
St. Bridget's Catholic Primary	3629	Faith	Governing Body	Yes
St. Elphin's (Fairfield) C E Voluntary Aided Primary	3302	Faith	Academy Trust	Yes
St. Joseph's Catholic Primary	3622	Faith	Governing Body	Yes
St. Lewis' Catholic Primary	3611	Faith	Governing Body	Yes
St. Margaret's C E Voluntary Aided Primary	3304	Faith	Academy Trust	Yes
St. Monica's Catholic Primary	3512	Faith	Governing Body	Yes
St. Oswald's Catholic Primary	3612	Faith	Governing Body	Yes
St. Paul of the Cross Catholic Primary	3610	Faith	Governing Body	Yes
St. Peter's Catholic Primary	3613	Faith	Governing Body	Yes
St. Philip (Westbrook) C E Aided Primary	3642	Faith	Academy Trust	Yes
St. Stephen's Catholic Primary	3410	Faith	Governing Body	Yes
St Thomas' C E Aided Primary	3508	Academy	Academy Trust	Yes
St. Vincent's Catholic Primary	3627	Faith	Governing Body	Yes
Statham Community Primary	2125	Academy	Academy Trust	Yes
Stockton Heath Primary	2112	Community	LA	Yes
Stretton St. Matthew's C E Primary	3639	Academy	Academy Trust	Yes
The Cobbs Infant and Nursery	2117	Community	LA	Yes
Thelwall Community Infant and Nursery	2370	Academy	Academy Trust	Yes
Thelwall Community Junior	2116	Community	LA	Yes
Twiss Green Community Primary	2423	Community	LA	Yes
Warrington, St. Ann's C E Primary	3308	Faith	Academy Trust	Yes
Warrington, St. Barnabas C E Primary	3310	Faith	Academy Trust	Yes
Westbrook Old Hall Primary	2685	Academy	Academy Trust	Yes
Winwick C E Primary	3603	Faith	Governing Body	Yes

Woolston C E Aided Primary	3609	Faith	Governing Body	Yes
Woolston Community Primary	2405	Academy	Academy Trust	Yes

Secondary Schools

Name of School	DfE Number	School Type	Admission Authority	Part of LA co-ordinated in-year admissions scheme
Culcheth High	4200	Community	LA	Yes
Cardinal Newman Catholic High	4624	Faith	Governing Body	Yes
St. Gregory's Catholic High	4622	Faith	Governing Body	Yes
Beamont Collegiate Academy	4002	Academy	Academy Trust	Yes
Birchwood Community High	4226	Academy	Academy Trust	Yes
Bridgewater High	4229	Academy	Academy Trust	Yes
Bruche Academy	3643	Academy	Academy Trust	Yes
Great Sankey High	4206	Academy	Academy Trust	Yes
Kings Leadership Academy	4000	Academy Free School	Academy Trust	No
Lymm, High School	4502	Academy	Academy Trust	Yes
Padgate Academy	4010	Academy	Academy Trust	Yes
Penketh High	4009	Academy	Academy Trust	Yes
Sir Thomas Boteler Church of England High	4007	Academy	Academy Trust	Yes
UTC Warrington	4004	Academy	Academy Trust	Yes

Appendix 3 – In-year admissions – “Do’s and Don’ts”

DO’s

- **DO** share the in-year transfer application information booklet with parent/ carers/ colleagues if they ask you about the process. The most up to date information can be found [here](#).
- **DO** ask parents to contact the Admissions Team with any enquiries. Our telephone number is 01925 446226 – email is – schooladmissions@warrington.gov.uk
- **DO** contact a member of the team if you have any queries, our direct numbers can be found on my school services – *(please note, these are not to be shared with parents/carers)*.
- **DO** advise applicants that there is a fair and consistent process which must be followed, and that a place is not guaranteed to their child unless an offer letter has been issued.
- **DO** encourage families to express 3 preferences if you are supporting them completing an application.
- **DO** respond within 2 school days to an in-year transfer request.
- **DO** respond within 5 school days to an in-year fair access request.
- **DO** let the Admissions Team know if there will be any delays in responding.
- **DO** include a reason if your response is a refusal.
- **DO** complete section 7 of the in-year transfer form fully, including as much detail as possible. It can cause delays if some of the sections have been missed.
- **DO** contact the current school, if necessary, to gain relevant information by using the contact details within section 7. You cannot refuse solely because information has not been received by the current school.
- **DO** contact applicants to arrange a start date if you have not heard from them within a couple of weeks of an offer being sent. This may help get children on roll more quickly, or free up places if they are no longer required.
- **DO** let the Admissions Team know if a child has not taken up their offered place at your school, for tracking and safeguarding purposes.
- **DO** let the Admissions Team know if you have any queries about in-year admission waiting lists or would like guidance around maintaining one.
- **DO** let the Admissions Team know if you plan to change the organisation of your school which will impact on the number of pupils you can accommodate.

- **DO** involve the SEND Team if the admission involves a pupil with an EHCP – SEND@warrington.gov.uk as the Admissions Team no longer process EHCP in-year transfer applications.
- **DO** consider applications in the order received and ensure that decisions are consistent with previous decisions made for the same year group.
- **DO** respond promptly to our requests for information in relation to school appeals.
- **DO** follow the advice of the Admissions Team.

DON'Ts

- **DON'T** voluntarily admit pupils to a full year group unless you are satisfied that a further admission would not prejudice the efficient provision of education or use of resources. In reaching this decision, schools should consider overall capacity, potential future admissions and the need to apply a fair and consistent approach to all applicants.
- **DON'T** make informal offers or confirm start dates with families until a formal offer has been issued through the Admissions Team. This helps ensure that all applications are considered appropriately, as there may be pending applicants that the school is not yet aware of. Families with questions about their application should be directed to contact the Admissions Team.
- **DON'T** put students on your school roll without an application form being completed first, even if you have vacancies.
- **DON'T** refuse any parent/ carer the opportunity to make an application or direct them to a waiting list instead. A formal application must always be submitted and determined before a child can be added to a waiting list.

Appendix 4 – Team contact details

Below are the School Admissions/ School Organisation teams direct contact numbers. We kindly ask that you do not share individual contact numbers with parents/ carers.

The number for our team which can be shared with parents/ carers is **01925 – 446226**

Admissions/ Free School Meals Eligibility

James Bancroft – Principal Manager – Admissions and Commissioning	01925 – 444053
Danielle Burgess – In-year admissions/ Free School Meals Eligibility	01925 - 444237
Jackie Davies – First admission to secondary school	01925 - 442951
Donna De Sanctis – Free School Meals Eligibility	01925 - 442952
Karen Doyle – In-year admissions	01925 - 442060
Shaun Gregory – In-year admissions	01925 - 443053
Hayley Kiss – Admissions Manager	01925 – 443029
Rebecca Nicholson – Apprentice Business Support Officer	01925- 443001
Karen Sutton – First admission to primary school	01925 - 442009
Tina Waters – First admission to primary or secondary school	01925 - 442902

School Organisation / Place Planning

Alison Faulke – School Organisation Officer	01925 - 443178
Mark Sarjent - Principal Manager – Education Sufficiency and Place Planning	01925 - 442948