



The Headteacher  
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Your ref:  
Our ref:  
Date: 6 March 2017

Dear Head teacher,

**Regulations requiring local authorities to write to all prospective pupils about schools in their locality with atypical points of admissions.**

The Department for Education has recently written to notify the Local Authority of changes in regulations relating to our duties in respect of schools with atypical points of admission. From 14 February 2017, there has been a statutory duty placed on Lancashire to inform parents of any provision within a reasonable travelling distance of the availability of a school with an atypical admission. The duties are prescribed in The School Information (England) (Amendment) Regulations 2017.

This new requirement requires the local authority to provide the parents of prospective pupils with information about schools with an atypical admission age no later than 12 September each year. Transitional arrangements have however been put in place for the September 2017 intake and Lancashire is required to notify parents by 14 March 2017.

Advice has been taken from our Legal Services Group in respect of a reasonable travelling time and an exercise has now been undertaken to identify the secondary schools that are within a 10 mile radius of St Helens College 14-16 Academy. Your school is located within the 10 mile radius.

As the Local Authority does not currently hold accurate address details for the pupils that are currently attending your school in Year 9, I am writing to ask for your assistance in distributing the attached letters to parents. The letters include contact details for St Helens College 14-16 Academy and a link to their website.

The number of letters provided is based on your pupil numbers submitted for the October census. Five additional copies are included to take account of any in year admissions.

Thank you for your assistance with this matter. Please do not hesitate to contact me if you have any queries.

Yours sincerely

Debbie Ormerod  
School Admissions Manager