

**METROPOLITAN BOROUGH OF KNOWSLEY
EDUCATION IMPROVEMENT TEAM**

Determined Admission Policies and Arrangements for Community Primary Schools,
Secondary Schools and Academies

Please note: these arrangements are subject to any requirements of the co-ordinated primary and secondary admission schemes and any revision of the national School Admissions Code.

The Authority consulted on behalf of the following primary and secondary academies: The Prescott School (Academy), Halewood Academy, Kirkby High School (Academy) and Lord Derby Academy. These academies are proposing to use the same policy as the community schools.

1. PRIMARY SCHOOLS AND PRIMARY ACADEMIES

Admission to Reception Class 2017/18

1.1 The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

Child’s 5th birthday	Term of admission
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

In Knowsley, the policy is to offer reception places to children at the beginning of the school year in which they have their 5th birthday. This means children who have their 5th birthday on or between 1 September 2017 and 31 August 2018, can take up a full-time reception class place from the beginning of the Autumn term in September 2017.

1.2 Where parents/carers wish their child to start school later in the year (delayed entry), this is normally possible, where the child is not of compulsory school age. Parents/carers need to discuss this with the headteacher, as such arrangements are determined at school level and should be in the best interest of the child. In instances where this is agreed, a place is reserved and it is not available for another child. The place, however, will not be kept until the following school year. If the place is not taken up by the end of the school year, it is withdrawn. The parent would have to apply again the following year and this would normally be for a Year 1 place. Parents of summer born children are, however, able to submit a deferment request, supported by evidence and the child would start reception class one year later with a cohort of children who may be one year younger. Evidence is considered by the admission authority for each requested school and the parent given a response, in line with the School Admissions Code requirements.

- 1.3 Attendance at a community primary school's nursery does **not** guarantee a place in reception class at the school. Applications must be made in the normal way and the admission arrangements will be applied as stated.

2. CLASS SIZES OF RECEPTION & KEY STAGE ONE PUPILS

The School Standards and Framework Act 1998 required all primary schools to organise infant classes of no more than 30 pupils where there is one qualified teacher. The Authority sets its admission numbers for community primary schools to ensure this requirement can be satisfied.

3. SECONDARY SCHOOLS AND ACADEMIES

Admission to year 7 in school year 2017/18

Children normally transfer from the primary to secondary sector in the September following their eleventh birthday. Parents can request the admission authority to agree to admission out of the normal age group.

4. ADMISSION LIMITS

Each primary school/academy and secondary school/academy has a published admission number. The published admission number is the number of places offered for the particular year of admission. The Authority will not normally offer places in excess of this number once it has been determined, unless there are exceptional circumstances and/or subject to provisions of the School Admissions Code.

5. STATEMENTS OF SPECIAL EDUCATIONAL NEED/EHC PLANS

Where a pupil has a Statement of Special Educational Need or an EHC Plan and the Authority have named a particular school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual allocation procedures for community schools, they will be placed within the admission number, with priority over all others.

6. OVER-SUBSCRIPTION CRITERIA

Where the number of applications for a community school is greater than the number of places available, the admission authority must apply its published determined admission policy to decide which applicants can be offered places.

6.1 COMMUNITY PRIMARY SCHOOLS, KNOWSLEY LANE & PARK VIEW PRIMARY ACADEMIES

The Authority will apply any requirements of the agreed Knowsley co-ordinated admission scheme. Where more applications are received than places available, the oversubscription criteria below will be used. As this is an

equal preference scheme, all preferences will be considered against the following criteria:

- 1. Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority.¹** (See footnote and note 1)
- 2. Children for whom the Local Authority accepts there are exceptionally strong medical or welfare reasons for admission.** (See note 2)
- 3. Children with a brother or sister already attending the preferred school and who will still be attending at the time of admission.** (See note 3)
- 4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.** (See note 4)

NOTES

1. Parents/carers who wish to have their child considered under criterion 1 as a looked after child or a child who was looked after but was then immediately adopted or became subject to a residence or special guardianship order, need to provide evidence of this to the local authority at the point of application.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. Evidence must be submitted at the point of application. Parents/carers should note the exceptional nature of cases accepted.
3. The brother or sister must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Brother or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. This criterion does not include children attending the nursery class in that school or cousins/other family relationships.
4. Proof of address may be required. A childminder's, other relative's address etc will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

¹ As re-defined in the revised School Admissions Code 2014 – looked after (under Children Act 1989 section 22(i) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became one of the following (a) adopted (b) subject to a residence order or (c) to a special guardianship order.

Tie-break

If there are more applicants than places available within criterion 1, 2, or 3, criterion 4 will be used as a “tie-break”. There may be rare cases where the geographic tie-break does not assist, e.g. due to twins or triplets in the same house or two families in a block of flats. In infant classes, where to admit another pupil would have implications for the class size limit of 30 at any point during the infant years, random selection will normally be used to determine the allocation of places. However, before a final decision is taken, all such cases will be considered under the provisions of the 2014 School Admissions Code. In other infant and in junior classes, an additional place will normally be offered.

Please Note: In line with the Knowsley co-ordinated admissions scheme for primary schools, proof of date of birth and home address may be requested following the initial allocation of places. If false information has been given, a place may be withdrawn. Parents/carers are reminded that they have a duty to inform the Education Improvement Team (Admissions) of any change in circumstance during the allocation process.

6.2 COMMUNITY SECONDARY SCHOOLS & ACADEMIES

The Authority will apply any requirements of the agreed Knowsley co-ordinated admission scheme. Where more applications are received than places available, the oversubscription criteria below will be used. As this is an equal preference scheme, all preferences will be considered against the following criteria:

1. **Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority.² (See footnote and note 1)**
2. **Children for whom the Local Authority accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)**
3. **Children with a brother or sister already attending the preferred school and who will still be attending at the time of admission. (See note 3)**
4. **Children attending named area partnership primary schools.**
5. **Distance from the child’s home to school measured in a straight line. Those living nearest the school have priority. (See note 4)**

² As re-defined in the revised School Admissions Code 2014 – looked after (under Children Act 1989 section 22(i)) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became one of the following (a) adopted (b) subject to a residence order or (c) to a special guardianship order.

NOTES

1. Parents/carers who wish to have their child considered under criterion 1 as a looked after child or a child who was looked after but was then immediately adopted or became subject to a residence or special guardianship order, need to provide evidence of this to the local authority at the point of application.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. Evidence must be submitted at the point of application. Parents/carers should note the exceptional nature of cases accepted.
3. The brother or sister must be expected to still be on the school roll at the time of admission of the younger child. "Brother or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. Siblings in the sixth form (Y12 and Y13) are not included.
4. Proof of address may be required. A childminder's, other relative's address etc will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") based on an element of the Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Tie-break

If there are more applicants than places within any one of criteria 1, 2, 3 and 4, criterion 5 will be used as a "tie-breaker". Where the geographical tie-break does not assist, e.g. due to twins, triplets etc. in the same house, an additional place will be offered. Where more than one applicant lives at the same distance e.g. in a block of flats, random selection will be used to determine the allocation of places.

Partnership Primary Schools

Primary schools are linked to the Secondary Schools & Academies as follows:-

Northern Area partnership schools	Central Area partnership schools	Southern Area partnership schools
Kirkby High School (Academy)	Lord Derby Academy	The Prescot School (Academy)

Eastcroft Park Kirkby CE Millbrook Northwood Park Brow Ravenscroft Westvale	Blacklow Brow Hope Primary Huyton with Roby CE Knowsley Lane (Academy) Malvern Mosscroft Park View (Academy) Roby Park St Gabriel's CE Stockbridge Village The Sylvester	Evelyn Halsnead Knowsley Village Prescot St Leo's & Southmead St Mary & St Paul CE Whiston Willis
		Halewood Academy
		Cronton CE Halewood CE Holy Family, Halewood Plantation Yew Tree

NOTES

1. If any of the above schools/academies do not exist in their current form by September 2017, new schools formed by amalgamation or closure would remain in the same group.
2. Halewood Holy Family and St Leo's and Southmead are both "Catholic Primary Schools serving the Community" which have specific places designated for pupils other than those who are baptised Catholic.
3. Hope Primary School is a joint faith school (Catholic and Church of England).
4. Any statements with regard to Academies are subject to any decision by that academy once fully constituted.

7. LATE APPLICANTS

All parents/carers are requested to submit their application forms by the dates indicated. The co-ordinated admission schemes define how late applications are treated.

8. WAITING LISTS

Where there are more applicants than places for a particular school for the reception or Year 7 September intake, the Authority will keep a waiting list, as defined in the co-ordinated scheme. The waiting list is a 'live' document

therefore a pupil's place on the waiting list may vary, up or down, as the situation changes. The waiting list will close on the last day of the Christmas term following the September entry. Parents/carers who wish to continue to pursue their application after the formal closure of the annual waiting lists will be required to re-apply in accordance with in-year transfer procedures.

9. APPEALS

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to follow parents/carers stated preferences. Where a school/academy cannot be offered, parents/carers will be told of their right of appeal to an independent appeal panel. These panels are organised by the Democratic Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code 2014. Parents/carers can appeal for any school/academy where they have been refused a place.

Second appeals will not normally be heard within the same academic year unless there has been a significant and relevant change of circumstances accepted by the Executive Director (Children), no matter which scheme an application is submitted under.

10. RE-APPLICATIONS

Parents/carers who re-apply to the same school/academy within the same school year are not entitled to a second appeal unless the Executive Director (Children) accepts there have been significant and relevant changes of circumstance relating to the new application. If this is agreed and the Authority is still unable to offer a place, a new right of appeal will then be appropriate.

11. IN-YEAR TRANSFERS BETWEEN LOCAL SCHOOLS

Details of the local processes and procedures agreed for Knowsley primary and secondary schools/centres for learning/academies and the Knowsley Fair Access Protocol will be published separately.

Please note: Pupils without a school place normally have priority over those seeking a transfer.

12. ADMISSIONS TO YEAR 12

There are no community schools with Year 12 and Year 13 provision. At the time of the consultation for the Community Admission Policy, Halewood Academy had planned to continue admitting Year 12 pupils in 2017. The Governors have subsequently held a consultation between 3rd March and 17th April 2016 in which there was a proposal to close the Sixth Form. The Academy is now proceeding to the next stage and submitting a business case to the Secretary of State for this to take effect from August 2017.

There are no community schools with Year 12 and Year 13 provision. Halewood Academy will normally admit circa eighty Year 12 pupils from Year 11 pupils already on roll at the Academy. In addition, twenty places are made available for students to join Year 12 from other schools. There is a B grade minimum entry requirement for admission for the subjects students want to study further. Potential students are invited to discuss the options available to ensure they can be placed on an appropriate post-16 course, matching their prior attainment and providing an appropriate route for the student. Applications for admission to Year 12 will follow a timetable determined by the Academy (see below) who provide details in their prospectus. Where a place cannot be offered, the refusal letter will state the right of appeal to an independent appeal panel. Where the provision is full and there is a need to decide between pupils of otherwise equal priority, the following criteria will be used:

- 1. Young people who are looked after by a Local Authority or who were, in certain circumstances, previously looked after by a Local Authority.**
- 2. Other applicants, with priority to those living nearest the Academy. The measurement method will be straightline “as the crow flies” and the measurement will be undertaken by the Academy.**

NB: Young people above school age have the right to apply/appeal for a “sixth form” place (Y12 and Y13), independent of their parents/carers.

Application Process

(Application forms are available on the Academy’s website or by telephone request to the Academy)

September and October 2016	Assemblies and tours of Sixth Form
November 2016	Sixth Form Information Evening/applications start
January-March 2017	Initial interviews to discuss courses
April 2017	Decisions on provisional places

July 2017	Year 12 taster sessions
August 2017	GCSE results, course confirmed
September 2017	Enrolment interviews take place and courses begin

13. CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES

Admission arrangements and timetables for Knowsley Community schools/centres for learning and Academies will be as stated in the agreed Knowsley schemes for co-ordinated admission arrangements for 2017/18. The closing dates for applications will be the nationally set dates.

The Secondary Co-ordinated Admissions Scheme includes a national requirement that all applications are submitted by 31 October 2016. The national allocation date is 1 March 2017 or the first working day thereafter. The Primary Co-ordinated Admissions Scheme includes a national requirement of a closing date for applying of 15 January 2017. The national allocation date is 16 April 2017 or the first working day thereafter.

Full details of the schemes are available in separate documents.