

**METROPOLITAN BOROUGH OF KNOWSLEY
EDUCATION IMPROVEMENT TEAM**

**Determined Admission Policies and Arrangements
for Community Primary Schools
and Primary and Secondary Participating 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 primary¹ and secondary academies: Knowsley Lane Primary Academy, Park View Primary Academy, Halewood Academy, Kirkby High School (Academy), Lord Derby Academy and The Prescot School (Academy).

1. COMMUNITY PRIMARY SCHOOLS AND PARTICIPATING PRIMARY ACADEMIES

Admission to Reception Class 2018/19

- 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 2018 and 31 August 2019 can take up a full-time reception class place from the beginning of the Autumn term in September 2018.

- 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 should discuss this option with the Headteacher of the school allocated, as such arrangements are determined at school level and should be in the best interest of the child. In instances where this is agreed, any place allocated through the normal admissions process 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 If the place is not taken up by the end of the school year, it is withdrawn.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/carer 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 request for full year deferment, supported by evidence, and, if agreed as appropriate by the admission

¹ At the time of consultation The Sylvester Primary School was a community primary school. The school has now converted to Academy status and is known as Sylvester Primary School. The Multi Academy Trust confirmed the school would continue to use the policy of the Local Authority for 2018/19 admission.

authority, the child would start reception class one year later with a cohort of children who may be one year younger. Evidence is considered by 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 or participating primary academy nursery does **not** prioritise that child for a place in the reception class of 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 requires 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 PARTICIPATING ACADEMIES

Admission to year 7 in school year 2018/19

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

4. ADMISSION LIMITS

Each primary school/academy and secondary academy has a published admission number. The published admission number is the number of places offered for the relevant year of admission. The Admission 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 / EDUCATION HEALTH CARE PLANS

Where a pupil has a Statement of Special Educational Need or an Education Health Care 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 and participating academies, 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 or participating academy 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 AND PARTICIPATING PRIMARY ACADEMIES

The Admission 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. 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 at the same address as part of the same family unit. This criterion does not include children attending the nursery class in that school or cousins/other family relationships.

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.

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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.

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 multiple births in the same residence. 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.

Where more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

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 that may affect their application, for example, a change of address.

6.2 PARTICIPATING SECONDARY ACADEMIES

The Admission 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.**³ (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.**

³ 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.

- 5. 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 at the same address as part of the same family unit. This criterion does not include 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.

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, multiple births etc. in the same residence, an additional place will be offered. Where more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

Please Note: In line with the Knowsley co-ordinated admissions scheme for secondary 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 that may affect their application, for example, a change of address.

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Partnership Primary Schools

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

Kirkby High School (Academy)	Lord Derby Academy	The Prescott 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 Sylvester (Academy)	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 2018, 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 annual 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 Autumn 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. Parents/carers can appeal for any school/academy where they have been formally refused a place. For community primary schools, these panels are organised by the Democratic Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code 2014. Academy schools are responsible for arranging appeals for their schools and will do so in accordance with the national requirements of School Admission Appeal Code.

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. CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES

Admission arrangements and timetables for Knowsley community schools and academies will be as stated in the agreed Knowsley schemes for co-ordinated admission arrangements for 2018/19.

The Primary Co-ordinated Admissions Scheme includes a national closing date for applications of 15 January 2018. The national allocation date is 16 April 2018 or the first working day thereafter.

The Secondary Co-ordinated Admissions Scheme includes a national closing date for applications of 31 October 2017. The national allocation date is 1 March 2018 or the first working day thereafter.

Full details of the schemes are available in separate documents.