

**METROPOLITAN BOROUGH OF KNOWSLEY
INCLUSION STANDARDS & EFFECTIVENESS SERVICE**

**DETERMINED ADMISSION POLICIES AND ARRANGEMENTS FOR
2014/15**

Determined Admission Policy and Arrangements for Community &
Primary Schools, Secondary Centres for Learning and
The Halewood Academy

Please note that these arrangements are subject to any requirements of the co-ordinated primary and secondary admission schemes and any revision of the School Admissions Code. The Authority is consulting on behalf of The Halewood Academy, but this is subject to any decisions made once the Academy is fully constituted.

1. PRIMARY SCHOOLS

Admission to Reception Class 2014/15

- 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:

<i>Child's 5th birthday</i>	<i>Term of admission</i>
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 2014 and 31 August 2015, can take up a place from the beginning of the Autumn term in September 2014.

- 1.2 Where parents wish their child to start school later in the year, this is normally possible, where the child is not of compulsory school age. Parents 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 till 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 If the place is not taken up by the end of the school year, it is withdrawn.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 and would be subject to availability.
- 1.3 Please note that attendance at a community or voluntary controlled 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 below.

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 CENTRES FOR LEARNING

Children normally transfer from the primary to secondary sector in the September following their eleventh birthday. Only in exceptional cases, will transfer at other ages be permitted.

4. ADMISSION LIMITS

Each primary school and secondary centre for learning 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 subject to provisions of the School Admissions Code.

5. PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEED

Where a pupil has a Statement of Special Educational Need and the Authority have named this 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 & voluntary controlled 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 or voluntary controlled school is greater than the number of places available, the admission authority must apply its published policy to decide which applicants can be offered places.

6.1 COMMUNITY PRIMARY SCHOOLS

The Authority will apply any requirements of the agreed Knowsley co-ordinated admission scheme. This is an equal preference scheme; all preferences will be considered against the criteria below:

1. Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority¹ (see footnote and note 1)
2. Children for whom the Council 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. Remaining places are then allocated by measuring the distance from the child's home to school in a straight line. Those nearest the school have priority. (See note 3)

NOTES

1. *Parents who wish to have their child considered under criterion 1 as a child who was looked after by the local authority but was then immediately adopted/became subject to a residence or special guardianship orders, 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. It should be submitted with the application form. (On-line form – by post immediately after submission.) Parents should note the exceptional nature of cases accepted.*

3. *The brother or sister must still be on the school 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.)*

4. *Please note that proof of address may be required. A childminder's, other relative's address etc will not be accepted. When the child lives between two addresses, the address given for receipt of child benefit is normally taken, but the Council reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") using a computerised geographical information system (GIS), based on 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 criterion 1, 2, or 3, criterion 4 will be used as a "tie-break".

NB 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

¹ As re-defined in the revised School Admissions Code 2012 – 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.

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 para 2.15 of the 2012 School Admissions Code.) In other infant and in junior classes, an additional place will be offered.

Please Note: In line with the Knowsley co-ordinated admissions scheme for primary schools, proof of date of birth and home address will be requested immediately after the initial allocation is made. If false information has been given, a place may be withdrawn. Parents are reminded that any change of address or other relevant details during the allocation procedures must be sent in writing direct to the Inclusion Team (Admissions).

6.2 COMMUNITY SECONDARY CENTRES FOR LEARNING & THE HALEWOOD ACADEMY

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 (see footnote 1 on page 3 and note 1 below)
2. Children for whom the Council accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2 below)
3. Children with a brother or sister already attending the preferred centre for learning/academy and who will still be attending at the time of transfer. (See note 3 below)
4. Children attending named area partnership primary schools
5. Remaining places are then allocated by measuring the distance from the child's home to the centre for learning/academy in a straight line ("as the crow flies"). Those nearest the centre for learning have priority. (See note 4 below)

NOTES

1. *Parents who wish to have their child considered under criterion 1 as a child who was looked after by the local authority but was then immediately adopted/became subject to a residence or special guardianship orders, 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 centre for learning/academy concerned and*

explain why the pupil should be admitted. It should be submitted with the application form. (On-line form – by post immediately after submission.) Parents should note the exceptional nature of cases accepted.

3. *The brother or sister must still be on the centre for learning/academy roll at the expected time of transfer in years 8-11. "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 13) are not included.*
4. *Please note that proof of address may be required. A childminder's, other relative's address etc., will not be accepted. When the child lives between two addresses, the address given for receipt of child benefit is normally taken but the Council reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") using a computerised geographical information system (GIS), based on the Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the centre for learning/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 Centres for Learning/ Academy according to the following table:-

<i>Northern Area partnership schools</i>	<i>Central Area partnership schools</i>	<i>Southern Area partnership schools</i>
Kirkby Sports College – a Centre for Learning	Huyton Arts and Sports Centre for Learning	Knowsley Park Centre for Learning
Eastcroft Park Kirkby CE Millbrook Northwood Park Brow Ravenscroft Westvale	Blacklow Brow Huyton with Roby CE Longview Malvern Mosscroft Park View Roby Park St Gabriel's CE Stockbridge The Sylvester	Evelyn Halsnead Knowsley Village Prescot St Leo's & Southmead St Mary & St Paul CE Whiston Willis
		The Halewood Academy
		Cronton CE Yew Tree Halewood CE Holy Family Halewood Plantation

NB (1) If any of the above schools do not exist in their current form by September 2014, 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 for the Community" which have specific places designated for pupils other than those who are baptised Catholic.

(3) Any statements with regard to the Halewood Academy are subject to any decision by the academy once fully constituted.

7. LATE APPLICANTS

All parents are requested to submit their application forms by the dates indicated. The co-ordinated admission schemes will 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. A pupil's place on the 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. (**NB** *This is subject to final decisions on the In-Year Scheme.*) Parents who wish to continue will need to re-apply for the following school year.

9. APPEALS

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to follow parents' stated preferences. Where, however, a school/centre for learning/academy cannot be offered, parents 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 2012. Parents can appeal for any school/ centre for learning/academy where they have been refused a place.

(But see 10 below – 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 of Children and Family Services, no matter which scheme(s) an application is submitted under.)

10. RE-APPLICATIONS

Parents are not normally able to re-apply to the same school/centre within the same academic year, unless the Executive Director of Children and Family Services accepts there have been significant and relevant changes of circumstances to allow a re-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 & “CASUAL” ADMISSIONS

In-Year Schemes 2014/15– PLEASE NOTE:

Knowsley will finalise the In-Year procedures to be used in 2014/5 during 2013/14. As an In-Year scheme will then no longer be a requirement of the School Admissions Code, a local process and procedure will be agreed for Knowsley. Details of this will be published separately. The position on waiting lists will be stated, dependent on the outcomes. The Fair Access process which is also used for certain In-Year applications is also being reviewed.

Please note: Pupils admitted under the Fair Access Protocol normally have priority over others on a waiting list. Children without a school place normally have priority over those seeking a transfer.

12. ADMISSIONS TO YEAR 12

There will be no community centres for learning with Year 12 and Year 13 provision, as it is expected that the Halewood Centre for Learning will become an Academy by the time this policy is applicable. This is an interim proposal, subject to decisions by the Academy, once constituted.

The Halewood Academy will normally admit circa 80 Year 12 pupils from Year 11 pupils already on roll at the centre. In addition, 20 places are made available for students to join Year 12, from other schools. There are no general minimum entry qualifications for admission, but Halewood follows the agreed Knowsley Post-16 criteria for entry on to Level 3 courses (full details available from the Academy). 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 allocation 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 :

Determined Admission Policy 2014/15

1. Young people who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority^[1]
2. Other applicants, with priority to those living nearest the Academy.

The measurement method will be straightline “as the crow flies”.
Measurement 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.

Application Process

(Forms are available on the Academy’s website or request an application pack from the Academy)

September and October 2013	Assemblies and tours of Sixth Form
November 2013	Sixth Form Information Evening/ applications start
January-March 2014	Initial interviews to discuss courses
April 2014	Decisions on provisional places
July 2014	Year 12 taster sessions
August 2014	GCSE results, course confirmed
September 2014	Enrolment interviews take place and courses begin

13. CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES

Admissions arrangements and timetables for Knowsley Community schools/centres for learning and the Academy will be as stated in the agreed Knowsley schemes for co-ordinated admissions arrangements for 2014/15. The closing date 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 2013 and allocations for September 2014 admissions will be made on the first working day of March 2014.

The Primary Co-ordinated Admissions Scheme includes a national requirement of a closing date for applying of 15 January 2014. The national allocation date is 16 April 2014 or the first working day thereafter.

Full details of the schemes are available in separate documents.

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^[1] As re-defined in the revised School Admissions Code 2012 – 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.