



Primary School Co-ordinated Admission Arrangements

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1. Primary School Reception Class Co-ordinated Admission Arrangements for September 2015

Introduction

The School Admissions Code requires all local authorities to co-ordinate admission arrangements for admission to reception class in September 2015. The aim of co-ordinated admission arrangements is to ensure parents receive a single offer of a school place for their child on the same day. The result will be a more objective, clearer and fairer admission process. Liverpool Local Authority has agreed with Liverpool schools, the Liverpool Schools' Admission Forum, Diocese, Archdiocese and neighbouring local authorities to coordinate admissions to reception class and to use an equal preference scheme to allocate places in Liverpool primary schools.

Choosing Schools

In addition to the Primary School Admissions Booklet there are several other sources that you can use to find out more about schools. These include the following:

- The Liverpool City Council website (www.liverpool.gov.uk/admissions) will have all the necessary information available online and links to all Liverpool schools individual websites, along with links to neighbouring local authorities for information on their schools.
- Most schools and academies have open days or open evenings which parents can attend to find out more about the school.
- All schools have to produce a prospectus which gives more information about the school. In addition schools can provide you with copy of the last Ofsted Report. There may be a small charge for the Ofsted Report to cover the cost of photo copying.
- The Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools.
- The head teacher of the school can provide advice.
- The Department for Education (DfE) has a web site which you can use to find out more about schools and admissions.
- If you are thinking of applying for schools in other local authority areas you can contact the local authority for a copy of their admissions booklet or browse their website for further information.

Applying for Schools

- Before expressing a preference it is important to make a realistic assessment of your child's chances of gaining a place in your preferred school(s). The information on the Liverpool City Council website at (www.liverpool.gov.uk/admissions) and in the admissions booklet will assist you with this. If you require further advice please contact Liverpool Direct Limited on 233 3006. Some schools will receive more applications for places than they have places available. If this is the case it will not be possible to offer all applicants a place. It is very important that you read the information in the booklet before you express a preference and that you make a reasonable assessment, based on the school's admission policy and your own circumstances, of your child's chances of gaining a place in the school.
- You can apply online at Liverpool City council website in the school admissions section at www.liverpool.gov.uk/admissions or request a Paper Application Form via Liverpool Direct Limited on 233 3006.
- On the Online/Paper Application Form (Common Application Form) to Liverpool Primary schools Preference you can express a preference for a maximum of three schools including Liverpool community, voluntary controlled, voluntary aided, Trust schools, Academies and schools maintained by other local authorities. The schools must be listed in your preferred order of preference. Information which is relevant to a school's admission arrangements will be sent to the school or the other local authority which maintains the school. **To apply for a school you must name the school as one of your preferences on the Preference Form.**
- Non Liverpool residents must apply for Liverpool schools on their home local authority Common Application Form.
- The closing date for receipt of applications is **15 January 2015**. Up to this date you can change your preference order. After the closing date unless there has been a material change to your circumstances changing preferences could reduce your child's chances of being offered a place in your preferred school.
- Own admission authority schools require you to complete a school application form as well as listing the school on the Online Preference Application Form issued by Liverpool Local Authority. It is very important that you do both. If you fail to do so your application may be considered under a lower criterion of the school's admission policy. You should contact the voluntary aided school to obtain a school application form or you can download a copy from the Liverpool City Council admissions web pages. The completed school application form must be returned to the school by the school's closing date.
- The school application form is used by the governing body of the school when they apply their admissions criteria. The information you give on the form relates to the school's admission criteria and it helps the governors to assess under which criterion your application will be considered.

How Places are Allocated

- Every primary school has an admission policy, the admission criteria in the policy is used to decide which children are admitted.
- If the school receives more applicants for places than the school has places available (i.e. the school is over-subscribed) it will not be possible to offer all applicants a place.
- If the school receives fewer applicants for places than it has places available all applicants will be admitted (i.e. the school is under-subscribed).
- The admission policy for community and controlled Church of England primary schools is determined by Liverpool City Council. The admission policy for voluntary aided, Academies and Trust schools is determined by the governing body of the school. As far as possible Liverpool Local Authority and schools will try to comply with your preferences for a school place.
- The three schools you name on the Online/Paper Application Form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools listed on the Preference Form. If this is the case your child will be allocated a place at the school you placed as the highest preference.
- If the school is over-subscribed the admission criteria for the school will be used to determine whether or not your child will be offered a place. It is vitally important that you understand the admission policy for the school(s) to which you apply and that you make a reasonable assessment of your child's chances of being allocated a place.
- If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Local Authority will allocate a place at the school closest to your child's permanent home address which has places available at the time of allocation.

Applications from families who live outside Liverpool

- Liverpool Local Authority will co-ordinate the reception class admission arrangements with other local authorities in the area.
- If you live outside the Liverpool Local Authority area and you wish to apply for a Liverpool school, you should complete the Online/Paper Application Form (Common Application Form) available via your home local authority listing the Liverpool school(s) in preference order. Your home local authority will send us details of your application.
- If you are applying for an own admission authority school in Liverpool you must also complete the school's application form, where this is required. If you do not complete this form and return to the school your application may be considered under a lower criterion of the school's admission policy

- If your child is not offered a place in a Liverpool school, your home local authority will be responsible for allocating your child a school place. Your home local authority will write to you to inform you why your child was not allocated a place and advise you about your right to appeal to an independent appeals panel.
- You must return the Online/Paper Application Form (Common Application Form) by your home local authority's closing date.

Liverpool Residents Applying to Schools in Other Local Authorities

- Liverpool residents may apply to schools maintained by other local authorities.
- If you wish to do this you should contact the local authority which maintains the school to request a copy of their admissions booklet. It is important that you follow the guidance given in this booklet.
- As well as following the guidance from the other local authority you must also list the school(s) in preference order on the Online/Paper Application Form available via Liverpool Local Authority.
- You can apply online at Liverpool City council website in the school admissions section
- Liverpool Local Authority will co-ordinate admission arrangements with other local authorities. Details of your application will be sent to the appropriate authority.
- If your child is not allocated a place in one of your preferred schools Liverpool Local Authority will be responsible for allocating your child a place in a school.
- If your child is allocated a place in a school maintained by another local authority Liverpool Local Authority will write to you to offer your child a place.

Applications Received after the Closing Date

- Applications received after the closing date of **15 January 2015**, will be considered as late applications unless there is a valid reason for the application being received late e.g. change of address, change in a medical condition; or exceptional social reasons.
- Late applications, with a valid reason for being late, will be considered with applications received on time if we receive it in good time to process before final allocations are made, the latest date would be **27 March 2015**.
- Late applications, without a valid reason, will be considered after applications received by the closing date. It is important to note that if the school(s) to which you are applying are oversubscribed, this could reduce your chances of gaining a place for your child in your preferred school.
- If the school is over-subscribed the child's name will be placed on the waiting list. The position on the waiting list will be determined by the school's admission policy.

- If the school has places available the child will be offered a place at that school
- If an application is received after **27 March 2015** Liverpool Local Authority cannot guarantee to send the email/offer letter on **16 April 2015**.

The Governors of some schools in Liverpool have determined their own policy for dealing with late applications. Where this is the case the school's policy will be used.

Changing Preferences and Withdrawing Applications

- If you have completed your application online you can change the school preferences or preference order online up to the closing date for applications of **15 January 2015**.
- If you have submitted a paper form you change the school preferences or the preference order you have made up to the closing date for applications of **15 January 2015**, by contacting Liverpool Direct Limited, tel: **233 3006**.
- If you wish to change preferences, alter preference order, or withdraw your application for a school after **15 January 2015**, you will be required to complete another preference form. This form will be considered in line with the provisions stated in Preference Forms Received after the Closing Date.

Infant Class Size Legislation

For admission to infant classes i.e. reception class, Year 1 and Year 2 in September 2013, Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided and Trust schools adhere to this legislation when allocating places in schools.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent government legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an independent appeal panel.

If the primary school to which you apply is over-subscribed and if you wish to appeal against the decision not to admit your child the following arrangements apply:

- Community schools and controlled Church of England schools – details of the appeals procedure are available from Liverpool Direct Limited, tel: **233 3006**, or online at Liverpool City Council website.
- Voluntary Aided and Trust schools – details of their appeals procedure are available from the school, Catholic Archdiocese or Church of England Diocese.
- It is important to note that if your child has a Statement of Special Educational Needs that the admission appeals procedure is not the appropriate procedure to follow. Please contact the Special Educational Needs Section, tel **225 6231** to discuss this matter further.

Home Address and Change of Address

- Please note that it is not possible to obtain a place in an over-subscribed school by sending your child to live with friends or relatives who live nearer to the school. When deciding school allocations the child's permanent home address will be used. Liverpool Local Authority defines this as the address of the child's parent(s) or legal guardian(s).
- If parents or legal guardians live at different addresses and both have parental responsibility the address of the parent or legal guardian claiming Child Benefit will be used to determine the child's permanent home address.
- If you change your child's permanent home address before the **27 March 2015**, please inform Liverpool Direct Limited, tel: **233 3006**. The permanent home address at which a child resides is an important criterion in determining the allocation of school places, because of this if your child's permanent home address alters it may affect the allocation of a school place for your child.

Fraudulent or Misleading Information

The Education and Inspections Act 2006 allows admitting authorities to withdraw places from children whose parents / guardians have given fraudulent or intentionally misleading information in order to obtain a place in an over-subscribed school. If a school or Liverpool Local Authority receives information that this is the case the parents / guardians will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided the place may be withdrawn.

Deferring Admission to Reception Class

Your child has to be in full time education from the term their 5th birthday falls within. In Liverpool most children start full-time infant education in the September following their 4th birthday. The School Admissions Code allows parents to defer entry for their child until later in the in the academic year but not beyond the term the child's 5th birthday falls within. Parents can not defer their child's entry to school until the start of the following academic year. If you wish to defer your child's entry to school you must discuss this with the head teacher of the school. If you choose to defer entry to reception class your child can remain in nursery provision or you can opt for your child to attend the reception class on a part time basis.

Communicating Offers to Parents

All Liverpool primary schools have agreed not to disclose information about to parents about the offer of places until the National offer day of **16 April 2014**.

TIMETABLE FOR PRIMARY SCHOOL CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2014

Closing Date for Applications

15 January 2015

List of applicants for schools outside Liverpool to be sent to the Local Authority
maintaining the school by

13 February 2015

List of applicants sent to own admission authority schools

20 February 2015

Own admission authority schools to send lists of pupils to be offered places to
the Local Authority

6 March 2015

Local Authority applies Equal Preference Scheme for own schools, informing
other Local Authorities of offers to be made to their residents

13 March 2015

Allocation Lists to Schools for Approval

27 March 2015

Liverpool Local Authority sends Emails/Letters to Parents / Carers on

16 April 2015

Appeals

May / June 2015

Please note the Liverpool Direct and schools cannot give any indication about
which school a child has been allocated until after the emails/letters have been
sent to parents / carers on 16 April 2015.

2. Community Primary School Admission Policy for September 2015

Community Primary schools will follow the coordinated admission arrangements determined by Liverpool LA. If a Community Primary School is not oversubscribed all children who apply will be admitted. Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted. Some schools receive more applicants for places than they have places available. When this situation occurs it may not be possible to meet all requests for places. If a Community Primary School receives more applications for places than the school has available, places will be allocated in the following priority order:

Priority 1

- Looked after children in the care of the local authority
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Priority 2

Children with exceptional medical / social needs. (See Definitions)
Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Direct Limited.

Priority 3

Children who will have a sibling at the school when they are due to start the school.
(See Definitions)

Priority 4

All other applicants who have expressed a preference for the school.

In priorities 1 to 4, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the Community Secondary School will be used to determine which children are admitted. In all cases where distance from home to school is used to determine admission, those children living nearest to the Community Secondary School will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the Community Secondary School using the local authority's computerised measuring system. Parents will be required to provide proof of address e.g. council tax bill, utility bill, tenancy agreement or exchange of contracts if the property has recently been purchased. If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

Important information:

- For children of UK service personnel (UK Armed Forces) Liverpool LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria.
- Waiting lists for oversubscribed Community Primary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term.
- The issuing of a statement of Special Educational Needs may override the offer of a school place under the Local Authority's admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to cope with the child's individual needs. Parents will be consulted about a school placement via the statement procedure.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an Independent Appeal Panel. For Community Secondary Schools details of the appeals procedure are available from Liverpool Direct Limited, tel: **233 3006** or appeal forms and full details can be downloaded from Liverpool City Council's website. For Voluntary Aided schools details are available from the school, Catholic Archdiocese or Church of England Diocese. For Academies, Trust and Foundation schools please contact the school.

Number of Applications and Appeals

- If your application is unsuccessful you may ask the admitting authority to reconsider your application, if there has been a material change of circumstances.
- If the admitting authority has agreed to reconsider your application and the school refuses your child a place because the year group is full, you have the right to appeal against this decision.
- If you are refused admission for your child to a school you may only appeal once in an academic year for a particular school.
- If your application and appeal have been unsuccessful for a school you can apply again and if necessary appeal for a place, in the next academic year.

3. Primary Schools In Year Application Admission Arrangements for September 2014

Introduction

An In Year Application (IYA) is when parents apply to transfer their child from one primary school to another primary school during the school year.

Liverpool local authority Primary school In Year Transfer arrangements dictate that parents can apply directly to the schools and schools will inform applicants about the outcome of their application and their right to appeal. Schools must also inform the LA about the application and the outcome of the application. The LA is required to publish details of how parents can apply for schools in year and it must hold up to date list of schools with vacancies to help parents find schools and provide an application form if a school does not have one.

Applying for a In Year Primary School Place

- Parents making an in year application to a Liverpool primary community, voluntary aided, trust and academy schools must contact schools directly to make an application.
- Parents applying for schools outside of Liverpool must contact the relevant local authority to establish the correct In Year Application procedure in that local authority.
- Community, voluntary aided, trust and academy schools will determine applications and a decision will be made to offer/refuse a place in accordance with the school admission policy and school admissions code.
- Community, voluntary aided, trust and academy schools write to parents to let them know the outcome of their application.
- Community, voluntary aided, trust and academy schools will communicate on a termly basis the number of In Year Applications received, offered and refused to Liverpool local authority.
- Liverpool local authority will act as an information point for parents regarding general In Year Application enquiries.

Application Forms

- All schools will require parents to complete their own school application form. This form will be used by the school when they decide upon In Year Applications.

Schools Determining Applications

- The admitting authority for community and controlled schools is the local authority. There is no longer a requirement for In Year Applications to be co-ordinated by the local authority, however the local authority will determine admissions in the event there are any exceptional circumstances surrounding an In Year Application to a community or controlled school.
- The admitting authority for voluntary aided, trust schools and academies are the governing body. The governing body is responsible for determining admissions to their school. The governing body will have to ensure that the school's admission committee can meet as required to determine applications.
- If the governing body refuse to admit a child they must include an explanation of their decision e.g. the year group is full. The reasons for refusing admission must be in line with the School Admissions Code. In the decision letter the governing body has to give the reason for refusing admission to the parents and advise them about their right to appeal against the decision to an independent appeal panel.
- If the year group is full applicants will usually be refused admission and if parents wish their child's name is added to the waiting list and are to be offered the right of appeal.
- If there are more applicants for places than there are places in a year group the school's IYA admission policy will be used to decide which children are admitted.

Schools Refusing Admission to a Child

- The Code requires that, as far as possible, admitting authorities have to comply with parental preference for a school place. Usually a place can only be refused if the appropriate year group is full.
- In exceptional circumstances Paragraph 3.12 of the Code allows schools to refuse to admit children with challenging behaviour.

Allocating Places in Schools

- A place will be offered as soon as possible after the school has agreed to admit the child. As far as possible children will start in the term in which they apply. However, if applicants apply at the end of term, it may not be possible to offer a place until the beginning of the next term.
- Parents applying for their child to attend a school outside Liverpool will be offered places in accordance with the terms of the maintaining Local Authority In Year Applications arrangements.
- Schools will write to parents to inform them of the outcome of their application.

- If a child is refused a place the decision letter sent by schools will advise parents why their child has not been admitted and inform them of their right to appeal to an independent appeal panel. The letter will have the relevant contact details if parents require further assistance.
- The decision letter will require parents to accept/decline the school place offered within 10 school days.
- Schools will have to notify the local authority of the outcome of the application.

Infant Class Size Legislation

For admission to infant classes i.e. reception class, Year 1 and Year 2, Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided, Trust and Academy schools adhere to this legislation when allocating places in schools.

Waiting Lists

Waiting lists will be maintained by the school. The school's In Year Admission policy will dictate the length of time a waiting list is held.