



# Smithdown Primary School

## Admissions Policy

July 2015

## **Community Primary Schools' Admission Policy for Reception Class**

Smithdown Primary School will follow the coordinated admission arrangements determined by Liverpool local authority.

If the school is not over-subscribed all children who apply will be admitted.

The Government's infant class size legislation limits the number of pupils in infant classes (Reception, Year 1 and Year 2) to 30 pupils per class which the school and the Governors adhere to.

Children with a Statement of Special Educational Needs (Educational Health Care Assessment), where the school is named in the statement will be admitted.

A request for a place or attending a nursery attached to the school does not guarantee admission if the school is over-subscribed.

Where requests for places exceed the admission number, children will be allocated places in the following priority order:

### **Priority 1**

Looked After Children (LAC) 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 (See Definitions) in the school.

### **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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

If Smithdown is oversubscribed you will be required to provide proof of address e.g. council tax bill, utility bill, tenancy agreement, 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 Schools will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term.

The issue of a statement of Special Educational Needs may override the offer of a school place under the Local Authority's admission policy 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.

The three schools you name on the online application or paper preference form for Reception class entry 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 you have expressed a preference for. If this is the case your child will be allocated a place at the school you placed as the highest preference.

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 home address which has places available at the time of allocation. Please note that places can only be allocated at a school if there are places available at the time of allocation. You will also be sent a list of schools that have vacancies and advised about your right to appeal to an Independent Appeal Panel.

### **Applying for an In-Year Transfer**

An In Year Application (IYA) is when as parents you can apply to transfer your child/children from one primary school to another primary school during the school year.

Parents making an in year application to Smithdown Primary School must contact the school directly to make an application.

The school 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.

For IYA the school will follow the same policy and code of practise as parents applying for a child's Reception place (see priority criteria above).

The school will contact parents to let them know the outcome of their application.

The school 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**

The school requires parents to complete their own school application form. This form will be used by the school when they decide upon In Year Applications. Assistance will always be offered to parents to help access and complete the form.

### **Schools Determining Applications**

The admitting authority for Smithdown Primary School 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 the school.

If the governing body refuse to admit a child they will 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 of the Code (Paragraph 3.12 Local Authority Admissions Arrangements) 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.

### **Applications arrangements**

The school 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 Smithdown Primary 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.

The school will notify the local authority of the outcome of the application.

### **Further Information**

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](http://www.liverpool.gov.uk/admissions)) will have all the necessary information available online in an electronic format and links to all Liverpool schools individual websites, along with links to neighbouring local authorities for information on their schools.

Smithdown Primary School holds open days and 'Stay and Plays' which parents and children can attend to find out more about the school – information on school website.

The school produces a Prospectus and Home School Agreement which gives more information about the school.

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 has a web site which you can use to find out more about schools and admissions [www.dfe.gov.uk](http://www.dfe.gov.uk).

### **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 Smithdown Primary School you have the right to appeal against the decision to an independent appeal panel.

Details of the appeals procedure are available from Liverpool Direct Limited, tel: 0151 233 3006, or online at Liverpool City Council website.

### **Definitions - The following are definitions of terms used in the admission process.**

#### **Definition of a sibling**

The term sibling includes: brothers and sisters, foster brothers or sisters, half brothers or sisters and step brothers or sisters living at the same address and as a family unit.

#### **Definition of exceptional medical need**

The term 'Exceptional Medical Need' means that the family's health and welfare would be best served if their child attended the school. Parents / carers need to provide to provide medical evidence in the form of a letter or report from a doctor to support their case. They have to establish that the school is the best / only school to serve their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs.

The documentary evidence should be submitted by post with the application by the closing date. Please ensure if you apply online you also send the supplementary evidence in to support your application. If you require further advice or assistance, please contact Liverpool Direct Limited, tel: 0151 233 3006.

#### **Definition of exceptional social need**

The term 'Exceptional Social Need' means that the family's welfare and would only be served if their child attended the school. Parents / carers need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best / only school to service their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs.

The documentary evidence should be submitted by post with the application by the closing date. Please ensure if you apply online you also send the supplementary evidence in to support your application. If your circumstances change after the closing date or you require further advice or assistance, please contact Liverpool Direct Limited, tel: 0151 233 3006.

#### **Definition of parent/family member**

A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents and siblings.

**Definition of home address**

It is not possible for parents to obtain a place in an oversubscribed school by sending their child to live with a friend or relative who live closer to the school. When determining admissions the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the address on the family child benefit claim will be used to determine the child's permanent address. Where required parents / legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

**Definition from home to school**

Distance will be measured by a straight line from the front door of the child's permanent home address (including flats and apartments) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school being given preference.

**Definition of Class Size**

For admission to infant classes i.e. reception class, Year 1 and Year 2 the Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Smithdown Primary adhere to this legislation.

**Further Information**

It is very important that you read the school admissions information before you express a preference and that you make a reasonable assessment, based on the school's admission policy, of your child's chances of gaining a place in the school. The information on the Liverpool City Council website will assist you to do this. If you require further advice please contact Liverpool Direct Limited on 0151 233 3006 or the school on 0151 709 6229.