



*'Together We Grow'*

Smithdown Primary School

# Admissions Policy

Reviewed: September 2025

(This policy will be renewed annually)

# **‘Together We Grow’**

## **Our Key Values**

**Our school motto is ‘Together we Grow’.**

We ensure that every child has access to a broad, balanced and supportive curriculum. Through this we are able to give our pupils a range of opportunities and experiences to grow and develop academically, physically socially and morally.

## **Our School Vision**

At **Smithdown Primary School**, we aim high for every member of our community—pupils, parents, and staff. We are committed to creating a happy, safe, and stimulating environment where children are inspired to learn and grow together. We have high expectations of ourselves and each other and we equip our pupils to face opportunities and challenges with confidence, resilience, and determination. We nurture curiosity about the world and strive to develop children who make a positive contribution—both now and in the future.

## **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 an Educational Health Care Plan, where the school is named in Section I, will be admitted if the school can meet their needs after consultation with all parties.

A request for a place or attending the school Nursery does not guarantee admission to the school.

If the school is over-subscribed the priorities below will be adhered to. Where requests for places exceed the admission number, children will be allocated places in the following priority order:

### **Priority order**

#### **Priority 1 - Looked after children**

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 or social needs**

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. It does **not** necessarily include those with Special Educational Needs, as a priority, as all Liverpool Primary Schools Support these pupils in the same way. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice or assistance, please contact Liverpool Local Authority at [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk) or call 0151 233 3006.

### **Priority 3 - Siblings**

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 by the LA.

### **Children of UK Service**

Personnel 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**

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 of the relevant admission year for Reception places. All other in year transfers will be controlled by the school directly.

### **Education, Health and Care Plan (EHCP)**

The issuing of an Education, Health and Care Plan 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 adequately support the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures.

### **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 Primary Schools Information about the appeal process together with appeal forms can be downloaded from [liverpool.gov.uk/admissionappeals](http://liverpool.gov.uk/admissionappeals) and can also be obtained by ringing 233 3006.

**Please note that if the school is full, it cannot go over infant class size legislation of 30 pupils per class even if you appeal.**

The three schools you name on the online application or paper preference form for Reception class entry will be treated equally by the Local Authority. 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.

If you are interested in your child starting at Smithdown Primary School, you can phone the school office to arrange a visit; we'll be pleased to show you around.

School office 0151 709 6229

**Please note that Smithdown Primary School does not offer flexi or part time schooling.**

## **In Year Applications:**

### **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. An application to the Local Authority online should also be completed.

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 as per criteria above.

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

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 for Reception places until the end of the Autumn term. The local authority may determine admissions in the event there are any exceptional circumstances surrounding an In Year Application to the school.

If the school cannot 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.

If the year group is full, applicants will usually be refused admission. Parents may wish for their child to be added to the school's waiting list.

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.

### **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**

If parents have applied for an in-year transfer via the Local Authority Admissions portal, they will be contacted by the LA school to inform them of the outcome of their application.

**Please note that Smithdown Primary School does not offer flexi or part time schooling.**

### **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.

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

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).

### **Home address and change of address**

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 maybe used to determine the child's permanent home address.

The Local Authority reserves the right to request appropriate evidence to determine the child's permanent home address. If you change your child's permanent home address before the 15 March 2025, please inform the council's contact centre on 0151 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 School Admissions Code 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.

Please note the Local Authority reserves the right to undertake all necessary investigations and request any additional information that may be required if it has reason to believe that there are concerns about the validity of an application.

### **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 child's health and welfare would be best served if they attended the school. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best / only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child. Contact Liverpool Admissions for further advice.

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

The term 'Exceptional Social Need' means that the child's welfare would be best served if they attended the school. Parents would 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 child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

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

A parent is any person who has parental responsibility or care of the child.

#### **Definition of home address:**

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 correspondence address for child benefit may 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.

If an applicant is successful in obtaining a place at an oversubscribed school, a parents/legal guardian's offer letter will explain that their offer is provisional subject to providing proof of residence at the address they have received the offer from in the form of the following categorised documentation:

### **Category 1**

One of the following is required to evidence residence at the address the offer was made from:

- Council tax bill from within the last three months
- Tenancy agreement from within the last three months
- Mortgage Statement

Or in the situation where a property is being purchased, proof of exchange of contracts dated pre-National Offer Day is required to prove that applicants will be living at the address.

### **Category 2**

Utility Bill from within the last three months, which must be one of the following utilities: -

- Gas
- Water
- Electricity

This list is not exhaustive and the Local Authority reserves the right to request any additional documentation that may be required to evidence a child's permanent home address. Failure to be able to provide this documentation will result in further investigation by the school and local authority where applicable. Parents/Legal Guardians will be given 10 school days to provide this information and if the information is not forthcoming after 10 school days, then the offer of place may be withdrawn in accordance with Section 2.13 of the School Admissions Code. The local authority has noted an increase in fraudulent address applications over the previous years. Parents/Legal Guardians must be aware that offers have previously been withdrawn in accordance with Section 2.13 of the School Admissions

Code. These decisions have been subsequently upheld in the Local Authority's at independent appeal hearings.

**Definition from home to school:**

Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to the school using the local authority's computerised measuring system with those living closest to the school being given preference in the event a school receives more applicants than it has places available in a particular year group.

The local authority carries out straight line measurements to calculate the distance from home to school. Direct distance routine calculates the straight-line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem, based on the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address.

**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.