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**Admissions
Policy
2024-25**

**Updated: September 2023
Presented to Governors: Spring
2024**

**Review Date: September 2025
Chair of Governors: Neil Evans
Headteacher: Jan Holmes**

Together we flourish and grow

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)
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The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Children in care are children who, at the time of making an application to a school, are:

- › In the care of a local authority, or
- › Being provided with accommodation by a local authority in exercise of its social services functions

Previously in care are children who were looked after, but ceased to be so because they:

- › Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

The deadline for applications is 15th January 2024.

You will receive an offer for a school place directly from your local authority after 18th April 2024.

See Sefton's website for more information:

<https://www.sefton.gov.uk/schools-learning/school-admissions.aspx>

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

This can be done through Sefton Local education Authority.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in Reception to Year 6.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children in public care or previously in public care when preferences are expressed
2. Children with an Educational Health Care Plan that specifically names the school
3. Children who have a brother or sister living in the same house who already go to the primary school

4. Children in order of proximity of their home to the school where they are ordinarily resident *(Determined in every case by measuring the shortest route which can be walked from the point on the boundary of the property, at which access is normally gained, to the nearest school gate – as calculated by Sefton MBC) If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first. If there are any children with identical dates of birth, the child living nearest to the preferred school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the school building.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Linaker Street. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Sefton's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the Sefton Local Authority.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Local Authority.

You can find details of the school's appeals timetable on the school's website and the local authority website.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Admissions Policy for Places in The Maintained Nursery

The following is the admission policy for the 2024/2025 school year in respect of admission to the maintained Nursery class at Linaker Primary School.

The school is the admitting authority for the maintained nursery. General Statement

Children are normally eligible for nursery education in the term following their third birthday.

It is desirable that children are toilet trained unless they have a specified medical condition affecting their toileting.

A child cannot be registered at more than one school nursery at any one time.

Part time and 30 hours places are available and each 15 hours child must attend either five mornings or five afternoons each week as allocated.

Applications for places must be made by ALL those wishing for a place on the maintained nursery roll.

Admission Limit

The Admission Limit determines the maximum number of pupils that can be properly accommodated in the maintained nursery. The admission number is determined by Sefton LA. The current maximum number of places is 45

Closing Date for Receipt of Applications

The closing date for receipt of applications for nursery for the academic year 2024/25 is as follows:

(a) For children to start in the Autumn Term (September 2024) the closing date is: 1st May 2024

(b) For children to start in Spring Term (January 2025) the closing date is : 1st October 2024

(c) For children to start in the Summer Term (April 2025: the closing date is: 1st February 2025

Parents / guardians will be notified as to the outcome of an application within seven working days of the closing date. Applications will be considered outside these dates if places are available.

Admission to Nursery

Children are usually admitted to the maintained Nursery in the term after their 3rd birthday.

Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit. Having regard to a pupil with a Educational Health Care Plan naming the school in their plan, the criteria for allocating places is listed below in order of priority: For Information, our admissions are given on the basis of the following order of priority:

Waiting Lists

If a child is refused a place, their name will be added to the waiting list which is held in criteria order and by date of birth within criteria (eldest first). Places will be offered first to children of current nursery age. No priority will be given to the date of receipt of the application.

Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the school receive confirmation of the vacancy.

Pupils can only be added to one waiting list and will be removed from that waiting list if they secure a nursery place elsewhere. False Information Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application. Multiple Addresses Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.