

# WILLOW TREE PRIMARY ADMISSIONS POLICY



## VANTAGE ACADEMY TRUST

Document Name	WTP Admissions Policy
Document written by	S. Bramwell
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Responsibility	Trustees
Approved by	Local Advisory Board

\*subject to any relevant changes in legislation or other appropriate guidelines

Version	Date	Reviewed	Approved	Signature
1.0	31.8.22	S.BRAMWELL		

## INTRODUCTION

- 1.1 Vantage Multi Academy Trust (herein the 'Trust') believes that admissions to our schools should be based on local criteria for local children. As such we do not change admissions policies on entry to the Trust, nor do we add additional criteria.
- 1.2 We use the Local Authority (LA) to determine our admissions to reception class, and we work closely with the Local Authority on in year pupil movements.
- 1.3 We are part of the Fair Access Protocol in each LA.
- 1.4 Within Willow Tree the process and criteria are outlined and linked below.

## RECEPTION CLASS ADMISSION

- 2.1 Willow Tree Primary is a community primary school and warmly welcomes all applicants.
- 2.2 All admissions to school are managed via Knowsley Borough Council follow the link below for further details or contact the team directly:

**Telephone:** (0151) 443 3373/5142

**Email:** Schooladmissions@knowsley.gov.uk

**Website:**

<http://www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-schoolplace.aspx>

## IN YEAR ADMISSION (RECEPTION – YEAR 6)

- 3.1 An in year admission is when you request a transfer to another school part- way through the academic year.
- 3.2 Completed applications should be returned directly to the School Office. The school will then notify you of the outcome of your application as soon as possible, but within 20 working days.
- 3.3 Knowsley school admissions team have produced an information document for parents (Appendix A), which we advise you read before completing the transfer application.

The admissions team can also assist with general enquiries relating to primary in-year transfer applications, call on (0151) 443 3372

## Metropolitan Borough of Knowsley – Education Improvement Team

2022/23 Determined Admission Arrangements for:

- Community Primary Schools
- Primary Academies Adopting LA Arrangements
- Secondary Academies Adopting LA Arrangements

These arrangements have been amended to give effect to a mandatory requirement of The School Admissions Code, effective from 1 September 2021.

The change relates to the requirement to include children who have been in state care outside of England prior to adoption in the highest priority group of the oversubscription criteria. The previous criterion 1 and 2 have thus been merged to form a single criterion 1 which includes all current and previous looked after children as defined by the code.

### CONTEXT

- 1.1 Admission arrangements are the overall procedures, practices, criteria and supplementary information used by the admission authority in deciding the allocation of school places.
- 1.2 Knowsley Local Authority is the admission authority for all community primary schools within the authority area. The Local Authority is thus responsible for setting and applying the admission arrangements for the following community primary schools:

Eastcroft Park	Evelyn	Knowsley Village
Malvern	Millbrook	Northwood
Park Brow	Plantation	Prescot
Ravenscroft	Roby Park	Stockbridge Village
Westvale		

- 1.3 Individual Academy Trusts are the admission authority for their associated academy schools. Knowsley Local Authority work collaboratively with Academy Trusts who operate in the Knowsley area. The following Academy Trusts have agreed to adopt the admission arrangements of Knowsley local authority for their associated schools:

Multi Academy Trust	Primary Academy	Secondary Academy
Dean Trust	Blacklow Brow Park View	_____
Heath Family Trust	Halsnead	The Prescott School
Rowan Learning Trust	_____	Kirkby High School
Vantage Trust	Knowsley Lane Willow Tree	_____
Wade Deacon Trust	Sylvester Whiston Willis Yew Tree	Halewood Academy

- 1.4 The admission arrangements detailed in this document are subject to any requirements of the co-ordinated primary and secondary admission schemes and any statutory revision of the national School Admissions Code.

## 2 ADMISSION TO RECEPTION CLASS 2022/23

- 2.1 The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

Child's 5 <sup>th</sup> birthday	Term of admission
1 April - 31 August	following Autumn (September)
1 September – 31 December	following Spring (January)
1 January – 31 March	following Summer (April)

- 2.2 In Knowsley, children are admitted to reception classes at the beginning of the school year in which they have their 5<sup>th</sup> birthday. This means children who have their 5<sup>th</sup> birthday on or between 1 September 2022 and 31 August 2023 can take up a full-time reception class place from the beginning of the Autumn term in September 2022.
- 2.3 If a child is not of compulsory school age, parents/carers can request for their child to start school later in the year (delayed admission) or on to attend on a part-time basis. Parents/carers should discuss either option with the Headteacher of the school allocated, as such arrangements are determined at school level and should be in the educational interest of the child. In instances where this is agreed, any place allocated through the normal admissions process is reserved and is not available for another child. Dependent on when the child reaches compulsory school age, admission can be delayed for one or two terms. However, any place offered during the annual allocation process will not be kept until the following school year. If the place is not taken up by the beginning of the summer term of the school year for which it was allocated, it is withdrawn. The parent/carer would have to apply again the following year and this would normally be for a Year 1 place. Part-time attendance is possible but not beyond the point at which the child reaches compulsory school age.
- 2.4 Parents/carers of summer born children (those born between 1 April and 31 August) can choose not to send their child to full-time education until the September following their fifth birthday. This would typically mean the child would join year 1 having not attended for the reception year and a place would be dependent on availability within the year group (*parents/carers would apply for a year 1 place under in-year admission procedures*).

- 2.5 Full year deferment for summer born children can also be requested (i.e. for the child to be admitted out of their normal age group and join a reception class a year later than they typically would). – If this request is agreed, the child would start reception class one year later with a younger cohort of children. Parents/carers are asked to submit information/evidence to support their request which will then be considered on an individual school basis. The views of the Headteacher of the school/s requested must be considered and will be a strong factor in determining whether or not full year deferment is agreed. Requests for full year deferment to reception class should be received by 15 January 2022 to allow adequate time for the request to be considered and responded to.
- 2.6 If deferment is refused, a reason/s for the decision will be provided, but there is no right of appeal against this decision to an independent review panel. Where full year deferment is agreed, the application is still subject to consideration under admission arrangements for the relevant year - the process is a right to defer and does not guarantee a place in the school of preference or give any additional priority for a place. If a place is not subsequently allocated at the preferred school following the application of the oversubscription policy, the parent/carer retains a right of appeal to an independent panel.
- 2.7 Children who attend the nursery class of a community primary school or participating primary academy **do not** have any additional priority for a place in the reception class of the school/academy. Applications must be made in the normal way and the admission arrangements will be applied as stated.

### **3 ADMISSION TO YEAR 7 2022/23**

- 3.1 Children normally transfer from year 6 of primary education into year 7 of secondary education in the September following their eleventh birthday. This means children who have their 11<sup>th</sup> birthday on or between 1 September 2021 and 31 August 2022 will move to secondary school at the beginning of the Autumn term in September 2022.
- 3.2 Parents/carers may wish to seek a place for their child outside of the normal age group if they believe it is appropriate. Parents/carers who wish to make such a request are asked to submit information/evidence to support their request which will then be considered by the Admission Authority. The views of the Headteacher of the school/s requested must be considered and will be a strong factor in determining whether or not admission outside of the normal year group is agreed. Requests for admission to year 7 of secondary education should be received by 31 October 2021 to allow adequate time for the request to be considered and responded to.
- 3.3. If the request for admission outside of the normal age range is refused, a reason/s for the decision will be provided, but there is no right of appeal against this decision to an independent review panel. Where admission outside of the normal age range is agreed, the application is still subject to consideration under admission arrangements for the relevant year - the process is a right to request and does not guarantee a place in the school of preference or give any additional priority for a place. If a place is not subsequently allocated at the preferred school following the application of the oversubscription policy, the parent/carer retains a right of appeal to an independent panel.

## **4 CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES**

- 4.1 The annual allocation of reception class places and year 7 places is a national inter-authority equal preference coordinated process. Knowsley Local Authority determines a scheme which details the coordinated arrangements and timetables which all schools/academies in the Knowsley Local Authority area adopt. The coordinated schemes for 2022/23 are available as separate documents.
- 4.2. The primary coordinated admission scheme includes a national closing date for applications of 15 January. The national offer date is 16 April. The secondary coordinated admissions scheme includes a national closing date for applications of 31 October. The national offer date is 1 March. Where national offer date falls on a weekend or bank holiday, it is typically adjusted to be the next working day after the typical date.



## 5. IN-YEAR ADMISSIONS

- 5.1 In-year admissions are the result of applications made for school places outside of the typical points of entry. In the primary sector this is applications for years 1 to 6 or for reception class places after annual coordination has ended. In the secondary sector this is applications for years 8 to 11 or for year 7 places after annual coordination has ended.
- 5.2 In-year admission arrangements are agreed at local level and apply to applications for Knowsley schools only. In-year applications for Knowsley primary schools are administered at school level. In-year applications for Knowsley secondary schools are coordinated by the local authority. Details of the process for in-year applications to Knowsley primary and secondary schools, including the operation of the Knowsley Fair Access Protocol are published separately.
- 5.3 In the event of oversubscription occurring in the consideration of in-year applications for any year group in a community primary school or a primary or secondary academy adopting the LA arrangements, the oversubscription criteria detailed in this document will be used to determine the allocation of vacant places and the order of the waiting list for the year group if one is maintained. Applicants should note that criterion 3 (*partnership primary schools*) of the oversubscription criteria for secondary academies does not apply in the consideration of in-year applications.

## **6 ADMISSION LIMITS AND CLASSIZES**

- 6.1 Every school/academy has a Published Admission Number (PAN). The PAN is the number of places available for the relevant year of admission. The Admission Authority will allocate all places available within the PAN and will not restrict admission. The Admission Authority will not offer places in excess of the PAN once it has been reached, unless it is permissible to do so within national school admissions legislation.
- 6.2 The Local Authority is responsible for setting the admission number for entry to reception class in Knowsley community primary schools for the 2022/23 school year. The admission numbers proposed by the Local Authority for each school can be found at appendix A of these admission arrangements.
- 6.3 Each Academy Trust is responsible for setting the admission number for their associated schools. The proposed admission numbers for primary and secondary academies who adopt the local authority admission arrangements can also be found at appendix A.
- 6.4 The School Standards and Framework Act 1998 requires that infant classes (reception and key stage 1) contain no more than 30 pupils where there is one qualified teacher. Schools are required to organise infant classes in such a way to ensure that they are compliant with this requirement. Additional children may only be admitted to infant classes in limited exceptional circumstances as described in national school admissions legislation.

## 7 SPECIAL EDUCATIONAL NEEDS AND DISABILITY

- 7.1 Where a pupil has an Education Health and Care Plan that names an individual school as the appropriate provision, the child must be admitted. Where such pupils are known about at the time of the annual allocation procedures for admission to reception classes and year 7, they will be placed within the PAN, with priority over all others. For placements outside the normal admissions round, a place will normally be provided above PAN as an excepted pupil.
- 7.2 Applicants who have a disability will be considered no less favourably than others in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

## 8 OVER-SUBSCRIPTION CRITERIA

- 8.1 In administering applications for school places, the Local Authority will apply any requirements of national school admissions legislation and any agreed local processes including the equal preference inter-authority co-ordinated admission schemes for primary and secondary schools.
- 8.2 Where the number of applications is greater than the number of places available, the admission authority must apply its published determined admission policy to all applications to decide which applicants have priority for the places available.

### COMMUNITY PRIMARY SCHOOLS AND PRIMARY ACADEMIES ADOPTING LOCAL AUTHORITY ADMISSION ARRANGEMENTS

Where more applications are received than places available, the following oversubscription criteria will be used to determine the allocation of places.

- 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)**

- 2. Children with a sibling already attending the preferred school and who will still be attending at the time of admission.** (See note b)
- 3. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.** (See note c)

#### Notes

a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority at the point of application.

b. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half and step brothers and sisters as well as fostered and adopted children and those who are considered as being part of the same individual family unit on the basis of a care or residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency). This criterion does not include siblings attending the nursery class in the school.

c. An application can only be considered from one single address. This is the address where the child normally lives. It may be necessary for the Local Authority to carry out checks to confirm addresses are genuine and applicants may be requested to produce documentary evidence of their child's home address, such as Council tax or utility bills or other personally addressed formal correspondence / identification documents.

The address of another relative, friend, childminder or a non-residential business address will not be accepted.

The home to school measurement is a straight-line measurement (“as the crow flies”) using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school.

#### Tie-break

If there are more applicants than places available within criterion 1 or 2, criterion 3 will be used as a “tie-break”. In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births, or siblings within the same family unit as described above, an additional place may be allocated provided there are no significant health and safety risks. In an infant class where to offer an additional place/s would mean exceeding the infant class size limit, this would be agreed as a permitted exception.

Please Note: If false information has been stated on the application form, this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Local Authority Admissions Team of any change in circumstance during the allocation process that may affect their application, for example, a change of address or if a sibling leaves the associated school.

## SECONDARY ACADEMIES ADOPTING THE LOCAL AUTHORITY ADMISSION ARRANGEMENTS

Where more applications are received than places available, the following oversubscription criteria will be used to determine the allocation of places:

- 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)**
- 2. Children with a sibling already attending the preferred school and who will still be attending at the time of admission. (See note b)**
- 3. Children attending a named area partnership primary school. (see note c)**
- 4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)**

### Notes

a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority at the point of application.

b. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half and step brothers and sisters as well as fostered and adopted children and those who are considered as being part of the same individual family unit on the basis of a care or residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).

c.

d. The partnership schools are detailed in the table. This criterion is only used during the annual allocation of year 7 places and will only be considered for applications received as part of the annual co-ordinated application process from the date at which the application process opens to 31 August in the year of admission. This criterion is not relevant to in-year transfer applications.

e. An application can only be considered from one single address. This is the address where the child normally lives. It may be necessary for the Local Authority to carry out checks to confirm addresses are genuine and applicants may be requested to produce documentary evidence of their child's home address, such as Council tax or utility bills or other personally addressed formal correspondence / identification documents.

The address of another relative, friend, childminder or a non-residential business address will not be accepted. The home to school measurement is a straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school.

## Tie-break

If there are more applicants than places available within criterion 1, 2 or 3, criterion 4 will be used as a "tie- break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births, or siblings within the same family unit as described above, an additional place may be allocated provided there are no significant health and safety risks.

Please Note: If false information has been stated on the application form, this may lead to the withdrawal of a school place. Parents/carers are reminded that they have a duty to inform the Local Authority Admissions Team of any change in circumstance during the allocation process that may affect their application, for example, a change of address or if a sibling leaves the associated school.

<sup>1</sup>Partnership Primary Schools are linked to Secondary Academies as follows:-

Kirkby High School (Academy)	The Prescott School (Academy)	Halewood Academy
Eastcroft Park Kirkby CE Millbrook Northwood d Park Brow Ravenscroft Westvale	Evelyn Halsnead Academy Knowsley Village Prescot St Leo's & Southmead St Mary & St Paul CE Whiston Willis Academy	Cronton CE Academy Halewood CE Academy Holy Family Halewood Plantation Yew Tree Academy

- If any of the above schools/academies do not exist in their current form by September 2021, new schools formed by amalgamation or closure would remain in the same group.
- Halewood Holy Family and St Leo's and Southmead are both 'Catholic Primary Schools serving the Community'.



## 9 WAITING LISTS

9.1 Where oversubscription occurs for a particular school/academy for the reception or Year 7 annual intake, a waiting list will be maintained ranked in accordance with the oversubscription criteria. The waiting list is a 'live' document and there is no priority given based on the date an application is received or a child added to the list. Therefore, a child's place on the waiting list may move, up or down, dependent on the movement of other applicants. The waiting list will remain open until the last day of the Autumn term following September entry. Further detail about the operation of the waiting lists during the annual allocation can be found in the co-ordinated primary and secondary schemes.

For in-year applications, waiting lists will be operated through the local coordinated process on an annual basis (school year) for any secondary school where oversubscription occurs. Primary schools administer their own in-year applications and determine on an individual school basis whether or not to maintain a waiting list in respect of in-year applications although the local authority recommend this as good practice.

## 10 APPEALS

- 10.1 Where a school/academy cannot be offered, parents/carers will be advised of the reason for refusal, their right of appeal to an independent appeal panel and how that appeal can be made. Parents/carers can appeal for any school/academy where they have been formally refused a place.
  - 10.2 Parents/carers should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. Appellants would have to evidence that the decision to refuse a place was one which, in the circumstances, no reasonable admission authority would have made, or that their child would have been offered a place if the admission arrangements had been properly implemented.
  - 10.3 Parents/carers who re-apply to the same school/academy within the same school year are not typically entitled to a second appeal unless it is evident that there has been a significant and relevant changes of circumstance relating to the new application. If this is agreed and the admission authority is still unable to offer a place, a new right of appeal will then be appropriate.
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