MOSSPITS LANE PRIMARY SCHOOL

Admissions Policy

Policy title	Admissions policy
Function	For information and guidance about admissions into Mosspits Lane Primary School
Statutory guidance	School Admissions Code School Admissions Appeals Code
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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

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.

Looked after children 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 looked after children 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 school is in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Once offered a place, you will be contacted by school in order to start our school transition process. This will include completing a school specific application form with details required for school records and you will also be required to provide two forms of identification, including details of your address.

Information for new parents is available on our website: https://www.mosspits.com/eyfs-new-entrants-pack

5. Requests for admission outside the normal age group

Applications for in-year transfers
An in-year transfer is when a child moves from one school to another during the academic year because:

- you move house, either within or into Liverpool.
- you want your child to change schools for other reasons.

How to apply

Transferring from one Liverpool school to another Liverpool school

If you wish to move your child from one Liverpool school to another Liverpool school please speak to your child's current school.

They will liaise with the school you are hoping to transfer your child to. You can use Liverpool City Council's search facility to find contact details for schools in Liverpool: https://liverpool.gov.uk/schools-and-learning/school-admissions/in-year-transfers/

New to the city or transferring from another local authority school or independent school

If you are moving to Liverpool or you want to move your child to a Liverpool school from another local authority or independent (private) school, apply online via the link on the City Council's website: https://liverpool.gov.uk/schools-and-learning/school-admissions/in-year-transfers/

You should also follow this process if you have elected to home educate but you now want your child to attend a Liverpool school.

You will need a Citizen Portal account to apply.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in 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.

6.2 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. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

2. Priority will next be given to children on the basis of social or medical need. 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. 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 on **0151 233 3006.**The school requires supporting evidence if you are making an application on the basis of social or medical need.

3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.3 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 Mosspits Lane. 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.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where a parent makes a decision to defer application for a summer-born child to the next academic year, their application must seek permission from the admissions authority (Liverpool City Council) and the schools in which they wish to apply.

The School's Admissions Code 2021 states:

'Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.'

6.5 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.

On entry, our behaviour policy is designed to support all children to succeed and achieve.

6.6 Fair Access Protocol

We participate in Liverpool City Council'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 one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 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 following address:

office@mosspits.com

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

Please refer to section 5, Requests for Admission Outside Normal School Age

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 through the Liverpool City Council's Appeals Form:

https://apps.liverpool.gov.uk/lccforms/forms/school-admission-notice-of-appeals-form

For Community Primary Schools
Information about the appeal process together with appeal forms can be downloaded from Liverpool City Council's website. **www.liverpool.gov.uk/admissions** and can also be obtained by ringing 0151 233 3006.

Please consult this parents' guide to appeals:

https://liverpool.gov.uk/media/1359941/school-admission-appeals-guide-for-parents.pdf

You can find details of the school's appeals timetable on the following webpage:
https://liverpool.gov.uk/schools-and-learning/school-admissions/appeals/

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- You must submit the notice of appeal form by 14th May 2027.
- Appeal hearings to be held in June and July 2027.

Liverpool City Council aims to hold all appeal hearings within 40 school days after the deadline. In some exceptional circumstances we may need to hold hearings after this date. We will give appellants 10 days notice of an appeal hearing date and time.

All appeals will be held remotely via video link with the council's clerking service.

9. Monitoring arrangements

This policy will be reviewed annually to ensure that information provided to parents remains accurate and reflects the admission arrangements determined by Liverpool City Council, which is the admission authority for Mosspits Lane Primary School.