



# Kirkby High School

## Admissions Policy

### 2016/2017

Amending or Replacing previous policy	Yes
Date Adopted	2.4.15
Signature of Chair	<i>Bob Downing</i>
Date of Review	
Signature of Chair on review if unamended	
Date of next review	
Signature of Chair on review if unamended	



**Kirkby High School**  
**Admission arrangements for 2016-2017**

**Admission number: 200**

**Oversubscription criteria**

The Authority will apply any requirements of the agreed Knowsley coordinated admission scheme. Where more applications are received than places available, the oversubscription criteria below will be used. As this is an equal preference scheme, all preferences will be considered against the following criteria:

1. Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority.2 (See footnote and note 1)
2. Children for whom the Local Authority accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)
3. Children with a brother or sister already attending the preferred school and who will still be attending at the time of admission. (See note 3)
4. Children attending named area partnership primary schools.
5. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note 4)

**NOTES**

1. Parents/carers who wish to have their child considered under criterion 1 as a looked after child or a child who was looked after but was then immediately adopted or became subject to a residence or special guardianship order, need to provide evidence of this to the local authority at the point of application.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and explain why the pupil should be admitted. Evidence must be submitted at the point of application. Parents/carers should note the exceptional nature of cases accepted.
3. The brother or sister must be expected to still be on the school roll at the time of admission of the younger child. "Brother or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. Siblings in the sixth form (Y12 and Y13) are not included.
4. Proof of address may be required. A childminder's, other relative's address etc will not be accepted. Where a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the Authority reserves the right to request other proofs as fit the individual circumstances. The Authority carries out straight-line measurements ("as the crow flies") based on an element of the Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

### **Tie-break**

If there are more applicants than places within any one of criteria 1, 2, 3 and 4, criterion 5 will be used as a “tie-breaker”. Where the geographical tie-break does not assist, e.g. due to twins, triplets etc. in the same house, an additional place will be offered. Where more than one applicant lives at the same distance e.g. in a block of flats, random selection will be used to determine the allocation of places.

### **Partnership Primary Schools**

Primary schools linked to Kirkby High School as follows:-

Eastcroft Park

Kirkby CE

Millbrook

Northwood

Park Brow

Ravenscroft

Westvale

### **Brothers and Sisters**

We will include:

Half-brothers and half-sisters;

Stepbrothers and step sisters; and

Foster brothers and foster sisters;

who live at the same address as part of the same family unit.

### **Waiting lists**

Places may become available at a school after the offer date. We will:

- ◆ Put all children who we refuse a place on the waiting list for the school;
- ◆ Keep the list in priority order, decided by the oversubscription criteria for the school only;
- ◆ Offer any place that becomes available to the next child on the waiting list; and
- ◆ Maintain the waiting list until the end of the autumn term.

We cannot take into account the length of time a child’s name has been on the waiting list, only the admission criteria for the school. This means that your child’s position on the list may change if another parent asks to be put on the list and their child has higher priority in the oversubscription criteria.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

### **Stage 1 – request**

Parents make a formal request to the Local Authority School Admissions and Exclusions Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

### **Stage 2 – decision**

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

### **Stage 3 – outcome**

Parents are notified of the decision in writing by the Local Authority School Admissions and Exclusions Team.

### **Request agreed:**

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This

right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

**Request refused:**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.