



**Kirkby High School**

**ADMISSIONS**

**ARRANGEMENTS**

**2018/2019**



**Kirkby High School**  
**Admission arrangements for 2018-2019**

**Admission number: 200**

**OVERSUBSCRIPTION CRITERIA:**

The Admission Authority will apply any requirements of the agreed Knowsley co-ordinated 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. (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 on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Brother or sister" includes half/step brothers and sisters as well as foster and adopted children, provided they live at the same address as part of the same family unit. This criterion does not include cousins/other family relationships.
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 Local 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, multiple births etc. in the same residence, an additional place will be offered. Where 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.

**Please Note:** In line with the Knowsley co-ordinated admissions scheme for secondary schools, proof of date of birth and home address may be requested following the initial allocation of places. If false information has been given, a place may be withdrawn. Parents/carers are reminded that they have a duty to inform the Education Improvement Team (Admissions) of any change in circumstance during the allocation process that may affect their application, for example, a change of address.

## **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.

## **PARTNERSHIP PRIMARY SCHOOLS**

Primary schools are linked to the Kirkby High School as follows:-

- Eastcroft Park
- Kirkby CE
- Millbrook
- Northwood
- Park Brow
- Ravenscroft
- Westvale

## **NOTES**

1. If any of the above schools/academies do not exist in their current form by September 2018, new schools formed by amalgamation or closure would remain in the same group.
2. Any statements with regard to Academies are subject to any decision by that academy once fully constituted.

## **LATE APPLICANTS**

All parents/carers are requested to submit their application forms by the dates indicated. The co-ordinated admission schemes define how late applications are treated.

## **WAITING LISTS**

Where there are more applicants than places for a particular school for the reception or Year 7 annual intake, the Authority will keep a waiting list, as defined in the co-ordinated scheme. The waiting list is a ‘live’ document therefore a pupil’s place on the waiting list may vary, up or down, as the situation changes. The waiting list will close on the last day of the Autumn term following the September entry.

Parents/carers who wish to continue to pursue their application after the formal

closure of the annual waiting lists will be required to re-apply in accordance with in-year transfer procedures.

### **APPEALS**

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to follow parents/carers stated preferences. Where a school/academy cannot be offered, parents/carers will be told of their right of appeal to an independent appeal panel. Parents/carers can appeal for any school/academy where they have been formally refused a place. These panels are organised by the Democratic Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code 2014.

Second appeals will not normally be heard within the same academic year unless there has been a significant and relevant change of circumstances accepted by the Executive Director (Children), no matter which scheme an application is submitted under.

### **RE-APPLICATIONS**

Parents/carers who re-apply to the same school/academy within the same school year are not entitled to a second appeal unless the Executive Director (Children) accepts there have been significant and relevant changes of circumstance relating to the new application. If this is agreed and the Authority is still unable to offer a place, a new right of appeal will then be appropriate.

### **IN-YEAR TRANSFERS BETWEEN LOCAL SCHOOLS**

Details of the local processes and procedures agreed for Knowsley Academies and the Knowsley Fair Access Protocol will be published separately.

Please note: Pupils without a school place normally have priority over those seeking a transfer.

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

Admission arrangements and timetables for Knowsley academies will be as stated in the agreed Knowsley schemes for co-ordinated admission arrangements for 2018/19.

The Secondary Co-ordinated Admissions Scheme includes a national closing date for applications of 31 October 2017. The national allocation date is 1 March 2018 or the first working day thereafter.

Full details of the schemes are available in separate documents.

## **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. Please go to the Knowsley website to access the appeals

procedure <http://www.knowsley.gov.uk/residents/education-and-schools/school-admission-appeals-timetable-2015>

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.