



**Kirkby High School**

**ADMISSIONS**

**ARRANGEMENTS**

**2022/2023**



**Kirkby High School**  
**Admission arrangements for 2022-2023**

**Admission number: 200**

Kirkby High School have adopted Knowsley Council's admission policy (oversubscription criteria) detailed below in partnership with the Local Authority and have also agreed to follow Knowsley Local Authority's co-ordinated scheme for admission to secondary schools. Visit the Knowsley Admissions website: <https://www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-school-place/annual-school-admission-procedures>

**OVERSUBSCRIPTION CRITERIA:**

If there are more applicants requesting places than the number of places available in a particular school, this is known as being oversubscribed.

The 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. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or 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 one of the named area partnership primary schools of Eastcroft Park, Kirkby CE, Millbrook, Northwood, Park Brow, Ravenscroft, Westvale. (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. 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.
- d. 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 Education Improvement Team (Admissions) 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.**

## **PARTNERSHIP PRIMARY SCHOOLS**

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

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

## **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 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.

## **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 due to oversubscription, 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.

Independent appeal panels are administered by the Committee Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code 2014.

## **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.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

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.

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.

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