



# Kirkby High School

**POLICY NAME:** Admission Arrangements 2024-2025

**ADOPTED:** Autumn 2023

**REVIEW PERIOD:** to be reviewed annually

A handwritten signature in blue ink, which appears to read "D. Henney". The signature is written in a cursive style with a long, sweeping tail on the final letter.

**SIGNATURE:** \_\_\_\_\_

Chair of Governors



**Kirkby High School**  
**Admission arrangements for 2024-2025**

**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: [Annual School Admission Consultation | Knowsley Council](#)

**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 stepbrothers 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 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.

## **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 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 coordinated primary and secondary schemes.

For in-year applications, waiting lists will be operated through the local coordinated process on an annual basis (school year) where oversubscription occurs.

## **APPEALS**

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, where it is proven that the school would have to take qualifying measures in order for another child to be admitted, this 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.

## **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**

In-year admission arrangements are agreed at local level and apply to applications for Knowsley schools only. In-year applications are coordinated by the local authority. Details of the process for in-year applications to secondary schools, including the operation of the Knowsley Fair Access Protocol are published separately.

In the event of oversubscription occurring in the consideration of in-year applications for any year group 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.

## **ADMISSION OF CHILDREN OUTSIDE THE TYPICAL AGE RANGE**

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 11th birthday on or between 1 September 2023 and 31 August 2024 will move to secondary school at the beginning of the Autumn term in September 2024.

Parents/carers may seek a place for their child outside of the normal age group if they believe it is appropriate. Parents/carers should submit information/evidence to support their request which will then be considered by the relevant 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 2023 to allow adequate time for the request to be considered and responded to.

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.

If the request for admission outside of the normal age range is refused, a reason/s for the decision will be provided. There is no statutory right of appeal against the decision to refuse a request for admission outside of the age range, but applicants can follow a complaints procedure if they feel necessary.

