



POLICY NAME: Admission
Arrangements 2025-2026

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REVIEWER: Deputy Headteacher



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Kirkby High School
Admission arrangements for 2025-2026

Admission number: 200

Kirkby High School has adopted Knowsley Council's admission arrangements (including 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: [Apply for a school | Knowsley Council](#)

Admission arrangements are the overall procedures, practices, criteria, and supplementary information used by the admission authority in deciding the allocation of school places.

The admission arrangements detailed in this document are subject to any requirements of the Knowsley co-ordinated secondary admission scheme and any statutory requirements and revisions of the national School Admissions Code.

Admission to year 7 of secondary school 2025/26

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 eleventh birthday on or between 1 September 2024 and 31 August 2025 will move to secondary school at the beginning of the Autumn term in September 2025.

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 be considered by the admission authority of the academy on an individual basis. The views of the Headteacher must be considered and will be a strong factor in determining whether admission outside of the normal year group is agreed. Requests for admission to year 7 of secondary education outside of the typical age range should be made by or in advance of the closing date for the typical year of entry to allow adequate time for the request to be considered and responded to. Therefore, if a child has been taught below the normal age group during primary school (for example as a result of summer born deferment) and wishes to transfer to year 7 in September 2026, the parent/carer is advised to make their request for admission to year 7 outside of the normal age range by 31 October 2024, as this would be the application deadline for the normal year of entry.

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 the normal age range, but applicants can follow a complaints procedure with the admission authority if they feel necessary.

Where admission outside of the normal age range is agreed, the parent/carer is required to apply during the formal application period for that relevant year and 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 school following the application of the oversubscription policy, the parent/carer retains a right of appeal against non-admission to an independent panel.

The annual allocation of year 7 places is a national inter-authority equal preference coordinated process. Knowsley Local Authority determines a scheme which details the coordinated arrangements and timetables which all schools/academies in the Knowsley Local Authority area adopt. The secondary coordinated admissions scheme includes an annual national closing date for applications of 31 October. The annual national offer date is 1 March (or next working day).

In-year admissions are the result of applications made for school places outside of the typical point of entry. In the secondary sector this is applications for years 8 to 11 or for year 7 places after annual coordination has ended. In-year admission arrangements are agreed at local level and apply to applications for Knowsley schools only (the process is not inter-authority coordinated). In-year applications for Knowsley secondary schools are coordinated by the local authority. 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. Applicants should note that criterion 3 (*partnership primary schools*) of the oversubscription criteria does not apply in the consideration of in-year applications.

The published admission number for Kirkby High School for 2025/26 is determined as 200 (PAN).

The Published Admission Number (PAN) is the number of places available for the relevant year of admission. The Admission Authority will allocate all places available within the PAN without restriction. The Admission Authority will not typically offer places more than the PAN for the relevant year once it has been reached, unless it is permissible to do so within national school admissions legislation or the admission authority finds it is able to accommodate additional children without prejudice to efficient education and efficient use of resources.

Where a pupil has an Education, Health and Care Plan (EHCP) that names the school as the appropriate provision, the child must be admitted. Where such pupils are known about at the time of the annual allocation procedures for admission to year 7 classes, they will be placed in the named school within the PAN, with priority over all others. For placements outside the normal admissions round, a place will normally be provided as an excepted pupil even if the cohort has already reached its usual admission/operational limit.

Applicants who have a disability will be considered no less favourably than others in the allocation of places. Reasonable adjustments will be made to ensure that pupils are not at a substantial disadvantage.

In administering applications for school places, the admission authority will apply any requirements of national school admissions legislation and any agreed local processes, including the equal preference inter-authority co-ordinated admission schemes for secondary schools.

Oversubscription criteria

Where more applications are received than places available, the following oversubscription criteria will be used to determine the allocation of places:

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a 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 a named area partnership primary school Primary schools are linked to the Kirkby High School as follows:-
 - Eastcroft Park
 - Kirkby CE
 - Millbrook
 - Northwood
 - Park Brow
 - Ravenscroft
 - Westvale
4. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note d)

Note 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).

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 under criterion 1 must provide documentary evidence of the relevant status at the point of application.

Note 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. This criterion does not include

siblings in year 11 at the time of application who will have left the school at the point of admission of the applicant child.

“Sibling” is defined as full biological siblings and half and stepbrothers and sisters as well as adopted and fostered children and those who are considered as being part of the same individual family unit because of a care or residency arrangement.

In all cases, the “siblings” must be resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).

Note 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.

Note 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 radial 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 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.

Waiting lists

Where oversubscription occurs for the 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 secondary scheme.

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

Appeals

Where a place cannot be offered as a result of a formal application being made, 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 who re-apply within the same school year are not typically entitled to a second appeal unless it is evident that there have 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.