



Metropolitan Borough of Knowsley  
Education Improvement Team

2024/25 school admission arrangements for community primary schools,  
primary academies adopting the local authority admission arrangements and  
secondary academies adopting the local authority admission arrangements

## Context

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

1.2 Knowsley Local Authority is the admission authority for all community primary schools within the authority area. The Local Authority is thus responsible for setting and applying the admission arrangements for the following community primary schools:

Eastcroft Park	Evelyn	Knowsley Village
Malvern	Millbrook	Northwood
Park Brow	Plantation	Prescot
Ravenscroft	Roby Park	Stockbridge Village
Westvale		

1.3 Individual Academy Trusts are the admission authority for their associated academy schools. Knowsley Local Authority work collaboratively with Academy Trusts who operate in the Knowsley area. The following Academy Trusts have agreed to adopt the admission arrangements of Knowsley local authority for the stated associated schools:

Multi Academy Trust	Primary Academy	Secondary Academy
Dean Trust	Blacklow Brow Park View	N/A
Heath Family Trust	Halsnead	The Prescot School
Rowan Learning Trust	N/A	Kirkby High School
Vantage Trust	Knowsley Lane Willow Tree	N/A
Wade Deacon Trust	Sylvester Whiston Willis Yew Tree	Halewood Academy

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

## 2 Admission to reception class 2024/25

2.1 The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

Child's 5 <sup>th</sup> birthday	Term of admission
1 April to 31 August	following Autumn (September)
1 September to 31 December	following Spring (January)
1 January to 31 March	following Summer (April)

2.2 In Knowsley, children are admitted to reception classes at the beginning of the school year in which they have their fifth birthday. This means children who have their fifth birthday on or between 1 September 2024 and 31 August 2025 can take up a full-time reception class place from the beginning of the Autumn term in September 2024.

2.3 Parents/carers can request for a child who has not yet reached compulsory school age to take up the place offered later in the year (delayed admission) or to attend on a part-time basis until they reach compulsory school age. Parents/carers should make the request for either option directly to the Headteacher of the school where a place has been confirmed as allocated as such arrangements are undertaken at school level and should be in the educational interest of the child. In instances where delayed or part-time attendance is agreed, any place allocated through the normal admissions process is reserved and is not available for another child. Dependent on when the child reaches compulsory school age, admission can be delayed for one or two terms. However, any place offered during the annual allocation process will not be kept until the following school year. If the place is not taken up by the beginning of the summer term of the school year for which it was allocated, it is withdrawn (and can be made available for another child). The parent/carer would then have to reapply for admission into year 1 through the in-year admission process (whether a place can be offered would depend on availability within the year group at this time). Part-time attendance is not possible beyond the point at which the child reaches compulsory school age.

2.4 Parents/carers of summer born children (those born between 1 April and 31 August) can choose not to send their child to full-time education until the September following their fifth birthday. This would typically mean the child would join year 1 having not attended for the reception year and a place would be dependent on availability within the year group (*parents/carers would apply for a year 1 place under in-year admission procedures*).

2.5 Full year deferment for summer born children can also be requested (i.e., for the child to be admitted out of their normal age cohort and join a reception class a year later than they typically would). If this request is agreed to be in the best interests of the child, the child would start reception class one year later with a younger cohort of children. Parents/carers are asked to submit information/evidence to support their request which will be considered by the relevant admission authority of the school on

an individual school basis. The views of the Headteacher of the school/s requested must be considered and will be a strong factor in determining whether full year deferment is agreed. Requests for full year deferment to reception class should be received by 15 January 2024 to allow adequate time for the request to be considered and responded to.

- 2.6 If deferment 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 full year deferment, but applicants can follow a complaints procedure if they feel necessary.
- 2.7 Where full year deferment is agreed by one or more schools of parental preference, the application is still subject to consideration under admission arrangements for the relevant year - the process is a right to defer 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 a school of preference following the application of the oversubscription policy, the parent/carer retains a right of appeal against non-admission to an independent panel. Parents/carers may subsequently seek a deferred place at another school but will need to seek agreement from the admission authority of that school to the deferred entry request.
- 2.8 Children who attend the nursery class of a community primary school or primary academy adopting these arrangements **do not** have any additional priority for a place in the reception class of the school/academy. Applications must be made in the normal way and the admission arrangements will be applied as stated.

### 3 Admission to year 7 of secondary school 2024/25

- 3.1 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 2023 and 31 August 2024 will move to secondary school at the beginning of the Autumn term in September 2024.
- 3.2 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 relevant 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 received by 31 October 2023 to allow adequate time for the request to be considered and responded to.
- 3.3 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 if they feel necessary.

3.4 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 against non-admission to an independent panel. Parents/carers may subsequently seek admission to another school with places available outside of the normal age range but will need to seek agreement from the admission authority of that school to the request.

#### 4 Coordinated admission arrangements and timetables

4.1 The annual allocation of reception class and 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 coordinated schemes for 2024/25 are available as separate documents.

4.2 The primary coordinated admission scheme includes an annual national closing date for applications of 15 January. The annual national offer date is 16 April. The secondary coordinated admissions scheme includes an annual national closing date for applications of 31 October. The annual national offer date is 1 March. Where a national offer date falls on a weekend or bank holiday, it is adjusted to be the next working day after the typical date.

#### 5 In-year admissions

5.1 In-year admissions are the result of applications made for school places outside of the typical points of entry. In the primary sector this is applications for years 1 to 6 or for reception class places after annual coordination has ended. In the secondary sector this is applications for years 8 to 11 or for year 7 places after annual coordination has ended.

5.2 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 primary schools are administered at school level. In-year applications for Knowsley secondary schools are coordinated by the local authority. Details of the process for in-year applications, including the operation of the Knowsley Fair Access Protocol are published separately.

5.3 In the event of oversubscription occurring in the consideration of in-year applications for any year group in a community primary school or a primary or secondary academy adopting the LA arrangements, 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.

## 6 Admission limits and class sizes

- 6.1 Every school/academy has a Published Admission Number (PAN). The PAN is the number of places available for the relevant year of admission. The Admission Authority will allocate all places available within the PAN and will not restrict admission. 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.
- 6.2 The Local Authority is responsible for setting the admission number for entry to reception class in Knowsley community primary schools for the 2024/25 school year. The admission numbers proposed by the Local Authority for each school can be found at the appendix of these admission arrangements.
- 6.3 Each Academy Trust is responsible for setting the admission number for their associated schools. The proposed admission numbers for primary and secondary academies who adopt the local authority admission arrangements can also be found at appendix A.
- 6.4 In addition to regulations in respect of measured teaching space capacity, the School Standards and Framework Act 1998 requires that infant classes (reception and key stage 1) contain no more than 30 pupils where there is one qualified teacher. Schools are required to organise infant classes in such a way to ensure that they are compliant with this requirement. Additional children may only be admitted to infant classes that already have 30 children without the addition of a second qualified teacher in limited exceptional circumstances as described in national school admissions legislation.

## 7 Special Educational Needs and Disability (SEND)

- 7.1 Where a pupil has an Education, Health and Care Plan (EHCP) that names an individual 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 reception classes and year 7, 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 the cohort has already reached its usual operational limit, this includes infant classes as pupils with an EHCP that names the school are a permitted exception to infant class size restrictions.
- 7.2 Applicants who have a disability will be considered no less favourably than others in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

## 8 Oversubscription criteria

- 8.1 In administering applications for school places, the Local Authority/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 primary and secondary schools.
- 8.2 Where the number of applications is greater than the number of places available within any school/academy, the admission authority must apply the oversubscription criteria from the admission arrangements to all applications to determine which applicants have priority for the places available.

### Oversubscription criteria for community primary schools and primary academies adopting Local Authority admission arrangements

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. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note c)

#### 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 attending the nursery class in the school or those in year 6 at the time of application and 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 on the basis 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

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 admission 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 or 2, criterion 3 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. In an infant class where to offer an additional place/s would mean exceeding the infant class size limit, this would be agreed as a permitted exception.

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/admission 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.



## Oversubscription criteria for Secondary academies adopting Local Authority admission arrangements

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. (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)

### 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 and 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 on the basis 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.

Partnership Primary Schools are linked to Secondary Academies as follows:

Secondary Academy	Primary Partnership Schools
Kirkby High School (Academy)	Eastcroft Park, Kirkby CE, Millbrook, Northwood, Park Brow, Ravenscroft, Westvale
The Prescott School (Academy)	Evelyn, Halsnead Academy, Knowsley Village, Prescott St Leo's & Southmead, St Mary & St Paul CE, Whiston Willis
Halewood Academy	Cronton CE, Halewood CE, Halewood Holy Family, Plantation, Yew Tree

*If any of the above schools/academies do not exist in their current form by September 2023, new schools formed by amalgamation or closure would remain in the same group.*

*Halewood Holy Family and St Leo's and Southmead are both 'Catholic Primary Schools serving the Community'.*

#### 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 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.

## 9 Waiting lists

- 9.1 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 coordinated primary and secondary schemes.
- 9.2 For in-year applications, waiting lists will be operated on an annual basis (school year) where oversubscription occurs.

## 10 Appeals

- 10.1 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 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 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.

## Appendix

### Planned Admission Numbers (PAN) for school year 2024/25

Community Primary School	Planned Admission Number 2024/25
Eastcroft Park Primary School	30
Evelyn Primary School	35
Knowsley Village Primary School	30
Malvern Primary School	60
Millbrook Primary School	40
Northwood Primary School	60
Park Brow Primary School	60
Plantation Primary School	90
Prescot Primary School	60
Ravenscroft Primary School	30
Roby Park Primary School	30
Stockbridge Village Primary School	30
Westvale Primary School	45

*Note: following determination, the Local Authority has confirmed an increase to the admission number of Westvale Primary School from 30 to 45 – this is a variation to the arrangements that were originally published.*

Primary Academy	Planned Admission Number 2024/25
Blacklow Brow Academy ( <i>Dean Trust</i> )	30
Halsnead Academy ( <i>The Heath Family Trust</i> )	60
Knowsley Lane Academy ( <i>Vantage Trust</i> )	60
Park View Academy ( <i>Dean Trust</i> )	60
Sylvester Academy ( <i>Wade Deacon Trust</i> )	60
Whiston Willis Academy ( <i>Wade Deacon Trust</i> )	60
Willow Tree Academy ( <i>Vantage Trust</i> )	30
Yew Tree Academy ( <i>Wade Deacon Trust</i> )	30

*Note: an increase to the PAN in Sylvester Academy and Whiston Willis Academy has been confirmed by the Wade Deacon Trust*

Secondary Academy	Planned Admission Number 2024/25
Halewood Academy ( <i>Wade Deacon Trust</i> )	240
Kirkby High School ( <i>Rowan Learning Trust</i> )	200
The Prescot School ( <i>The Heath Family Trust</i> )	210