

Metropolitan Borough of Knowsley  
Education Improvement Team

Determined school admission arrangements for Knowsley community primary schools\*

*\*The Local Authority is the admission authority of each Knowsley community primary school named in this document. Where a primary or secondary academy is named in this document, the admission authority of the academy (the academy trust or their delegated body) have determined and follow the same admission arrangements.*

## Context

- 1.1 Admission arrangements are the practices, criteria, and supplementary information used by the admission authority to decide the allocation of school places.
- 1.2 Knowsley Local Authority is the admission authority for community primary schools within the Local Authority area. The Local Authority is responsible for determining and applying the admission arrangements for the following community primary schools:

|                     |             |                  |
|---------------------|-------------|------------------|
| Eastcroft Park      | Evelyn      | Knowsley Village |
| Malvern             | Millbrook   | Northwood        |
| Park Brow           | 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 and the table below details those Academy Trusts who also follow these admission arrangements for the stated associated schools. The Local Authority will apply the oversubscription criteria detailed in these arrangements on behalf of the admission authority of these academies during the annual allocation of places for the relevant year.

| Multi Academy Trust  | Primary Academy              | Secondary Academy   |
|----------------------|------------------------------|---------------------|
| Dean Trust           | Blacklow Brow<br>Park View   | N/A                 |
| Heath Family Trust   | Halsnead                     | The Prescott School |
| Rowan Learning Trust | Plantation<br>Prescot        | Kirkby High School  |
| Vantage Trust        | Knowsley Lane<br>Willow Tree | N/A                 |

- 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 and associated regulations.

- 2 Coordinated admission arrangements and timetables for admission to the relevant years (reception and year 7)
  - 2.1 The annual allocation of reception 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 2027/28 are published as separate documents.
  - 2.2 The primary coordinated admission scheme includes an annual national closing date for applications of 15 January. The annual national offer date is 16 April (or next working day). 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).
- 3 Admission numbers and class sizes
  - 3.1 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 without restriction. The Admission Authority will not typically offer places beyond PAN, 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.
  - 3.2 The Local Authority is responsible for determining the admission number for entry to reception class in Knowsley community primary schools for the 2027/28 school year. The admission numbers proposed by the Local Authority for each school can be found at the appendix of these admission arrangements.
  - 3.3 Each Academy Trust is responsible for determining the admission number for their associated academies. The proposed admission numbers for primary and secondary academies who adopt the local authority admission arrangements can also be found at appendix A.
  - 3.4 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 prescribed circumstances, as described in national school admissions legislation.

4. Special Educational Needs and Disability (SEND)
  - 4.1 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 identified at the time of the annual allocation procedures for reception classes and year 7, they will be placed in the named school within the PAN and in advance of all other applicants. Outside the normal admissions round, a place will be provided for any child who has the school named in their Education Health and Care Plan (this can be as an excepted pupil if the cohort has already reached its admission limit).
  - 4.2 Applicants who have a disability will be considered no less favourably than others in the allocation of places. Schools will make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.
- 5 Oversubscription criteria
  - 5.1 In considering applications for school places, the admission authority will comply with any requirements of national school admissions legislation and any agreed local processes.
  - 5.2 Where the number of applications naming preference for a school is equal to or less than the determined PAN, places will be offered to all applicants. Where the number of applications naming preference for a school exceeds the number of places available, oversubscription criteria will be applied to all applications to determine which children have priority for the places available.
  - 5.3 If incorrect or false information has been provided on the application, this may result in the offer of a school place being withdrawn. Parents/carers have a duty to inform the 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 community primary schools and named primary academies adopting Local Authority admission arrangements

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 registered at the school, and who is expected to still be registered at the time of admission. (See note b)
3. Distance from the child's home to school measured in a straight line (radial). Those measured as living closest to 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 time of application.

#### Note b

The sibling must be on the main registration of the school at the time of allocation and expected to remain on roll at the time of the applicant child's admission. This criterion does not include siblings who are currently or will be attending the nursery class in the school, or those in year 6 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 step siblings, as well as adopted and fostered children and those who are considered as being part of the same individual family unit because of the stipulations of a care or residency arrangement.

In all cases, the "sibling" must be resident at the same address as the applicant child on a full-time basis or, in cases where care is shared, for most of the school week (evidenced by a care arrangements order).

#### Note c

An application can only be considered from one single address. This is the address where the child lives on a full-time basis or, in cases where care is shared, for most of the school week. It may be necessary for the admission authority to carry out checks to confirm addresses are genuine; applicants may be requested to produce documentary evidence of the application address, such as Council Tax, tenancy arrangements 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 distance measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the national grid co-ordinates of the application address and the school address. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles measured to three decimal places.

#### Tie-break

If there are more applicants than places available within criterion 1 or 2, criterion 3 (home to school distance) 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, random selection will be used to determine the allocation of places. This will be undertaken using a facility within the allocation software utilised by the local authority.

In the case of a tie-break situation occurring between applications made for siblings who are of multiple birth, and where one sibling has secured the final place in the school, an additional place/s can be allocated if there are no significant breaches to health and safety risk. Where to offer an additional place/s in this circumstance would exceed infant class size limit, this would be agreed as a permitted exception under the provisions of The School Admission Code (reference 2.16g).

Please note: Children who attend a nursery class **do not** have any additional priority for a place in the reception class of the school.

Oversubscription criteria for Secondary academies adopting Local Authority admission arrangements

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 registered at the school, and who is expected to still be registered 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 (radial). Those measured as living closest to 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 time of application.

Note b

The sibling must be on the main registration of the school at the time of allocation and expected to remain on roll at the time of the applicant child's admission. This criterion does not include siblings who are currently or will be attending the nursery class in the school, or those in year 6 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 step siblings, as well as adopted and fostered children and those who are considered as being part of the same individual family unit because of the stipulations of a care or residency arrangement. In all cases, the "sibling" must be resident at the same address as the applicant child on a full-time basis or, in cases where care is shared, for most of the school week (evidenced by a care arrangements order).

#### Note c

This criterion is only used for applications received as part of the annual co-ordinated application process for year 7 places. This criterion is not relevant to in-year admission 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, Knowsley Village, Prescott<br>St Leo's & Southmead, St Mary & St Paul CE, Whiston Willis |

*St Leo's and Southmead is a 'Catholic Primary School serving the Community'.*

#### Note d

An application can only be considered from one single address. This is the address where the child lives on a full-time basis or, in cases where care is shared, for most of the school week. It may be necessary for the admission authority to carry out checks to confirm addresses are genuine; applicants may be requested to produce documentary evidence of the application address, such as Council Tax, tenancy arrangements 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 distance measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the national grid co-ordinates of the application address and the school address. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles measured to three decimal places.

#### Tie-break

If there are more applicants than places available within criterion 1, 2 or 3, criterion 4 (home to school distance) 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,

random selection will be used to determine the allocation of places. This will be undertaken using a facility within the allocation software utilised by the local authority.

In the case of a tie-break situation occurring between applications made for siblings who are of multiple birth, and where one sibling has secured the final place in the school, an additional place/s can be allocated if there are no significant breaches to health and safety risk.

## 6 Waiting lists

- 6.1 Where oversubscription occurs, a waiting list will be maintained and ranked in accordance with the oversubscription criteria. There is no priority on the waiting list based on the date an application is received/child added to the list. The waiting list is 'live', therefore, a child's place on the waiting list is subject to change – moving up or down the list - dependent on the status of other applicants.
- 6.2 The waiting list for the annual allocation of places to the relevant year will remain open until 31 December following September entry.
- 6.3 For in-year applications, waiting lists will be operated in the same way as stated at 6.1 and will close on an annual basis at the end of the school year (not later than 31 July).

## 7 Appeals

- 7.1 Where a place cannot be offered, parents/carers will be informed of the reason for refusal, their right to appeal against the refusal to an independent appeal panel and how that appeal can be made.
- 7.2 Parents/carers should be aware that legislation limits infant class sizes to 30 pupils per qualified teacher and, where it is proven that the school would have to take qualifying measures should another child 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 an error had occurred in the allocation process and their child would have been offered a place if the admission arrangements had been properly implemented.
- 7.3 Parents/carers who re-apply within the same school year are not entitled to a second appeal, unless it is evident there has been significant and relevant change of circumstance relating to the applicant child or the school since the first appeal was heard. Parents/carers who wish to request a second appeal must make this request in writing to the admission authority detailing the change of circumstance. Where the admission authority agree there has been a change of circumstance, but are still unable to offer a place, a further right of appeal will then be appropriate.

## 8 In-year admissions

- 8.1 In-year admissions are the result of applications made for school places outside of the typical points of entry. In the primary sector, these are applications for years 1 to 6, or for places in reception class after annual coordination has ended. In the secondary sector, these are applications for years 8 to 11, or for year 7 places after annual coordination has ended.
- 8.2 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. Applicants should note that criterion 3 of the oversubscription criteria for secondary academies (*partnership primary schools*) does not apply in the consideration of in-year applications.
- 8.3 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.

## 9 Delayed and part-time admission to reception class

- 9.1 The Secretary of State for Education and Skills defined compulsory school age under the provisions of the Education Act 1996 as being the beginning of the school term following the child's fifth birthday.
- 9.2 All children are entitled to a full-time place in a reception class from the September following their fourth birthday (i.e. from the beginning of the school year during which they will turn five). If parents wish, admission can be deferred until later in the school year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Children can also attend on a part-time basis, but not beyond the point at which they reach compulsory school age.
- 9.3 Following application and offer of a place, parents/carers who wish for their child's admission to be delayed until a later point in the school year, or to be on a part-time basis, should inform the Headteacher of the school where a place has been offered directly. Where delayed admission and/or part-time attendance is confirmed, any place allocated through the normal admissions process is reserved until the agreed point in the school year when the child takes up full-time attendance and is, therefore, not available for another child. However, any place offered during the annual allocation

process will not be kept until the following school year. If the child is not registered in attendance by the beginning of the summer term of the school year for which it was allocated, it is withdrawn (and can subsequently be made available for another child). The parent/carer would then have to reapply for admission to 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*).

- 9.4 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 they are compulsory school age (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*).

## 10 Admission outside the normal age group

- 10.1 Parents/carers of summer born children who choose not to send their child to school until they reach compulsory school age can request admission out of the normal age group, to a reception class rather than year 1. Requests for admission out of age group can also be made for other points of entry such as transfer from primary school to year 7 or for in-year admission.
- 10.2 Requests for out of age group admission to a reception class should be made to the admission authority by the closing date for applications for the child's typical year of entry (15 January) to ensure the applicant has a decision before national offer day and are not restricted in the option for their child to be considered for a place in the typical year of entry. Requests received after this date will be considered and a decision given as soon as possible.
- 10.3 Requests for admission to year 7 of secondary education outside of the normal age group should be made to the admission authority by the closing date for the typical year of entry (31 October 2025) to ensure the applicant has a decision before national offer day and are not restricted in the option for their child to be considered for a place in the typical year of entry. Therefore, if a child has been taught outside the normal age group during primary school (for example a summer born child who was admitted to reception class outside their normal age group) and wishes to transfer to year 7 with the cohort they are currently educated within, the parent/carer should make their request by the closing date for what would be the normal year of entry. Requests received after this date will be considered and a decision given as soon as possible.
- 10.4 Requests for admission outside the normal age group for in-year admission should be made to the admission authority at the time of application and will be considered by the admission authority as part of the processing of the application with a decision given within 15 school days.

- 10.5 Any request will be considered by the admission authority in accordance with the requirements of the School Admission Code; this means the views of the parent, the views of the headteacher of the school requested and any other information about the child's academic, social and emotional development and, where relevant, their medical history, will be taken into account to take a decision, in the best interests of the child, about which year group the admission authority would admit them to.
- 10.6 For community primary schools in Knowsley, for whom the LA is the admission authority, a panel of education professionals from within the LA will be appointed to take a decision following consultation with the Headteacher of the individual school/s requested.
- 10.7 Where an application for admission out of age range is agreed and relates to application for a relevant year (reception or year 7 transfer), the application remains subject to consideration under co-ordinated admission arrangements for the relevant year. There is no guarantee of a place in the school of preference, or any additional priority for a place in the event of oversubscription on this basis. If a place is not subsequently allocated at a school of preference following the application of the oversubscription policy, the applicant retains a right of appeal against non-admission to an independent panel.
- 10.8 Where an application for admission out of the normal age group is refused, reason/s for the decision will be provided. There is no statutory right of appeal against the decision to refuse a request for admission out of age group, but applicants can follow a complaints procedure with the admission authority to make representations if they feel necessary.

## Appendix

### Published Admission Numbers - school year 2027/28

| Community Primary School           | Published Admission Number 2027/28 |
|------------------------------------|------------------------------------|
| Eastcroft Park Primary School      | 30                                 |
| Evelyn Primary School              | 35                                 |
| Knowsley Village Primary School    | 30                                 |
| Malvern Primary School             | 60                                 |
| Millbrook Primary School           | 45                                 |
| Northwood Primary School           | 60                                 |
| Park Brow Primary School           | 60                                 |
| Ravenscroft Primary School         | 30                                 |
| Roby Park Primary School           | 30                                 |
| Stockbridge Village Primary School | 30                                 |
| Westvale Primary School            | 45                                 |

| Primary Academy                                    | Published Admission Number 2027/28 |
|----------------------------------------------------|------------------------------------|
| 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                                 |
| Plantation Academy ( <i>Rowan Learning Trust</i> ) | 75                                 |
| Prescot Academy ( <i>Rowan Learning Trust</i> )    | 60                                 |
| Willow Tree Academy ( <i>Vantage Trust</i> )       | 30                                 |

| Secondary Academy                                    | Published Admission Number 2027/28 |
|------------------------------------------------------|------------------------------------|
| Kirkby High School ( <i>Rowan Learning Trust</i> )   | 200                                |
| The Prescot School ( <i>The Heath Family Trust</i> ) | 210                                |