

## Admissions Policy

At Monksdown Primary School we follow the local authority admissions procedure.

Foundation classes admissions can be submitted to the Liverpool City Council Primary Admissions website to be found at <https://liverpool.gov.uk/schools-and-learning/school-admissions/how-to-apply/> . This site can also be used for secondary school applications for year 6 children.

In Liverpool most children start full-time infant education in the September following their 4<sup>th</sup> birthday. Parents can defer admission until later in the academic year, but not until the start of the next academic year. A child must attend full-time education in school from the beginning of term following her / his fifth birthday.

If the school is under-subscribed all applicants will be admitted.

**The Government's infant class size** legislation limits the number of pupils in infant classes (Reception Class, Year 1 and Year 2) **to 30 pupils per class**. The governors of **Monksdown Primary School have to follow this legislation** when allocating places in the school.

Following consultation with the Local Authority children with a Statement of Special Educational Need which names Monksdown Primary School will be admitted, assuming the school can meet the needs of the child.

A request for a place **does not guarantee admission** if the school is over-subscribed.

Where requests for places exceed the admission number, children will be allocated places in the following priority order:

### **Priority 1**

Children in the care of the Local Authority (looked after children).

### **Priority 2**

Children or families with exceptional medical / social needs. (See Definitions for Admissions)

Applicants wishing to be considered under this criterion should submit documentary evidence to the school by the closing date for receipt of the Preference Form. The governors will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. If your circumstances change after the closing date or you require further advice or assistance please contact the school.

### Priority 3

Children who will have a brother or sister in the school when they are due to start school.

### Priority 4

All other applicants whose parents have expressed a preference for the school.

If there are more applicants for places than there are places available in Priorities 1 to 4 distances from the child's permanent home address to the school will be used to decide which children are admitted. The distance will be measured over the shortest suitable walking route between home and school using the City Council's computerised measuring system. Those children living nearest to the school will be given preference. If the school is oversubscribed parents will be required to provide proof of address e.g. council tax bill, utility bill, tenancy agreement, exchange of contracts if the property has recently been purchased.

If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

Parents and carers should be aware that applications to Reception classes in previous years has exceeded the number of available places. **A place in our nursery is no guarantee of a place in the Reception class.**

## In Year Applications Admissions Policy

In-year admissions for Reception is managed by Liverpool City Council Primary Admissions but school is responsible for in-year transfers for pupils from Year 1-6

The school welcomes all parents who wish to tour the school or make enquiries about places, however waiting lists operate for some year groups. As a two form entry school we have 60 children per year group, demand for some year groups is competitive. In Autumn Term 2016 we welcomed 90 children to our Reception class due to local authority authorizing a 'bulge year'.

For further information please phone or call in to the school office, we are happy to help. Please e-mail the school on [monksdown-ao@monksdown.liverpool.sch.uk](mailto:monksdown-ao@monksdown.liverpool.sch.uk) if you have any queries.

Once children have been offered a place at Monksdown the families will be invited to complete admissions paperwork and discuss their child's needs at the school.

The governors agree to follow the admission arrangements determined by Liverpool Local Authority. The school will admit children up to the school's admission number in the reception to 6 year groups.

Parents who move into the area and apply for a primary school are not guaranteed a place if the year group is oversubscribed.

If the school receives more applications for places than the school has places available in the year group, places will be allocated as for above admissions priority order:

### **Important Notes**

- The waiting lists will be drawn up in accordance with the admission policy. This will be operated until the end of the academic year.
- The issue of a statement of Special Educational Needs may override the offer of a school place under the school's admission policy or may result in the withdrawal of the offer of a school place. This is because the school may not be able to manage the child's individual needs. Parents will be consulted about a school placement via the statement procedure.
- Your child has to be in full education from the start of the term following their 5<sup>th</sup> birthday. The School Admissions Code allows parents to defer entry for their child until later in the in the academic year but not beyond the start of term following the child's 5<sup>th</sup> birthday. You can not defer your child's entry to school until the start of the following academic year. If you wish to defer your child's entry to school you must discuss this with the head teacher. If you choose to defer entry to reception class your child can remain in nursery provision or you can opt for your child to attend the reception class on a part time basis.

### **Number of Applications and Appeals**

- You can only apply once in an academic year for a place in the school. If your application is unsuccessful and there has been a material change to your circumstances, you may request the governors to reconsider your application.
- If you are refused admission for your child to the school you may appeal once in an academic year. If the governors have agreed to reconsider your application and the school refuses your child because the year group is full, you have the right to appeal against this decision.
- If your application and appeal have been unsuccessful, you can apply again and if necessary appeal for a place, in the next academic year.

## **Independent Appeal Procedure**

If your child is refused admission to the school you have the right to appeal to an independent appeal panel. Information about the independent appeal procedure is available from the school.

## **Definitions for Admission**

The following are definitions of terms used in the admission process.

### **Definition of a Sibling**

The term sibling includes: brothers and sisters, foster brothers or sisters, half brothers or sisters and step brothers or sisters living at the same address and as a family unit.

### **Definition of Exceptional Medical Need**

The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if they attended the school. Parents / guardians would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best / only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

### **Definition of Exceptional Social Need**

The term 'Exceptional Social Need' means that the child's welfare would be best served if they attended the school. Parents / guardians would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best /only school to support their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

### **Definition of Parent/Family Member**

A parent is any person who has parental responsibility or care of the child. Family members include only parents and siblings.

### **Definition of Home Address**

It is not possible for parents to obtain a place in an oversubscribed school by sending their child to live with a friend or relative who live closer to the school. When determining admissions the child's permanent home address is used. This is defined as the

permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the address on the family allowance book will be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

### **Distance from Home to School**

Distance will be measured by the shortest suitable walking route from the front door of the child's permanent home address (including flats and apartments) to the main entrance of the school using the City Council's computerised measuring system with those living closest to the school being given preference.