

The LIPA Multi Academy Trust

Draft School Admissions Policy covering Reception, year 7 and entry to the Sixth Form

Introduction

Our LIPA School and Sixth Form College will widen participation in the Creative and Performing Arts for pupils.

This admissions policy is therefore simple, open and reaches out to the local community and wider region, whilst remaining fully inclusive.

Our LIPA School and our Sixth Form College will give places to pupils in line with the admissions criteria below.

Through an innovative Creative and Performing Arts learning environment centred education, these pupils can achieve their full potential in learning, emotional, cultural and societal terms.

The School Admissions Code

Our Primary School will meet and abide fully by the requirements of the National School Admissions Code¹ and the School Admissions Appeals Code² and all other related statutory requirements and relevant law in the setting, publishing and review and management of all admissions arrangements for the School.

This policy sets out how places are allocated to pupils who apply to our School and Sixth Form College as pupils in Reception, year 7 and year 12 and other 'In Year' admissions.

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Children of UK service personnel (UK Armed Forces)

We have adopted in full the amendment to the 2014 Admissions Code.

*'For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**:*

¹ School Admissions Code 2014 <https://www.gov.uk/government/publications/school-admissions-code--2>

² School Admissions Appeal Code <https://www.gov.uk/government/publications/school-admissions-appeals-code>

- a) *allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;*
- b) *ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority's composite prospectus.'*

Section 1: Reception Admission Arrangements

Published Admission Number

Our School has an agreed admission number of 52 pupils in Reception. We will accordingly admit 52 pupils if sufficient applications are received.

Allocation of Places

If there are fewer applications than there are places available, our School will offer everyone a place. If there are more applications than there are places available, as required by Section 324 of the Education Act (1996) and any subsequent amendments to the Act, our School will first automatically admit all children with a statement of Special Educational Need and/or Disability where Liverpool City Council (LCC) has agreed to name our School on the child's statement (under Section 324 of the 1996 Education Act)³.

Admission arrangements for children with an Educational Health Care Plan (EHCP) is a separate procedure, integral to the role and responsibility of LCC to make and maintain such statements. Our School will adhere to the requirements of these arrangements, as detailed in the Special Educational Needs Code of Practice⁴.

In this document, we categorise these two groups of children with the following acronym (StSEND or EHCP)

Oversubscription Criteria for Reception Admissions

After admitting children with StSEND or EHCP, our School will then use the oversubscription criteria below to decide which children should be offered places:

1. Looked after children (as defined by Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted⁵, or became subject to a residence order⁶ or special guardianship order⁷.

³ Please see <https://www.legislation.gov.uk/ukpga/1996/56/section/324/enacted>

⁴ Please see <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

2. Children with a sibling who attends our School at the time of their application and who will still attend our School when the child is admitted, will be accepted. Long term foster children will be accepted as siblings of the foster carers' own children and other children in foster care at the same address. Step-siblings living at the same address will also be accepted. The children applying for a place must live at this same address and we may require evidence to verify the sibling link.

3. Children living nearest to our Primary Schools: To measure distance for criteria 3, and if a tie-break is needed to determine who is admitted under criteria 2, we will give priority to children who live nearest to our School. This will be measured by straight line distance from the child's home to our School's main entrance (travel by private car or public transport is NOT taken into account)⁹.

If the distance between the home of two or more children and our School is the same, we will allocate places using a random allocation process. This process will be supervised by an independent person not otherwise involved in the admissions process.

Section 2: Year 7 Admission Arrangements

Applications for places at our School are part of the Coordinated Admissions Arrangements operated by Liverpool's Local Authority. Applications for places in Year 7 in September 2022 should be made to the home local authority using the Preference Form (Common Application Form). The national closing date for applications is 31st October 2021.

Published Admission Number

Our School has an agreed admission number of 52 pupils in year 7. We will accordingly admit 52 pupils if sufficient applications are received.

Oversubscription Criteria for Year 7 Admissions

Pupils in Year 6 in our School will have an option to transfer to Year 7. If fewer than 52 of our-school's Year 6 pupils choose to progress, our school will apply the following oversubscription criteria to other applicants.

After admitting children with StSEND or EHCP, our School will then use the oversubscription criteria below to decide which children should be offered places:

1. Looked after children (as defined by Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted⁵, or became subject to a residence order⁶ or special guardianship order⁷.

2. Children with a sibling who attend our School at the time of their application and who will still attend our School when the child is admitted. Long term foster children will be accepted as siblings of the foster carers' own children and other children in foster care at the same address. Step-siblings living at the same address will also be accepted. The children applying for a place must live at this same address and we may require evidence to verify the sibling link.

3. Children living nearest to our School: To measure distance for criteria 3, and if a tie-break is needed to determine who is admitted under criteria 2, the School will give priority to children who live nearest to our School. This will be measured by straight line distance from the child's home to our School's main entrance (travel by private car or public transport is NOT taken into account).

If the distance between the home of two or more children and our School is the same, our School will allocate places using a random allocation process. This process will be supervised by an independent person not otherwise involved in the admissions process.

Section 3: Sixth Form Admission Arrangements

Applications for our Sixth Form should be made directly to us by completing our Application Form online – please see our Sixth Form College Admissions Policy <https://www.lipasixthformcollege.org/attachments/download.asp?file=772&type=pdf>

Our Sixth Form College operate its own arrangements for admissions, and we will publish our Admissions Policy on our website by 1 October for the forthcoming year. This information will include how many places will be offered in that year, the minimum academic requirements for entry, and how places will be allocated if our Sixth Form College is oversubscribed. It will also include details of how we will operate our Waiting List.

Admission Numbers

Our Sixth Form College's capacity is 360. The Published Admissions Number (or PAN) for 2021 is 180. Applicants for September 2021 entry to our Sixth Form College's pathways will normally have been born between 1 September 2004 and 31 August 2005)

Oversubscription criteria for Sixth Form Admission

In the event of the September 2021 intake at our Sixth Form College being oversubscribed by applicants of equal ability and potential, places will be allocated in the following order of priority:

1 We will first admit any applicant with a statement of Special Educational Need and /or Disability or an Education, Health & Care Plan (EHCP) whose statement names our Sixth Form College and who meets the assessment criteria.

2 Where we receive more than 180 applicants who are all predicted to achieve the minimum academic standards of 5 GCSEs at grade C/4 or above, we will apply the following criteria in order:

a) Those achieving 18 points in the assessment process in the following order:

- (i) applicants who are, or who have previously been, looked after by a local authority
 - (ii) applicants living within the catchment area of Merseyside who are eligible for Further Education Free School Meals
 - (iii) applicants living within the catchment area of Merseyside
 - (iv) applicants living outside the catchment area
- b) Those achieving 17 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - c) Those achieving 17 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - d) Those achieving 16 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - e) Those achieving 15 points in the assessment process prioritised as at 2a) i-iv above, in that order
 - f) Those achieving 14 points in the assessment process prioritised as at 2a) i-iv above, in that order 3

Any other students who are predicted to achieve the minimum standards of 5 GCSEs at grade C/4 or above, prioritised as at 2a) i-iv above, in that order.

If oversubscribed within any criterion, our Sixth Form College will prioritise applicants on the basis of the distance of their permanent home to our Sixth Form College.

Distance will be measured by a straight line on a map from the front door of the applicant's home address to the front door of our Sixth Form College using an electronic system, for example Geographic Information Systems (GIS).
If applicants are tied for the final available place because they live exactly the same distance away from the college, places will be allocated randomly and this process overseen by someone independent of our Sixth Form College.

Section 4: Casual admissions: i.e. in year applications to all year groups and 'normal admission round' applications to year groups other than Reception, Year 7, and Year 12: In Year Transfers

Our School and our Sixth Form College will manage applications for any in-year transfer to our School from another school.

For more details see our School website or see www.liverpool.gov.uk/admissions

Waiting List

In addition to the right of appeal, our School will offer unsuccessful applicants the opportunity to be placed on a waiting list.

Our School will hold the waiting list up to the end of the Academic year and allocate places in order of the oversubscription criteria set out above and not in the order in

which applications are received or added to the waiting list. Looked after children and previously looked after children will take precedence over those on the waiting list.

Our School will consult regularly with parents and carers on whether they wish for their child to remain on the waiting list.

LIPA Primary School Admissions Policy V2.1 Draft version 28 March 2021

⁵ Under the terms of the Adoption and Children Act 2002, Section 46.

⁶ Under the terms of the Children Act 1989, Section 8.

⁷ Under the terms of the Children Act 1989, Section 14A.

⁸ The School, or LCC Admissions Service on behalf of the School, will calculate the distance from home as part of the annual

'normal admissions round'. The School will use the same measuring tool as LCC. LCC has advised the School it calculates

distances using ADDRESS-POINT® or similar measuring tool (ADDRESS-POINT provides a national grid co-ordinate and

unique reference for each postal address in Great Britain, to a resolution of 10cm, with each point falling within the addressed

building.) In the case of multi-occupancy buildings, e.g. flats where there may still be only one address point, places will be

awarded through by random selection (a drawing of lots).

⁹ Using the same process and ADDRESS-POINT measuring tool, or similar measuring tool, as detailed in Footnote 8 above.

Siblings

Our School appreciates the benefits of children from the same family attending the same school. If our School is over-subscribed, in line with the oversubscription criteria in this policy and the DfE Admissions Code, the Trust will:

- Admit children of multiple births, i.e. twins, triplets etc.
- Try to give other siblings a place, but a place cannot be guaranteed.

Previously Looked After Children

We will require a copy of any adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child, confirming that he or she was looked after immediately prior to that order being made.

Home Address

We will consider a pupil's home address to be a residential property and their only or main permanent residence. We have the right to request proof of permanent residency at this address when allocating a place. If the trust is satisfied (from documents or otherwise) that parents share childcare equally across two separate homes, parents must name which address the School will use to allocate a place.

Unfortunately, in some cases it appears parents have been tempted to supply inappropriate or false information to secure a place at a particular school(s), e.g. by giving the address of a relative instead of their actual home address. We will check information supplied by parents or carers. If we find that false information has been

provided and we have offered a place as a result, we are likely to withdraw the offer. Parents or carers will still have the right of appeal if the place is withdrawn.

Application Process for Reception and Year 7 entry

Applications to attend our School do not depend on any test(s) of ability. We will admit all children whose parents name our School as one of their (minimum) three preferences (Reception) and five preferences (year 7) for their child within the LCC annual 'normal admissions round', in line with the criteria for allocating places as described above.

Parents or carers must complete and submit the LCC 'Common Application Form' in line with the timetable published in the LCC School Brochure. LCC will also inform parents or carers of the outcome of their applications to this timetable. More details are on our website and LCC website at www.liverpool.gov.uk/admissions. We will provide LCC all the information it requires on our School and admissions arrangements for publication by LCC by the deadline(s) set by LCC. We will allocate places according to the criteria in this policy and support LCC in the application process as required. LCC will inform parents or carers of the outcome of their applications.

Applications After the Published Closing Date

If there is a vacancy, we will consider applications received by LCC after the published closing date and before any other deadline(s) set by LCC in date/time order of receiving them until all places are filled.

If there is no vacancy, we will give applications received on time by LCC priority over any applications LCC deems as late applications when applying the oversubscription criteria. If, however, LCC accepts there is a valid reason for it receiving the application after the published closing date, we will include the application with those applications received on time.

Once we have allocated all places, we will add any further applications received by LCC to the Waiting List.

For more details on late applications see www.liverpool.gov.uk/admissions.

Unsuccessful Applications

We will give unsuccessful applicants the reasons why a place has not been offered in line with oversubscription criteria detailed above. We will also advise them of their right of appeal to our Appeals Panel.

Confirmation of Places

Once the offer of a place is made, to complete confirmation, we will require confirmation of the date of birth of the child and two proofs of residence of the child.

One proof of residence must be a notification of Child Benefit from HMRC. The second must be the child's medical card, a gas or recent (up to three months old) electricity bill, a building society letter, a bank letter, or similar. If the parent or carer is not entitled to Child Benefit, we will require a further proof of the child's residency from this list.

Compulsory School Age – Reception

Parents or carers may choose to defer their child taking their place at our School until the start of the term that their 5th birthday falls within. Parents or carers may also choose for their child to attend our School part-time until the start of the term that their 5th birthday falls within, which we will accommodate if at all possible.

Appeals

If a parent or carer is unhappy with our decision, they can appeal to the our Appeals Panel.

Panel members are independent to our School and our MAT Trust and will follow a fair, transparent and balanced process.

Parents or carers can appeal the decision up to no later than 20 school days after the LCC published date on which LCC informs them of the outcome of their application. We will publish the deadline date for receiving appeals on our website.

Parents or carers must submit a completed Notice of Appeal form. We will not accept any other form of appeal. The form is available on our website.

The Panel will consider all the information presented by the parents or carers and our School to decide the outcome of the appeal. This will include a formal appeal hearing.

The Panel will hold formal all appeal hearings within 40 school days of the published deadline for submitting an appeal. In exceptional circumstances the Panel may need to hold the hearing after this date.

We will give the appellant 10 days notice of an appeal hearing date and time.

The decision of the Appeals Panel is binding.

Parents cannot submit more than one appeal in respect of the same school within the same academic year unless there has been a significant and material change of circumstances.

In Year Transfers

We will manage applications for an in-year transfer to the School from another school.

For more details see our website or see www.liverpool.gov.uk/admissions.

Complaints

If you consider the proper procedures have not been followed you can submit a complaint to the Secretary of State for Education.

Complaints are investigated by the agency appointed by the Secretary of State which is the

Education and Skills Funding Agency.

Admission Appeal Complaints

Academies Central Unit

Education Funding Agency

Earlsdon Park

Butts Road

Coventry

CV1 3BH

enquiries.ESFA@education.gov.uk

Tel: 0370 000 2288