



# Primary School Admissions Coordination Scheme

## Determined Admission Arrangements September 2023

For Community, Voluntary Controlled & Academy\* Schools

\*only for the Academies included within this scheme



# Contents

<b>Introduction</b> .....	<b>2</b>
<b>Applying for a school place</b> .....	<b>2</b>
<b>Admission Authorities</b> .....	<b>3</b>
Voluntary Aided (VA) and Academy Schools.....	3
<b>Allocation of places</b> .....	<b>3</b>
Pupils with an Education, Health and Care Plan.....	3
Published Admission Number (PAN) .....	3
<b>Appeals</b> .....	<b>4</b>
<b>Admissions Criteria</b> .....	<b>4</b>
Children of staff admissions criterion .....	4
Twins/multiple births .....	4
<b>Infant Class Size</b> .....	<b>4</b>
<b>Important information</b> .....	<b>5</b>
<b>Consideration of applications</b> .....	<b>5</b>
Home Address .....	5
Shared Parental Responsibility.....	5
<b>Changes of home address</b> .....	<b>6</b>
<b>Crown Servants/Children of UK Service Personnel (UK Armed Forces)</b> .....	<b>6</b>
<b>Applications from families living outside of the UK</b> .....	<b>6</b>
<b>Admission of children outside of their normal (chronological) age group</b> .....	<b>7</b>
<b>Deferred entry to school</b> .....	<b>8</b>
<b>Delayed entry to school</b> .....	<b>8</b>
<b>In Year Admissions</b> .....	<b>8</b>
<b>Local Authority Scheme for Coordination of Admissions Arrangements</b> .....	<b>9</b>
Stage 1 Application Forms.....	9
Stage 2 Consideration by Admission Authorities .....	10
Stage 3 Allocation of Primary School Places .....	11
Stage 4 Late Applications .....	12
Stage 5 Waiting Lists .....	12
<b>Timetable for Coordinating Primary School Admissions 2023</b> .....	<b>14</b>
<b>Admission Criteria &amp; Admission Number (PAN) for Sefton Community and Voluntary Controlled Primary Schools</b> .....	<b>15</b>
<b>Primary Academy Schools</b> .....	<b>16</b>
<b>Other Primary Academy Schools</b> .....	<b>17</b>
<b>Admissions Criteria for Sefton Community Schools (with a catchment area)</b> .....	<b>18</b>
Aintree Davenhill Primary School Catchment Area.....	19
Bedford Primary School Catchment Area .....	20
Melling Primary School Catchment Area .....	21

## Introduction

This admissions scheme meets the requirements for a scheme for coordinating admission arrangements under The School Admission (Admissions Arrangements and Coordination of Admissions Arrangements) (England) Regulations 2012, as amended, made under the School Standards and Framework Act 1998.

The scheme allows parent(s)/carer(s) of all pupils' **resident in the Sefton area** to complete **one application** for their child to enter Reception Year in September 2023 (primary admissions round). Parent(s)/carer(s) can express up to three preferences for admission to **all schools**, which have community, voluntary controlled (VC), voluntary aided (VA), and Academy or Free school status. If applicable, schools in other local authority areas can also be named on the Sefton application form. Admissions to independent schools or maintained special schools or specialist units based within a school are not covered by this scheme.

Sefton coordinates an **Equal Preference Admissions Scheme**. Equal Preference means that each individual preference (school) listed on the Local Authority application form will be considered as a separate application, irrespective of whether it is placed first, second or third on the application form.

If a place can be offered at more than one of the preferred schools stated on the application form, the priority order in which parent(s)/carer(s) expressed their preferences will be used to determine which single offer of a school place will be made. If none of the preferred schools can be offered to the applicant, the Local Authority will automatically allocate a place at the nearest qualifying school with a vacancy.

As the coordinating body, the Local Authority will process applications from parent(s)/carer(s) resident in Sefton and inform them of the outcome. This process ensures that only one school place is offered to each applicant on **17 April 2023**, which is **National Offer Day**.

For the scheme to work effectively it is important for all Admission Authorities to work together closely and to share information as required, and as far as possible, within the agreed timescales shown on pages 10-11 of this document.

## Applying for a school place

Children start primary school in the September following their fourth birthday\*. Applications must be made in the normal way using the **Local Authority Application Form** which should be completed online using the Citizen Portal via the Sefton Council website. Applicants who do not have access to the internet can request a paper copy of the application form by contacting Sefton Admissions Team. \*Further details can be found on page 8.

**All applications (online or paper) for Sefton Schools MUST be completed and submitted via the relevant application process for the Local Authority where the family is resident.**

Every effort is made to allocate children a place at their highest preferred school. Some schools, however, may receive more applications than there are places available. In these circumstances, it will not be possible to offer all applicants a place. The published admissions criteria for each school will be used to decide which children can be allocated available places. The information published by Sefton Local Authority should help parent(s)/carer(s) make a reasonable assessment,

based on the school's admissions criteria, of the chances of gaining a place for their child at the preferred school.

## Admission Authorities

**Sefton Local Authority (LA)** is the Admission Authority for **Community and Voluntary Controlled schools in Sefton**, this means that the Local Authority determines the admission arrangements and admission criteria for these schools. Where there are more applications than places available, the admission criteria are used in order to determine which applicants will be allocated a place at the school.

### Voluntary Aided (VA) and Academy Schools

The Admission Authority for Voluntary Aided and Academy Schools is the governing body. As such, it will normally be for the governing body to determine their admission arrangements and admissions criteria that will be applied where there are more applications than places available.

Sefton LA will determine and apply the agreed admissions criteria on behalf of the governing body for the majority of Sefton academy primary schools. Where the LA applies the admissions criteria on behalf of a governing body of an academy school, those schools have been included within this scheme.

All admission authorities are required to determine (formally agree) their admission arrangements and admissions criteria **by 28 February 2022**. Admission authorities must publish their 2023 arrangements **by 15 March 2022**.

Any objections to the published arrangements can be submitted to the Office of the Schools Adjudicator **by 15 May 2022**.

**If there are any changes to the existing admissions criteria for voluntary aided faith schools for 2023, these should be published on the individual school's website.**

## Allocation of places

### Pupils with an Education, Health and Care Plan

All schools will meet their legal obligation to admit a pupil who has an Education, Health and Care Plan which names a particular school.

### Published Admission Number (PAN)

Each school has a Published Admission Number (PAN). The PAN is the **maximum** number of places each school has available for the relevant year of admission. For the primary admissions round this is the number of places available in the Reception age group. Places will be offered up to the PAN, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry unless the PAN has been reached. The PAN for each Primary School (included within this scheme) is shown on pages 15-18.

## Appeals

If an applicant cannot be offered a place at any of their highest preferred schools, they will automatically be informed, as part of the Local Authority's coordinated process, of their right of appeal to an Independent Appeal Panel.

## Admissions Criteria

If a school receives fewer applications than the number of places available, all applicants will be offered a place at that school. Where the number of applications submitted for any Sefton school is greater than the number of places available, the admission authority (this will be either the Local Authority or the school itself) must apply the published admission criteria to decide which children can be offered places.

Admissions to Sefton **Community and Voluntary Controlled Primary Schools** include either catchment areas or distances from home to school as part of their admissions criteria. Some Academy schools may have additional admissions criterion. Each school also uses proximity to decide how many places can be offered under each individual criterion. The schools which have catchment areas as part of their admissions criteria can be found on page 18 of this scheme.

For the academy primary schools (included within this scheme) the LA will apply the admissions criteria on behalf of the governing body. Most academy schools use the same admissions criteria as Community and Voluntary Controlled schools, however some may have additional admissions criterion.

Other academy schools may apply their own criteria to any applications in the same way that VA schools apply their own criteria.

### Children of staff admissions criterion

Some schools include children of staff as part of their individual admissions criteria. If applicable, parent(s)/carer(s) must clearly identify the name of the school employee on their application form. If an applicant fails to identify the name of the school employee on their application, it is possible that their application may not be able to be considered under this criterion for that particular school.

### Twins/multiple births

Twins or children from multiple births will be considered in the same way as all other applicants having the admissions criteria applied to each application. In circumstances where one of the siblings has been allocated the **last** remaining place at a school the other sibling(s) will also be admitted. This will also be applied to all applications made during the academic year (In Year admissions).

## Infant Class Size

Current legislation states that Infant classes (Reception, Year 1 & Year 2) must not contain more than 30 pupils in a class with a single school teacher. Additional children may be admitted under very limited exceptional circumstances, an example is twins/multiple births (as shown above).

## Important information

Where schools have a nursery class attached, parents should be aware that separate admission arrangements are in place for entry to Reception Class at the primary school, as per the timetable shown on page 14, and the admissions criteria shown on pages 15-18.

**Please note: Attendance at any nursery attached to a Primary School or completion of an ‘Expression of Interest’ form, giving personal details to a nursery, DOES NOT count as any type of admission application for a reception place at the school.**

## Consideration of applications

### Home Address

Sefton Local Authority can only process applications from **one permanent home address**. This must be the address where the parent(s)/carer(s) with legal responsibility lives with the child. The address of relatives, childminders, businesses, or proposed addresses will **NOT BE ACCEPTED**.

The Local Authority may require evidence of the home address stated on the application form. Applicants will be contacted on an individual basis if evidence of a home address is required. The Local Authority reserves the right to undertake all necessary investigations and request appropriate evidence of a child’s permanent home address, as fit the individual circumstances. Applicants who do not respond to requests for further information should be aware that the Local Authority will NOT consider a request for a school place from an unconfirmed address.

For the purposes of allocating a school place, and establishing **one** permanent home address, it is required that the child and applicant are residing at the stated address, and not just own or be renting the property, whilst still living elsewhere.

**The School Admissions Code allows Admission Authorities to withdraw a place offered to a child if it is found that fraudulent or potentially misleading information has been provided in order to obtain a school place.**

### Shared Parental Responsibility

The Local Authority has an obligation to process an application form that has been signed and submitted by a parent/carers stating that they have parental responsibility. The Local Authority can only process ONE application form per child. Therefore, the Local Authority (or Admission Authority) reserves the right to undertake all necessary investigations and request appropriate evidence of a child’s permanent home address, as fit the individual circumstances. Child Arrangements Orders (or other court orders) may be requested.

In cases where parents are separated and both have retained joint responsibility, only one application form will be accepted, from the parent with whom the child primarily resides. The home address used will be that which is directed by the court, or the address where the child lives for the majority of the school week. If the child’s time is split equally between two homes, the address of the parent who receives the child benefit will normally be used.

In all cases and in the best interests of their child, the Local Authority **requires** parents to resolve matters between themselves (taking legal advice if necessary).

Where parent(s)/carer(s) submit two separate application forms and do not reach an agreement regarding school preferences, the Local Authority reserves the right to determine which application should be accepted and which application will be discarded.

**The Local Authority will not intervene and cannot release any information, where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.**

## Changes of home address

Changes of address will be considered if sufficient evidence of a house move is received prior to the application closing date or by the deadline for changes to existing applications (see page 14).

New addresses will not be taken into account without a solicitor's letter confirming that contracts have been exchanged and signed on the property or evidence of a long-term tenancy of at least 6 months, together with evidence that parent(s)/carer(s) are residing at the new property.

The evidence of house purchase (exchange of contracts) or long-term tenancy, and independent evidence which confirms residency at the new address, must be received by the Local Authority by the deadline for changes (see page 14), or the new address **will not** be considered for the initial allocation of school places on national offer day.

Evidence of the disposal of a previous property may also be requested where there is any uncertainty or dispute in establishing **one** permanent home address for the purposes of allocating a school place. The Local Authority (or Admission Authority) reserves the right to undertake all necessary investigations and request appropriate evidence of a child's permanent home address, as fit the individual circumstances.

For house moves taking place, or evidence that is received **after** the deadline for changes (see page 14), applications will be considered on an individual basis and can only be dealt with **after** national offer day.

## Crown Servants/Children of UK Service Personnel (UK Armed Forces)

For children of UK service personnel (UK Armed Forces) or crown servants returning from overseas, the Local Authority will accept the posting or return address, and allocate a school place (where there is a place available) in advance of the family arriving in the area, provided that the application is accompanied by an official letter from the Ministry of Defence confirming a relocation date and address. All applications are still considered according to the admissions criteria for the individual school(s) requested.

## Applications from families living outside of the UK

Children of families who are resident overseas and are planning to return to the UK and to an address within the Sefton area, must provide appropriate evidence of ownership of the property, or a tenancy agreement and provide a confirmed moving date. In most cases, and prior to national offer day, it is required that the child and applicant are actually residing at the stated address, and not just own or be renting the property, whilst still living overseas. Applications from overseas residents may have to be considered on an individual basis. Therefore, the Local Authority (or

Admission Authority) reserves the right to undertake all necessary investigations and request appropriate evidence of a child's permanent home address, as fit the individual circumstances.

## Admission of children outside of their normal (chronological) age group

Current guidance from the Department for Education states that “the government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate. **Children should only be educated outside of their normal age group in very limited circumstances**”.

Parents do not have the right to insist that their child is admitted to a particular age group, but they may make a request for this to happen. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, has missed schooling due to illness, or has exceptional talent or ability. Requests will be considered on an individual basis and a decision will be made in the best interests of the child. This will include taking account of:

- The parents' views.
- Information about the child's academic, social and emotional development.
- Where relevant their medical history and the views of a medical professional.
- Whether they have previously been educated outside of the normal year group.
- Whether they may naturally have been in a lower age group if it were not for being born prematurely.
- The opinion of the Head Teacher of the school concerned.

### Before making a request parent(s)/carer(s) should consider the following:

- A child ceases to be of statutory school age on the last Friday of June in the school year in which they become 16 years of age. If a child is educated outside of the normal age group (i.e. is in year 10 when this date is reached) the child will no longer be of compulsory school age during the school year in which most children will be taking their GCSE examinations.
- All children are now required to continue in education, training or employment until they reach their 18<sup>th</sup> birthday. This could potentially mean that a child could legally leave school once the statutory leaving age is attained.
- Admission Authorities are not required to automatically agree for a child to be placed outside of their normal age group and may decide that a school place can only be offered in the normal age group. Parents **do not** have a right to an appeal if they have been offered a place and it is not in their preferred year group. They may however make a complaint about the Admission Authority's decision not to admit their child outside of their normal age group.

The Primary Admission Round is for children starting in Reception for the first time. For the 2023-24 academic year this will include children born between 01/09/2018 – 31/08/2019.

Most schools admit the whole age group in the September after a child's fourth birthday. However, a child is not required by law to start school until the point at which they reach compulsory school age which is the prescribed day following their fifth birthday. The prescribed days are: 31 August; 31 December; and 31 March.



## Deferred entry to school

If a child is offered a place in Reception but is not 5 until later in the school year, parents have the option to **defer** starting school until the term in which the child reaches compulsory school age (age 5). The place offered to the child would be reserved until that time.

### Examples

- A child is 5 in October 2023; they can defer starting school until the beginning of the Spring term in January 2024.
- A child is 5 in February 2023 they can defer starting school until after Easter 2024.
- A child is 5 in August 2023; they can defer starting school until the Summer term 2024 but must start during the summer term and then move up to Year 1 with their age group.

Parents who would prefer for their child to defer starting school, must make an application for a school place in the normal way and within the published deadlines. A school place would be offered through the standard primary admissions round. Once a school place has been allocated, a deferred start date for the child **MUST** then be agreed directly with the individual school.

## Delayed entry to school

As stated above it is expected that all children start Primary School in the academic year that they turn 5. In some exceptional circumstances a parent may request that their child delays starting school until the academic year in which the child reaches 6 years of age. In these circumstances, the child would permanently remain a year behind their chronological age group. The parent should contact Sefton Admissions Team to request an application for Delayed Entry to School and provide supporting evidence as to why they believe their child should start school outside of their chronological age group. Supporting evidence should include for example: Medical reports, Educational Psychologist reports, Speech & Language Therapy reports.

## In Year Admissions

It has been agreed by Sefton Schools that Sefton Local Authority will coordinate applications for admission to any Sefton school for children who are moving house into, or within the borough of Sefton, during the academic year (In Year Admissions). The Local Authority will also coordinate requests for children to transfer schools during the academic year where no house move has taken place (School Transfers). As the co-ordinating body, the Local Authority will process In Year applications in the following way:

Where the requested school(s) have places available in the relevant year group, the Local Authority will coordinate with the school to ensure a school place is offered quickly. If the requested school(s) does not have any vacancies in the relevant age group the parent/carer will be advised of their right to appeal to an Independent Appeal Panel. The applicant will also be given the option of adding their child's name to the waiting list for the school(s). If appropriate, an alternative school may be offered to the parent/carer.

In some cases, the Fair Access Protocol may be used to place certain groups of **unplaced** children, where they are having difficulty in securing a school place In Year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual In Year admission procedures. In these circumstances the appropriate Fair Access Panel would make a recommendation for a school placement.

In some cases, school transfers may be referred to the ‘School Transfers Panel’, in line with the School Transfers Protocol. This panel is used to place certain groups of children, where they have applied to transfer schools and are having difficulty in securing a new school place. The appropriate Transfer Panel would make a recommendation for a school placement. In some circumstances it may be appropriate for a pupil to have a ‘managed move’ to another school.

The Local Authority will notify the parent/carer of any Fair Access/Transfer Panel decisions. If the Fair Access/Transfer Panel refuse admission to any school, the applicant will be advised of their right to appeal to an Independent Appeal Panel. If appropriate an alternative school may be offered to the parent/carer. The offer or recommendation for a school place may not be for the school originally requested.

The full In Year School Admissions Policy (including the Fair Access & School Transfer Protocols) are available to view/download from the Sefton website [www.sefton.gov.uk/schooladmissionspolicyandreports](http://www.sefton.gov.uk/schooladmissionspolicyandreports)

## Local Authority Scheme for Coordination of Admissions Arrangements

### Stage 1 Application Forms

- a) Sefton Local Authority will publish the information relating to the application process within the booklet ‘**Applying for a Primary or Secondary School Place – A Guide for Parents 2023-2024**’. The Local Authority will also publish individual school admissions criteria for all Sefton Schools, including previous statistical information (where available) in the booklet ‘**Sefton Primary & Secondary Schools Admissions Information 2023-2024**’.

Sefton will publish both booklets on the Sefton Council website. The website also includes a direct link to the online application portal (Citizen Portal). A paper application will also be available on request for applicants who do not have access to the internet. This will usually take place in the **first few weeks of September 2022**.

- b) Sefton Council will take all reasonable steps to ensure that every Sefton resident with a child of the age to be admitted to the reception age group receives information relating to the application process and national closing dates. This will include providing information to all early years settings within the borough including: primary and nursery schools; private, voluntary and independent nurseries and childminders; family well-being centres. Information will also be distributed via libraries. Digital marketing (e.g. Facebook/Twitter/council website) may also be used as and when appropriate.
- c) The Local Authority admissions application process for Sefton residents allows applicants to list up to three primary schools, in order of preference (whether the primary school is inside or outside of Sefton). Parents will have the option to give reasons for their preferences on the application, should they wish to do so.
- d) In addition, each primary school will receive written guidance and an explanation of the coordinated admission arrangements including the local authority’s procedures and deadlines.

- e) **Sefton local authority expects that all Sefton residents will submit their application form online via the citizen portal on the Sefton website.** Online application is secure and provides an automated email acknowledgement of receipt of an application. Applying online will also benefit applicants by receiving email notification of the school offer\* on national allocation/offer day. Applicants will also be able to log into their account on the Citizen Portal in order to view their offer of school place. \*If option selected at the time of application.
- f) If an online application is not possible, a paper application can be obtained, on request, from Sefton Admissions Team. Any completed paper application forms (for the primary admissions round) should be handed into the highest preferred primary school listed on the application form and a receipt obtained from the school. Alternatively, the form can be posted directly to Sefton Admissions Team. In this case we recommend that applicants check that the form has been received.

**The primary school must provide the parent with a school receipt for the application form. The parent and school should keep the receipts safe in case of any future query.**

- g) In addition to the Local Authority's application form **Voluntary Aided Primary Schools** will require parents to complete a **Supplementary Information Form (SIF)**, which should be obtained from, and returned directly to the school. Completion of a SIF is necessary for applicants applying for Church schools so that their application can be considered fully against the relevant admission criteria. Church schools may also require sight of a baptism certificate to authenticate any statements made. **It should be noted that completion of a SIF does not constitute a valid admissions application on its own. The applicant must also name the school as a preference on the Local Authority's application form and submit this to the Local Authority in the normal way.**
- h) **All Local Authority application forms must be submitted online or received by primary schools (or Sefton Admissions Team) on or before 15 January 2023.**
- i) Any forms that are handed in directly to schools must be forwarded to the Local Authority no later than **20 January 2023**. The school should send a list of the pupils' names for whom applications have been received, along with the application forms, to Sefton Admissions Team.

## Stage 2 Consideration by Admission Authorities

- a) Admission applications processed for the Primary Admissions Round will be administered using an **Equal Preference Admissions Scheme**.
- b) Preferences expressed for all schools will initially be **treated as equal** regardless of the order the schools were listed on the application form. If a place can be offered at more than one of the preferred schools stated on the application form, the priority order in which parent(s)/carer(s) expressed their preferences will be used to determine which single offer of a school place will be made. In all cases the highest possible preference will be offered.
- c) If the Local Authority is unable to make an offer for any of the preferred schools listed on the application, then (where possible), a place will be offered at the next nearest qualifying school with a vacancy.

- d) Each primary school has a Published Admission Number (PAN). The PAN is the **maximum** number of places each school has available for the relevant year of admission. For the primary admissions round this is the number of places available in the reception age group. Places will be offered up to the PAN, which applies to the normal year of entry. **An individual Admission Authority should not admit above the PAN for Reception Year entry once the number has been legally determined unless the Local Authority has been notified in good time to allow coordination to be delivered effectively.**
- e) **By 20 January 2023** Sefton Primary schools will forward all paper applications received at the school, to Sefton Admissions Team.
- f) **By 10 February 2023** Sefton Local Authority will aim to exchange preference information with other Local Authorities. This applies where residents of other Local Authorities have named Sefton Schools, or where Sefton residents have named schools outside of Sefton.
- g) **By 20 February 2023** Application and preference information for Sefton Voluntary Aided schools, that have been submitted to the Local Authority, will be sent to the relevant schools.
- h) **Governing Bodies should arrange meetings of their Admissions Committee between Monday 20 February 2023 and Friday 3 March 2023, in order to return the ranked application data to the Local Authority on time**
- i) **24 February 2023 is the FINAL date** for which families moving house, or other changes to existing applications will be considered. For house moves, evidence that the removal has taken place **MUST** be submitted by this date, for the new address to be taken into consideration in time for National Offer Day in April. Evidence of disposal of the previous property may also be requested.
- j) **13 March 2023 is the final date by which all Sefton VA Schools MUST return offers to Sefton Local Authority.** Each Voluntary Aided school (Governors) will have made decisions on each application listed for their school, according to the agreed admissions policy. Voluntary Aided schools must return the list of offers to the Local Authority by this date, at the latest. **The school should also include the criterion under which every applicant has been ranked, not only those to be offered places**
- k) If, at any time following determination of the PAN, an Admissions Authority decides that it is able to admit above its PAN it **MUST** notify the Local Authority by **24 February 2023** to allow the Local Authority enough time to deliver its coordination responsibilities effectively.

### Stage 3 Allocation of Primary School Places

- a) **By 3 April 2023** Sefton Local Authority will inform other Local Authorities of places in Sefton primary schools that can be offered to their residents.
- b) Sefton Local Authority will provide each Sefton Primary School with a list of pupils offered places at their school by **17 April 2023**.
- c) **17 April 2023 is National Offer day.** Parent(s)/carer(s) will be notified via email of the school place that can be offered to their child (if they applied online and selected this option for notification). Applicants will also be able to log into their account on the Citizen Portal to

view their offer of school place. For all other applicants who did not apply online, offer letters will be posted to parent(s)/carer(s) on this day.

- d) The Local Authority will automatically contact applicants on behalf of the Governing Body of all Sefton schools. Where an applicant cannot be offered their highest preferred school, they will be informed of their statutory right of appeal, and provided with information regarding the appeals process, an appeal form (where appropriate), and the deadline for submitting appeals.

## Stage 4 Late Applications

- a) The national closing date for applications for the primary admissions round is **15 January 2023**.
- b) Applications naming a Sefton Voluntary Aided school that are received after the closing date, will be forwarded to the school up until **24 February 2023**. The school will be informed that the application has been received late. The admission authority must then decide how it wishes to respond to the late application.
- c) If parent(s)/carer(s) apply after **15 January 2023**, the Local Authority may still be able to consider the application providing we receive it by **24 February 2023**.
- d) For families moving into the area after 15 January, their application will be considered if it is received by **24 February 2023 with evidence that the removal has taken place** and where appropriate, evidence of disposal of the previous property.
- e) For late applications or late changes that are received after **24 February 2023** but before **17 April 2023**, these will be processed after the national allocation of places has been completed on 17 April. All late applications and late changes will have the admissions criteria applied to them in the normal manner. **The processing period for these applications will be dependent on the number of late applications/changes received.**
- f) For late applications or late changes that are received after **17 April 2023**, they will be dealt with in the date order they are received by Sefton Admissions Team and after the applications described in e) above have been processed. **The processing period for these applications will be dependent on the number of late applications/changes received.**

## Stage 5 Waiting Lists

- a) Any applicant not offered a place at their highest preferred primary school will automatically be placed on the waiting list of that school.
- b) Sefton Admissions Team will operate a waiting list for every oversubscribed included within this scheme, from the time that places are allocated in April, until the end of the first term of the **2023** academic year (end of December 2023). The waiting list will be maintained in accordance with the school's admission criteria and if a place becomes available, it will be offered to the next child on the list.
- c) The offer of the place from the waiting list will be made via telephone, email, or letter. If no response **is received within 1 week**, the applicant will be removed from the waiting list as

a declined offer, and the next applicant will be contacted automatically and offered the place.

- d) The governing bodies of voluntary aided (or academy) faith schools, which are not included within this scheme, may maintain an individual waiting list for their school.
- e) **Please note that waiting lists MUST, by law, be held and maintained in accordance with the individual school's admission criteria. If a place becomes available, it will be offered to the next child on the waiting list. At any time, new applicants can be added to the waiting list and will be placed on the list in priority order using the school's admission criteria. Waiting lists may also change because of house moves or children accepting or declining places at alternative schools.**
- f) All other applications that are made outside of the normal admissions round (In Year admissions) should be submitted directly to Sefton Admissions Team. These applications, where appropriate, will be added onto a school's waiting list (in admissions criteria order). If a place becomes available, the applicant will be contacted as described above.

## Timetable for Coordinating Primary School Admissions 2023

Table 1: Timetable for Coordinating Primary Admissions 2023

Date	Activity
<b>15 January 2023</b>	The <b>NATIONAL</b> closing date for primary applications
<b>20 January 2023</b>	All paper application forms (and pupil lists) submitted directly to Primary Schools, <b>MUST</b> be sent to Sefton Local Authority
<b>10 February 2023</b>	Sefton Local Authority exchanges applicant information with other Local Authorities
<b>20 February 2023</b>	Application information will be sent to Sefton voluntary aided primary schools by Sefton Local Authority
<b>24 February 2023</b>	<b>No changes can be made to existing applications after this date</b>
<b>13 March 2023</b>	Date by which all VA schools must return rankings to Sefton Local Authority <b>If rankings are not received by this date, there is no guarantee they can be included in the initial allocations for national offer day</b>
<b>By 3 April 2023</b>	Date by which decisions will be sent to other Local Authorities
<b>By 17 April 2023</b>	Sefton Local Authority to inform Sefton primary schools of the allocations to be made for their school
<b>17 April 2023</b>	<b>National Offer Day</b> Email notifications sent to parent(s)/carer(s) who applied online and for applicants who did not apply online, an offer letter will be posted by Sefton Local Authority
<b>From 18 April 2023</b>	Processing begins of any late applications/late changes received on or after 25 February 2023
<b>Summer Term 2023</b>	Independent appeal hearings take place

## Admission Criteria & Admission Number (PAN) for Sefton Community and Voluntary Controlled Primary Schools (without a catchment area)

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, **Sefton Local Authority** will apply the admissions criteria shown below to allocate places to the following schools:

Table 2: Community/VC schools & Admission Numbers

School Name	PAN	School Name	PAN
Birkdale Community Primary	60	Christ Church CE Primary	60
Farnborough Road Community Infant	120	Forefield Community Infant	90
Freshfield Community Primary	30	Green Park Community Primary	30
Hatton Hill Community Primary	60	Hudson Community Primary	30
Kings Meadow Community Primary	30	Lander Road Community Primary	30
Larkfield Community Primary	45	Linacre Community Primary (Bootle)	30
Linaker Community Primary (Southport)	75	Lydiate Community Primary	30
Marshside Community Primary	30	Netherton Moss Community Primary	30
Northway Community Primary	45	Norwood Community Primary	90
Redgate Community Primary	30	Rimrose Hope CE Primary	45
Springwell Park Community Primary	60	St John's CE Primary (Southport)	30
St Luke's CE Primary (Formby)	60	St Philip's CE Primary (Litherland)	30
Summerhill Community Primary	30	The Grange Community Primary	30
Thomas Gray Community Primary	30	Valewood Community Primary	30
Waterloo Community Primary	60	Woodlands Community Primary	45

- 1) Looked after children and all previously looked after children**, including those children who appear (to the admission authority) to **have been in state care outside of England** and ceased to be in state care as a result of being adopted (or became subject to a child arrangements order, or special guardianship order). \*
- 2) Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2023. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. <sup>(1)</sup>



- 3) **Children of staff** where the member of staff has been employed at a school within Southport Learning Trust for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. <sup>(1)</sup> Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.
- 4) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. <sup>(1)</sup>

**Tie Breaker Clause** <sup>(1)</sup> If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

\* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority 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). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

**The criteria identified above will also apply to the following Primary Academy schools, where the Local Authority will apply the admission criteria on behalf of the school's Governing Body:**

## Primary Academy Schools

Table 3: Primary Academies & Admission Numbers

School Name	PAN
Churchtown Primary	120
Kew Woods Primary	60

## Other Primary Academy Schools

The Local Authority will apply the admission criteria shown below on behalf of the Governing Body for the following Primary Academy schools.

Table 4: Other Primary Academies & Admission numbers

School Name	PAN
Litherland Moss Primary	30
Shoreside Primary	30
St Andrew's Maghull Church of England Primary	30

- 1) Looked after children** and all **previously looked after children**, including those children who appear (to the admission authority) to **have been in state care outside of England** and ceased to be in state care as a result of being adopted (or became subject to a child arrangements order, or special guardianship order). \*
- 2) Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2023. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. <sup>(1)</sup>
- 3) Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. <sup>(1)</sup>

**Tie Breaker Clause** <sup>(1)</sup> If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

\* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority 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). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

## Admissions Criteria for Sefton Community Schools (with a catchment area)

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, **Sefton Local Authority** will apply the admissions criteria shown below to allocate places to the following schools:

Table 5: Schools with Catchment Areas & Admission Numbers

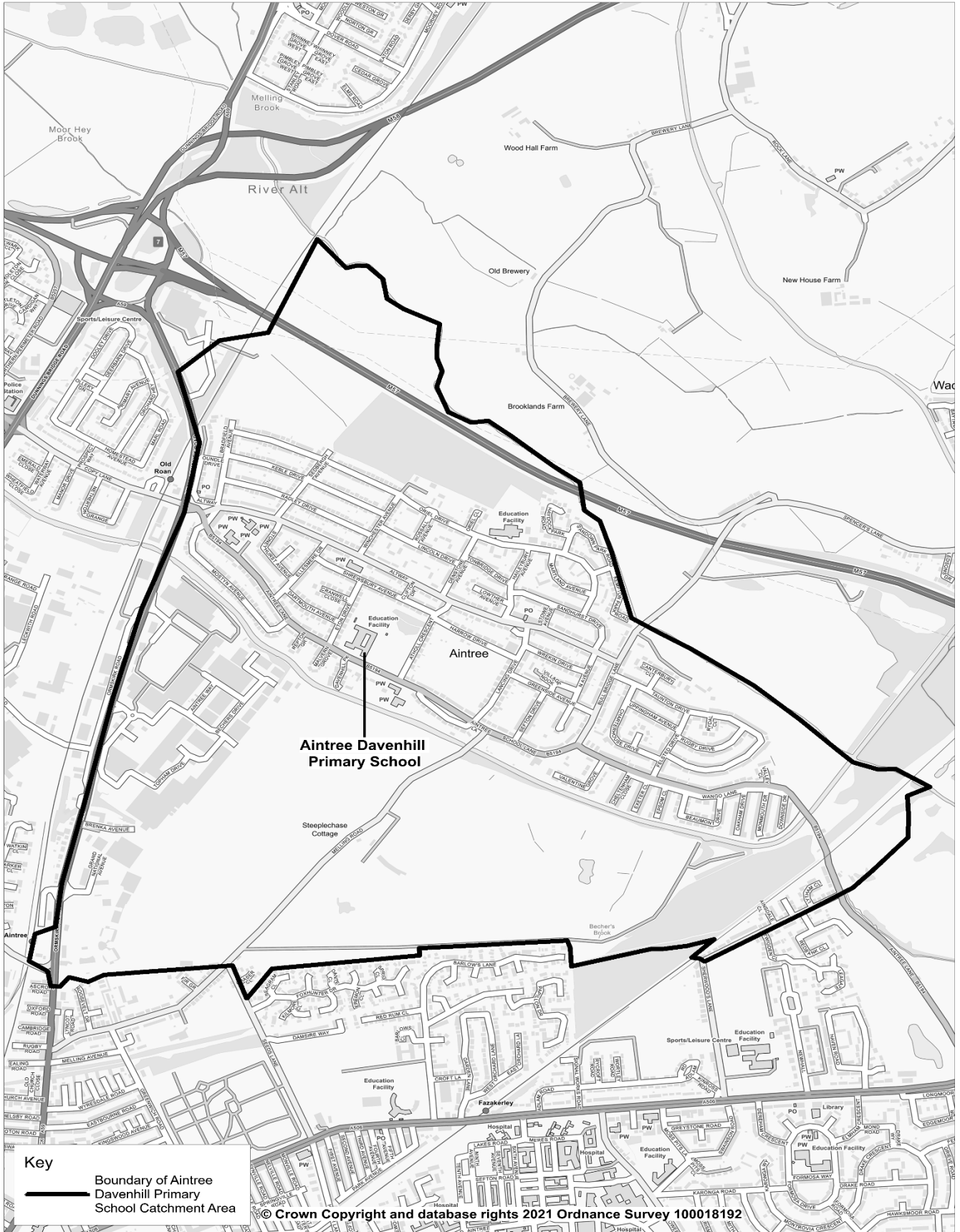
School Name	PAN
Aintree Davenhill Community Primary	60
Bedford Community Primary	60
Melling Community Primary	30

- 1) **Looked after children** and all **previously looked after children**, including those children who appear (to the admission authority) to **have been in state care outside of England** and ceased to be in state care as a result of being adopted (or became subject to a child arrangements order, or special guardianship order). \*
- 2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2023. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. <sup>(1)</sup>
- 3) **Children of staff** where the member of staff has been employed at a school within Southport Learning Trust for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. <sup>(1)</sup> Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.
- 4) **Catchment Area** - Children who live in the areas for which the schools are designated to serve (as shown on enclosed maps). The schools should normally be able to offer places to all pupils living in the area. If, however, it cannot do so, priority is given to those pupils living closest to the school, measured as per the tie breaker clause shown below. <sup>(1)</sup>
- 5) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. <sup>(1)</sup>

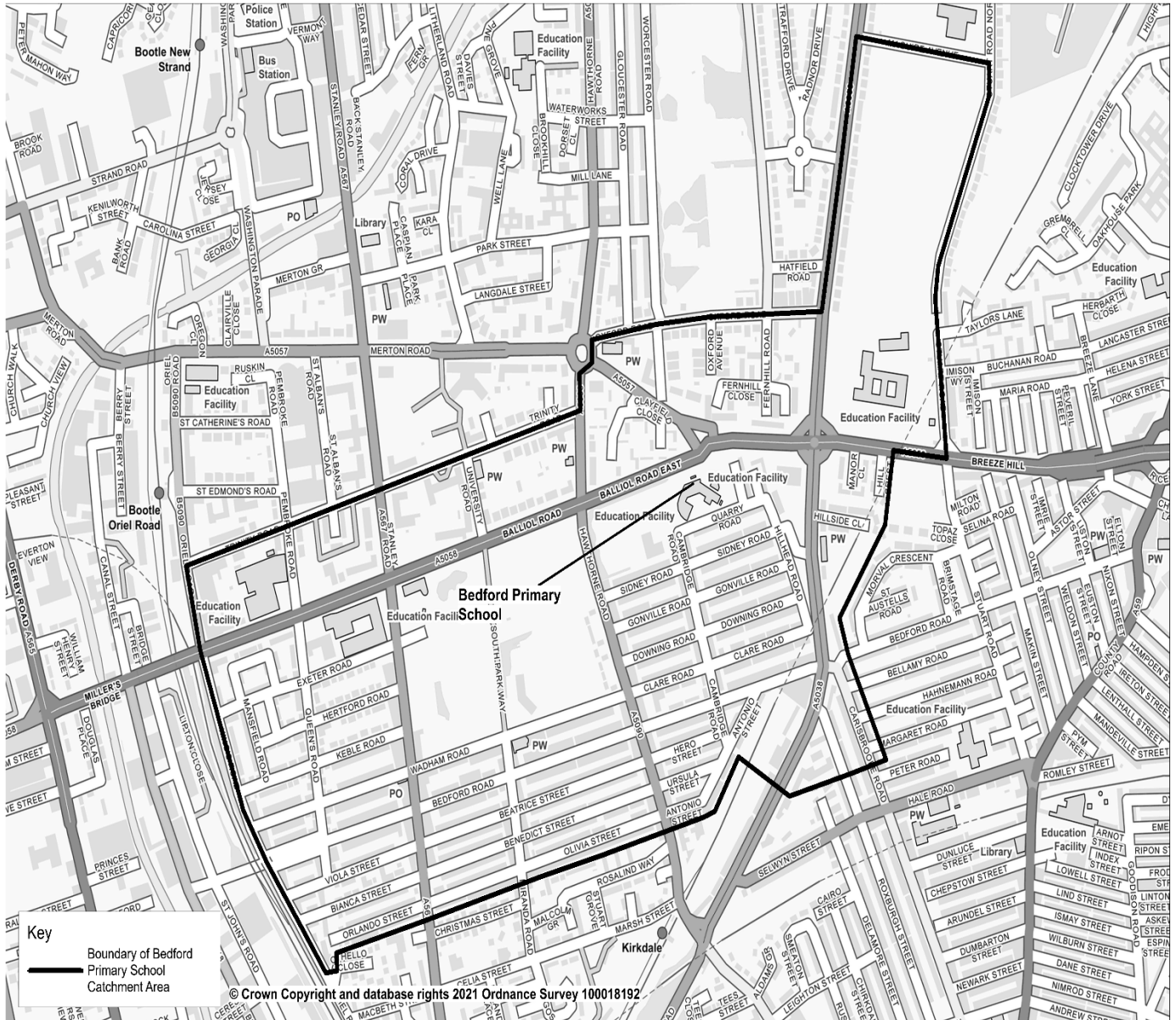
**Tie Breaker Clause** <sup>(1)</sup> If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

\* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority 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). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

### Aintree Davenhill Primary School Catchment Area



# Bedford Primary School Catchment Area



## Melling Primary School Catchment Area

