



Fonthill Road
Kirkdale
Liverpool L4 1QD
Tel: 0151 922 2775

ADMISSIONS POLICY

ACADEMIC YEAR 2023-2024

Kirkdale, St. Lawrence is a Church of England Voluntary Aided School and as such R.E, Collective worship and the whole ethos of the school is based on the teaching of the Church of England. The school has a strong Christian ethos around our role in the local community.

"Be kind to one another, tender hearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32

Through the teachings of God we love others and value everyone

Our Vision

Our vision is expressed through the message of Jesus and through faith, service, prayer and worship together. Our children learn in preparation to lead full and purposeful lives which will contribute to the common good. We live and celebrate our Christian life together with the development of each person's full potential in a climate of joy, freedom, respect and celebration.

- Our community enriches our lives - all work together to achieve the best learning environment
- Enrichment is intellectual, physical, spiritual, moral, social and emotional
- We promote a spirit of charity, social justice, global awareness and concern for others
- We work to learn in a culture of tolerance where individuals and diverse identities are recognised, welcomed, respected and cherished
- We want our children to receive fair and just treatment and equal opportunities and reject prejudice
- We respect the rights of others
- We demonstrate our vision by listening, practicing understanding, demonstrating trust and peace

Our Christian Ethos

Our Christian Ethos is reflected in our life together - our learning and our teaching. We are all God's children and through our daily learning we discover our gifts and our value.

The school will preserve and develop its religious character in line with the principles of the Church of England and the Liverpool Diocese. We ask all parents/guardians/carers applying for a place at Kirkdale, St. Lawrence VA Church of England Primary School to respect this ethos and its importance to our school community. This does not affect the right of parents who are not of the faith of this school to apply for and to be considered for a place here.

Admission to the Reception year 2023 is part of the Liverpool Local Authority Co-ordinated Admission Arrangements. Parents/ guardians are required to list the school on the Local Authority Common Application Form (Online Preference Form). Failure to do so will mean your application will not be considered.

The allocation of places to the school (whether for the Reception class or any other year group) will be decided by the Admissions Committee of the Governing Body. Notification of school allocation for Reception year will be made by the Home Local Authority on National Offer Day.

In Year Transfer Applications between Liverpool schools are to be made directly to the school using the current Liverpool application form. The school will advise parents and the

Local Authority of the outcomes of In Year Transfer applications. If the school is full in the year group of the application, parents can opt to be placed onto a waiting list. If a place becomes available in a year group, the Admissions Panel of the Governing Body will be convened to consider all of the applications on the waiting list. These applications will be considered in line with the Admissions Criteria and not on who was placed on the waiting list first.

The supplementary form may be completed if you wish to be considered under criteria 4 and 6 of the admissions policy. This supplementary form must be submitted with the original application and not at a later date.

In Year Transfers / Out of City will be co-ordinated by Liverpool City Council Admissions Team. If you are refused admission because the year group is full, you have the right to appeal the decision. You may only appeal once in an academic year. The appeals procedure is available from the school.

The Pupil Admission Number (PAN) for Kirkdale, St. Lawrence VA Church of England Primary School is forty pupils [40] (we are a one and half class entry). For admission into infant* classes Government legislation limits these class sizes to thirty [30] pupils per class.

**Reception and KS1*

Admissions Criteria

If the school is oversubscribed, after allocation to children with an Education and Health Care Plan [EHCP] naming the school, places will be allocated in the following order:

Applications for admission will be considered for children whose parents wish them to attend a Church of England School.

1. The Governing Body is the admissions authority for this school. As a Church of England Voluntary Aided Primary School it does not have a catchment area, but admits pupils based on this Admissions policy.

The Governors have a duty to:

- I. Set the number of intended admissions. The maximum number of pupils in year groups, Reception to Year 6 is forty [40] pupils, with 30 pupils per class in the Reception and KS1 classes, which may be mixed age classes. Other mixed age classes may be in KS2.
- II. Consult the Local Authority and adjacent admissions bodies before changing admission arrangements.
- III. Admit a child to the school for which parents have expressed a preference, unless to do so would prejudice the provision of efficient education, for example, if this would take a KS1 class size above thirty [30].

2. Admission selection is based on all those who have expressed a preference for Kirkdale, St. Lawrence via the Local Authority application system. In the event of oversubscription, after the admission of children with an Education, Health and Care plan, which names the school, the following descending order of priority shall be applied:

- 1) Children in Public Care: Looked after children (LAC), previously looked after children (PLAC), including those previously in state care outside of England and children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2) Children with social or medical needs. Parent(s)/guardian(s)/carer(s) will need to provide reports or letters from a social worker, doctor or other professional in the area of the child's health or welfare in support of their application. The supporting evidence should set out the particular reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The governors will review the information provided by parents. They will make an objective decision based on the needs of the child; whether or not the school is the most suitable to support the child.

Important note: If you wish to be considered as priority under Criteria 2, you must submit relevant documentation with your original application.

3) Children who have lost either or both parents by death.

4) Children whose parent (or person with parental responsibility), carer or grandparent attends St. Lawrence, Kirkdale or St. Paul's, Kirkdale at least once a month for the 12 months prior to application.

5) Children who have a sibling in the school in the year of admission (siblings are full, half or step brothers or sisters and adopted/foster brothers or sisters who are living at the same address as part of the family unit or full brothers and sisters living apart).

6) Children whose parent (or person with parental responsibility), carer or grandparent attends another Christian Church, recognised by Churches Together in Britain and Ireland, at least once a month for the 12 months prior to application.

7) All other children.

Important Information: Church involvement

Applications claiming priority on the grounds of involvement in the life and worship of a church must be supported, at the time of application, by a written declaration from the Minister of the church involved. If this is from a church other than St. Lawrence, Kirkdale or St. Paul's, Kirkdale this must be in sufficient detail in order to fully demonstrate that this is regular and habitual.

Important Information: Children in Care

A child in care is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989 at the time of making the application to the school. The term 'Previously Looked After Children' is defined as children who were looked after, but ceased to be so because they were adopted, or became the subject to a 'Child Arrangements Order' or a '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.

Deferred Entry

Parents can request that the date their child is admitted to school be deferred until later in that academic year or until the term in which the child reaches compulsory school age.

Parents can also request that their child take up the place part-time until the child reaches compulsory school age. These places are not reserved and parents will need to apply again following a delayed start.

Twins and Children of Children of Multiple Births

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places*.

**When one of the siblings is the 30th child admitted into a Reception class or a KS1 class for in-year transfers.*

When applications exceed expectations

In the event of the total number of applications exceeding the number of places available, the Governing Body will offer places to children living nearest to the school defined 'as the crow flies' from the child's permanent place of residence to the school, measured using a Geographical Information address point system based on Ordnance Survey. This measures straight-line distances from the address point of the permanent place of residence to the address point of the school. [Online toolkit]

If the school is oversubscribed:

The governors will require parents to provide proof of address, e.g. council tax bill, utilities bill, exchange of contracts or a tenancy agreement using the Local Authority guidance of my child's residence being the address at which Child Benefit is claimed.

- Distances: A straight-line policy in measuring distance. Home to school will be measured using a computerised measuring system.
- Change of Details: If after making an application, any of the information given in the application form for admission (including home address), or religious enquiry form or any other form, letter or document associated with the application changes, then the school must be informed immediately.
- Withdrawal of Offer of Place: The DfE Schools Admission Code allows schools to withdraw the offer of a place if parents have given fraudulent or deliberately misleading information.
- Appeals: If your child is refused admission to your preferred school, you have the right to appeal against the decision. A written request, addressed to The Clerk to the Governors and marked 'Admission Appeal', should be made as soon as possible after receiving notification of the result of the application. An Independent Panel hears admission appeals.
- Late Applications: A late application is deemed to be one received after the closing date for applications. An application with a valid reason for being late, e.g. a significant change in a family's circumstances, will be considered by the Governors with applications received on time. If the Governors agree to accept a late application and places have already been allocated, the applicant will be placed on the waiting list. The position on the waiting list will be determined by the school's admissions policy. Late applications that do not have a valid reason for being late will be considered after those from applicants who applied on time.
- Waiting List: Reception Year: In the event of over-subscription, the names of unsuccessful applicants will be placed on a waiting list in criteria order. This list will be kept open until the end of the first term in which the children are admitted. If a parent wishes their child's name to remain on the waiting list after the first term, they should notify the school in writing by the end of the autumn term.
- In Year: If the school is full in the year group of the application, parents can opt to be placed onto a waiting list. If a place becomes available in a year group, the

Admissions Panel of the Governing Body will be convened to consider all of the applications on the waiting list. These applications will be considered in line with the Admissions Criteria and not on who was placed on the waiting list first.

“Love the Lord your God, with all heart and with all your soul and with all your mind.” Matthew 22:37