

Wavertree CE School Admission Policy for September 2017

Wavertree CE School will follow the coordinated admission arrangements determined by Liverpool Local Authority. If the School is not oversubscribed all children who apply will be admitted. Children with an Education, Health and Care Plan, where the school is named in the Plan, will be admitted. Some schools receive more applicants for places than they have places available. When this situation occurs it may not be possible to meet all requests for places. If the School receives more applications for places than the school has available, places will be allocated in the following priority order:

Priority 1

Looked after children in the care of the local authority

Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Priority 2

Children with exceptional medical / social needs.

Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Direct Limited.

Priority 3

Children who will have a sibling at the school when they are due to start the school.
(See Definitions)

Priority 4

All other applicants who have expressed a preference for the school.

In priorities 1 to 4, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the Community Primary School will be used to determine which children are admitted. In all cases where distance from home to school is used to determine admission, those children living nearest to the Community Primary School will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the Community Primary School using the local authority's computerised measuring system. Parents will be required to provide proof of address e.g. council tax bill, utility bill, tenancy agreement or 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.

Important information:

- For children of UK service personnel (UK Armed Forces) Liverpool LA will 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 the oversubscription criteria.
- Waiting lists for oversubscribed Community Primary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term.
- The issuing of an Education, Health and Care Plan may override the offer of a school place under the Local Authority's admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to cope with the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an Independent Appeal Panel. For Community Secondary Schools details of the appeals procedure are available from Liverpool Local Authority, tel: **233 3006** or appeal forms and full details can be downloaded from Liverpool City Council's website. For Voluntary Aided schools details are available from the school, Catholic Archdiocese or Church of England Diocese. For Academies and Foundation schools please contact the school.

Number of Applications and Appeals

- If your application is unsuccessful you may ask the admitting authority to reconsider a second application, if there has been a significant and material change to your circumstances since the time of your initial application.
- If the admitting authority has agreed to reconsider your application and the school refuses your child a place because the year group is full, you have the right to appeal against this decision.
- If you are refused admission for your child to a school you may only appeal once in an academic year for a particular school.
- If your application and appeal have been unsuccessful for a school you can apply again and if necessary appeal for a place, in the next academic year.

