



Liverpool  
City Council

**Primary School**

# ADMISSIONS 2019-20

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Liverpool  
City Council

# apply online

## for Reception class 2019

[liverpool.gov.uk/admissions](http://liverpool.gov.uk/admissions)



From 12 September 2018 if you live in Liverpool and your child is eligible for reception class in September 2019 you can apply online for a school place at:

[liverpool.gov.uk/admissions](http://liverpool.gov.uk/admissions)



### BENEFITS

- No need to wait for your allocation letter to arrive through the post and no delays with the postal system
- On 16 April 2019 you will receive your child's allocation offer by email and will also be able to view this online using login details

Please ensure that you apply before the **closing date 15 January 2019**.

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## Dear Parent or Guardian,

During the next few weeks you will be asked to apply for a place for your child in a primary school in Liverpool. This is one of the most important decisions you will have to make in relation to your child's education and this booklet provides you with some general information to help guide you through this process. Please note that you are being asked to state a preference about which school you would like your child to attend. This is because it is not possible to guarantee that a place will be available in the school which you nominate. All schools have criteria for admissions which they must follow and a limit on the number of children they can admit. This limit is there to protect the quality of education which is provided and whilst there is an appeal system, admission limits are only exceeded in exceptional circumstances.



Please take time to read this booklet carefully before you begin your application, even if you have already decided which schools you prefer. It contains a lot of information that you can use to inform your preferences and may help to avoid possible future disappointment.

Each school provides its own prospectus which contains information about the school. It may be useful to visit the schools which interest you and you can do this by attending an open day or making an appointment to see the Head Teacher. Please contact your preferred schools directly for further information. Whatever your preference, I am confident that you will find a place in a primary school in Liverpool which meets your child's needs and offers an excellent standard of education.

The City of Liverpool is immensely proud of the successes of all our children and young people and of the schools that help make this possible. The majority of primary schools in Liverpool are judged by Ofsted to be good or outstanding and all our schools aspire to these standards. Inclusive learning is important in Liverpool and schools work hard with pupils, parents, carers and other agencies to ensure that the needs and aspirations of every child are met.

Exciting opportunities exist in Liverpool to use computer technology to assist in teaching and learning as well as build upon our local strengths in creative writing, music and sport. Whichever school your child attends, they will have opportunities in a safe environment not only to have fun and achieve but also to participate in a range of experiences to develop their talents. This secure educational foundation will enable them to take full advantage of the opportunities available in primary education and encourage them to be healthy, participating citizens within our city community.

I wish your child a happy and successful future in their new school.

**Steve Reddy**

**Director, Liverpool Children and Young People's Service**

Liverpool City Council Children and Young People's Service

Cabinet Member for Education and Children's Services

Assistant Mayor & Cabinet Member for Schools and Education - **Cllr. Barbara Murray**

The postal address for Liverpool Children and Young People's Service is:

Cunard Building, Water Street, Liverpool, L3 1AH Tel: 0151 233 3006

**[liverpool.gov.uk](http://liverpool.gov.uk)**

### **NOTE**

This booklet is compiled as a guide for parents / carers whose children are entering or transferring schools in September 2019. Although every effort has been made to ensure that the information is correct at the time of printing there may be changes to the information or the procedures outlined.

# Section 1

## Introduction

This booklet sets out the admission arrangements for children starting primary school in September 2019. Children whose fifth birthday falls between 1 September 2019 and 31 August 2020 (i.e. children born between 1 September 2014 and 31 August 2015 - both dates are inclusive) will be eligible to start primary school in September 2019.

The booklet also contains information for parents / carers applying for a place in a nursery school or nursery class.

There are several types of primary school in Liverpool. These include Community schools, Trust, Voluntary Aided Catholic schools, Voluntary Aided Church of England schools, Voluntary Controlled Church of England schools, a Voluntary Aided Joint Faith Church of England and Catholic schools, a Voluntary Aided Jewish school and Academies. The admission arrangements vary between schools and before applying it is important that you understand these arrangements.

This booklet will help you to make an informed choice of primary school and it is important that you read this booklet before you express a preference. If you require more information or assistance you can access information on the City Council's website [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions), where parents/guardians can complete an application form online. The online form asks for the same information as the paper application form and, when it has reached us, parents get an e-mail to confirm receipt. If you would like to complete your application on line, the web address is: [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions). Many parents/carers find this a quicker and easier way to apply for a school, another advantage is you will receive an email on offer day confirming the school that has offered your child a place. You can also contact Liverpool Local Authority on 233 3006 or drop in to a One Stop Shop for further information and assistance.

A list of useful telephone numbers is in the Contact Points Section of this booklet.



## Section 2

### Admission to Nursery Schools and Classes

#### General advice

Free early education sessions are available in Liverpool through a number of childcare providers (nurseries, playgroups, childminders etc) and nursery schools and nursery classes attached to infant schools.

Free Early Education for 3 (and 4) year olds is available from the term after their 3rd (or 4th) birthday and is equal to 570 hours for the full year. Sessions must be taken over 38 weeks or more, and be no more than 15 hours per week. All providers of free early education are expected to be responsive to local need in terms of being flexible (within reason) but may not be able to meet all parents' individual needs as they have to remain sustainable and endeavour to meet the needs of their community the best they can.

The free offer can be taken over a minimum of 2 days per week, and sessions must not be less than 2 hours or more than 10 hours in any day. If a parent chooses a provider who offers less than 38 weeks, or accesses sessions over less than 2 days, they will forfeit part of the free entitlement.

Most free early education sessions in schools are provided on a part time basis for morning or afternoon sessions. Children must normally be over three years old before they are admitted to a nursery.

You are advised to register your child's name at the school of your choice as soon as possible from September onwards, in the school year when your child reaches the age of two.

Admission to a nursery class attached to an infant school is not restricted to children living within the local area of the school. Admission to a nursery class does not guarantee a place, when the child is older, in the associated infant school; nor does it mean that the child must attend that particular infant school if you wish your child to go elsewhere.

Parents / guardians should be aware that only one free early education place can be accepted. However, where a place needs to be 'split' between two providers, and this is agreed by both providers, it should be supported with a written agreement, so that a child's development is effectively supported, and information is shared between the two providers.

Some schools will now offer free early education places for some 2 year olds. This is contributing to the national offer for families **who meet the eligibility** criteria for a place. Contact your nearest Children's Centre to find out if your child is eligible for a place and a school or provider of your choice to secure a place for your child.

Eligibility will commence the term after a child's 2nd birthday, and is the same amount (570 hours per year) as the 3 and 4 year old entitlement, and the requirements of delivery are also the same (e.g. minimum of 38 weeks over 2 days per week and no more than 15 hours per week).

#### Extended schools – daycare

Some schools may offer what is known as 'wraparound' care, (that is care provided before or after a child's free sessions). Before and After School Care may also be available from the school directly or from the school site delivered by a private provider. Where schools offer this service, they will make a charge, or the school may signpost parents to other local childcare providers in the area.

For information on availability of free places, extended day care places and charges etc, please contact the Head Teacher of the relevant school directly.

If you are unable to find a free early education place for your child, or need further advice and information about childcare, please contact Liverpool Childcare and Family Information Services Tel: 0800 085 2022 (option 2 for Liverpool).

## Section 3

### Parents Applying For Their Child To Attend A Primary School Reception Class In September 2019

The information in this section relates to children who will be starting in a primary school reception class in September 2019.

Advice for parents / carers who wish to transfer their children from one primary school to another primary school is available in the section dealing with In-Year Transfers.

#### Primary School Reception Class Co-ordinated Admission Arrangements for September 2019

The School Admissions Code requires all local authorities to co-ordinate admission arrangements for admission to reception class in September 2019. The aim of co-ordinated admission arrangements is to ensure parents receive a single offer of a school place for their child on the same day. The result will be a more objective, clearer and fairer admission process. Liverpool Local Authority has agreed with Liverpool schools, the Liverpool Schools' Admission Forum, Diocese, Archdiocese and neighbouring local authorities to coordinate admissions to reception class and to use an equal preference scheme to allocate places in Liverpool primary schools.

#### Choosing schools

In addition to the Primary School Admissions Booklet there are several other sources that you can use to find out more about schools. These include the following:

- The Liverpool City Council website ([www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions)) will have all the necessary information available online, including this booklet in electronic format and links to all Liverpool schools individual websites, along with links to neighbouring local authorities for information on their schools.
- Most schools and academies have open days or open evenings which parents can attend to find out more about the school.
- All schools have to produce a prospectus which gives more information about the school.
- The Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools.
- The head teacher of the school can provide advice.
- The Department for Education has a web site which you can use to find out more about schools and admissions [www.dfe.gov.uk](http://www.dfe.gov.uk).
- If you are thinking of applying for schools in other local authority areas you can contact the local authority for a copy of their composite prospectus or check their websites.

#### Applying for schools

- Before expressing a preference it is important to make a **realistic** assessment of your child's chances of gaining a place in your preferred school(s). Some schools will receive more applications for places than they have places available. If this is the case it will not be possible to offer all applicants a place.
- It is very important that you read the school admissions information before you express a preference and that you make a reasonable assessment, based on the school's admission policy, of your child's chances of gaining a place in the school. The information on the Liverpool City Council website and in this admissions booklet will assist you to do this. If you require further advice please contact Liverpool Local Authority on 0151 233 3006.
- On the online application or paper preference form you can express a preference for a maximum of

**three different schools** including Liverpool community controlled, voluntary controlled, voluntary aided, trust, academy and free schools. Liverpool residents can also apply for schools in other local authorities online or on the paper preference form. The schools must be listed in your preferred order of preference. Information which is relevant to a school's admission arrangements will be sent to the school or the other local authority which maintains the school. **The schools are not informed of your preference order. To apply for a school you must name the school as one of your preferences online or on the paper preference form.**

- Non Liverpool residents must apply for Liverpool schools on their home local authority common application form.
- The closing date for receipt of the online application or paper preference form is **15 January 2019**. Up to this date you can change your preference order. After the closing date unless there has been a material change to your circumstances changing preferences could reduce your child's chances of being offered a place in your preferred school. If there is a change in circumstances you must inform us by **22nd March 2019** if you wish us to consider this change before the final allocations are made.
- **Voluntary aided schools, academies and free schools require you to complete a school application form as well as listing the school online or on the paper preference form issued by Liverpool Local Authority.** It is very important that you do both. If you only complete the Local Authority application your application could be considered under lower criterion. You should contact the voluntary aided school, academy or free school to obtain a school application form or visit the website. The completed school application form must be returned to the school by the school's closing date.
- The school application form is used by the governing body of the school when they apply their admissions criteria. The information you give on the form relates to the school's admission criteria and it helps the governors to assess under which criterion your application will be considered.
- The online application or paper preference form informs officers in Liverpool Local Authority your preferred order of schools and plays an important part in the allocation of places, particularly when children fulfil the admission criteria for more than one school. Parents applying for Liverpool schools should only complete one online application or paper preference form. The application must be completed by **15 January 2019**.

## How places are allocated

- Every primary school has an admission policy which is used to decide which children are admitted. If the school receives more applicants for places than the school has places available (i.e. the school is over-subscribed) it will not be possible to offer all applicants a place. If the school receives fewer applicants for places than it has places available all applicants will be admitted (i.e. the school is under-subscribed).
- The admission policy for community and controlled Church of England primary schools is determined by Liverpool Local Authority. The admission policy for voluntary aided schools and academies is determined by the governing body of the school. As far as possible Liverpool Local Authority and schools will try to comply with your preferences for a school place.
- The three schools you name on the online application or paper preference form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools you have expressed a preference for. If this is the case your child will be allocated a place at the school you placed as the highest preference.
- If the school is over-subscribed the admission criteria for the school will be used to determine whether or not your child will be offered a place. It is vitally important that you understand the admission policy for the school(s) to which you apply and you make a reasonable assessment of your child's chances of being allocated a place.



- If the school is under-subscribed at the time of allocation, all applicants will be offered places.
- If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Local Authority will allocate a place at the school closest to your home address which has places available at the time of allocation. Please note that places can only be allocated at a school if there are places available at the time of allocation. You will also be sent a list of schools that have vacancies and advised about your right to appeal to an Independent Appeal Panel.

### Applications from families living outside Liverpool

- Liverpool Local Authority co-ordinate the reception class admission arrangements with other local authorities in the area.
- If you live outside the Liverpool Local Authority area and you wish to apply for a Liverpool school, you should complete the online application or paper preference/ common application form issued by your home local authority listing the Liverpool school(s) in preference order. Your home local authority will send us details of your application.
- If you are applying for voluntary aided schools in Liverpool you must also complete the school's application form, when this is required. If you do not apply to the school and place the school as a preference on the form issued by your home local authority, your application may be considered under a lower criterion of the school's admission policy.
- If your child is not offered a place in a Liverpool school, your home local authority will be responsible for allocating your child a school place. Your home local authority will write to you to inform you why your child was not allocated a place and advise you about your right to appeal to an independent appeals panel.
- You must apply by your home local authority's closing date.

### Liverpool residents applying to schools in other local education authorities

- Liverpool residents may apply to schools maintained by other local authorities.
- If you wish to do this you should contact the local authority which maintains the school to request a copy of their admissions booklet / composite prospectus or visit their website. It is important that you follow the guidance given in this booklet.
- As well as following the guidance from the other local authority you must also list the school(s) in preference order on the online application or paper preference form issued by Liverpool Local Authority.
- Liverpool Local Authority co-ordinates admission arrangements with other local authorities. Details of your application will be sent to the appropriate authority.
- If your child is not allocated a place in one of your preferred schools Liverpool Local Authority will be responsible for allocating your child a place in a school.
- If your child is allocated a place in a school maintained by another local authority and this school is ranked as a higher preference than a Liverpool school then Liverpool Local Authority will email or write to you to offer your child a place.

### Applications received after the closing date

- Applications received after the closing date of **15 January 2019**, will be considered as late applications unless there is a valid reason for the application being received late e.g. change of address, change in a medical condition; or exceptional social reasons.
- Late applications, with a valid reason for being late, will be considered with applications received on time if we receive it in good time to process before final allocations are made, the latest date would be **22 March 2019**.

- Late applications, without a valid reason, will be considered after applications received by the closing date. It is important to note that if the school(s) to which you are applying are oversubscribed, this could reduce your chances of gaining a place for your child in your preferred school.
- If the school is over-subscribed the child's name will be placed on the waiting list. The position on the waiting list will be determined by the school's admission policy.
- If the school has places available the child will be offered a place at that school
- If an application is received after **22nd March 2019** Liverpool Local Authority cannot guarantee to send the email/offer letter on **16 April 2019**.

The Governors of some schools in Liverpool have determined their own policy for dealing with late applications. Where this is the case the school's policy will be used.

## Processing applications

- All applications received by the closing date of **15 January 2019** will be considered.
- The information provided on this form will be processed in accordance with the requirements of the 2018 Data Protection Act. It will be treated as confidential and will only be used for the purposes of the provision of education services. In connection with this purpose, the information may also be processed preventing any fraud or criminal offence or to ensure the health, safety and welfare of any child. In pursuit of these legitimate purposes, the information may be shared with other admitting authorities to ensure that parents / guardians do not hold on to more than one offer of a place. The information may also be shared with any organisation legitimately investigating allegations of fraud, criminal offences or child protection.
- As part of the admission procedure schools will be given core information of each applicant's details. This does not include giving schools the preference order parents have placed the school in.

## Changing preferences and withdrawing applications

- You can change the school preferences or the preference order you have made up to the closing date for applications of **15 January 2019**, by accessing your online application account or by contacting Liverpool Local Authority, tel: **233 3006**.
- If you wish to change preferences, alter preference order, or withdraw your application for a school after **15 January 2019**, you can only do so by contacting Liverpool Local Authority tel: 233 3006 or by completing another paper preference form. This application will be considered in line with the provisions stated in Applications Received after the Closing Date.

## Infant class size legislation

For admission to infant classes i.e. reception class, Year 1 and Year 2 in September 2019, Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided schools adhere to this legislation when allocating places in schools.

## Independent appeal procedure

- Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent government 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.
- If the primary school to which you apply is over-subscribed and if you wish to appeal against the decision not to admit your child the following arrangements apply:
- Community schools and Controlled Church of England schools – details of the appeals procedure are available from Liverpool Local Authority, tel: **233 3006**.

- Voluntary Aided, Trust, Academy and Free Schools - details of the appeals procedure are available from the school.
- It is important to note that if your child has an Education, Health & Care Plan that the admission appeals procedure is not the appropriate procedure to follow. Please would you contact the Special Educational Needs Section, tel **225 6231** to discuss this matter further.

### Home address and change of address

- If you change address before the **22nd March 2019**, please inform Liverpool Local Authority, tel: **233 3006**. The address at which children reside is an important criterion in determining the allocation of school places, because of this if your address alters it may affect the allocation of a school place for your child.
- Please note that it is not possible to obtain a place in an over-subscribed school by sending your child to live with friends or relatives who live nearer to the school. When deciding school allocations the child's permanent home address will be used. Liverpool Local Authority defines this as the address of the child's parent(s) or legal guardian(s). Oversubscribed schools will ask parents for proof of their address.

### Fraudulent or misleading information

Section 2.12 of the School Admissions Code allows admitting authorities to withdraw places from children whose parents / carers have given fraudulent or intentionally misleading information in order to obtain a place in an over-subscribed school. If a school or Liverpool Local Authority receives information that this is the case the parents / carers will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided the place may be withdrawn.

### Communicating offers to parents

All Liverpool primary schools have agreed not to disclose information to parents about the offer of places until after **16 April 2019**. Those who make an online application will receive electronic confirmation (email) about their offer on **16 April 2019**. Letters will be sent to parents who have applied on a paper preference form by mail on **16 April 2019**.

### Delaying entry to reception class within the same academic year

The Local Authority is required to provide for the admission of all children to school in the September following their fourth birthday and in Liverpool most children do start school in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age which is following their fifth birthday. The School Admissions code does allow for parents to make a request to delay their child's entry to reception class until later on in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child should take up a reception class on a part time basis until their child reaches compulsory school age.

**If you wish to delay your child's entry to reception class or take up a part time reception class place until your child reaches compulsory school age then you should contact the Head teacher (s) of the school (s) that you wish to apply for or have been offered a place at. The Head teacher will be happy to discuss your reasons for requesting delayed entry and your child's readiness for school.**

### Deferring entry to reception class until the next academic year for summer born children

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school

until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for those parents that may feel that their child is not ready to begin school at this point.
- Paragraph 2.17 of the admissions code enables a parent to request that their child is admitted outside of their normal age group.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but they are required to make a decision taking in account the individual circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

A copy of guidance notes on this matter can found on the Department for Education's website at [www.gov.uk/government/organisations/departement-for-education](http://www.gov.uk/government/organisations/departement-for-education)

Following a review of reception class deferral requests and mindful of the DfE's statement of intent to make it a future automatic right for parents of summer born children to defer reception class in an upcoming review of the School Admissions Code , Liverpool Local Authority has taken the decision to adopt a protocol whereby any future requests for reception class deferral for **community and voluntary controlled schools** only from the parents of summer born children will be approved for reception class deferral for the following year.

It is important for parents to note that when a request is granted for deferral, i.e. parents are allowed to apply for reception class the following academic year, however this does not give a higher priority for admission to the schools of their choice. Parents who formally request reception class deferral will be made aware of this via correspondence from the Admissions Team. For enquiries related to reception class deferral and to request that your summer born child defers their reception class entry year please contact the Admissions Team at [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

## Timetable For Primary School Co-ordinated Admissions for September 2019

	CLOSING DATE
Closing Date for Applications	15 January 2019
List of applicants for schools outside Liverpool to be sent to the Local Authority maintaining the school	8 February 2019
List of applicants sent to own admission authority schools	15 February 2019
Own admission authority schools to send lists of pupils to be offered places to the Local Authority	1 March 2019
Local Authority applies Equal Preference Scheme for own schools, informing other Local Authorities of offers to be made to their residents	8 March 2019
Allocation Lists to Schools for Approval	22 March 2019
Liverpool Local Authority sends Emails/Letters to Parents / Carers on	16 April 2019
Appeals	May / June / July 2019

The Liverpool Local Authority and schools cannot give any indication about which school a child has been allocated until after the emails/letters have been sent to parents / carers on 16 April 2019.

## Section 4

### In-Year Transfers

An In Year Application (IYA) is when parents apply to transfer their child from one primary school to another primary school during the school year.

Parents can apply directly to the schools and schools will inform applicants about the outcome of their application and their right to appeal. Schools must inform the Local Authority (LA) about the application and the outcome of the application. The LA is required to publish details of how parents can apply for schools in year and it must hold up to date list of schools with vacancies to help parents find schools and provide an application form if a school does not have one.

#### Applying for an in year primary school place

- Parents making an in year application to a Liverpool primary community, voluntary aided, trust, academy and free schools are to contact schools directly to make an application, in the first instance.
- Parents applying for schools outside of Liverpool must contact the relevant local authority to establish the correct In Year Application procedure in that local authority.
- Community, voluntary aided, trust, academy and free schools will determine applications and a decision will be made to offer a place or not.
- If a community or voluntary controlled schools refuse a place they will notify Liverpool local authority in order for the local authority, as admission authority for these schools only, to correspond appropriately to parents on their right to appeal the decision to refuse a place.
- Community, voluntary aided, trust, academy and free schools will confirm with parents on the outcome of their application.
- Community, voluntary aided, trust, academy and free schools will communicate on a termly basis the number of In Year Applications received, offered and refused to Liverpool local authority.
- Liverpool local authority will act as an information point for parents regarding general In Year Application enquiries.

#### Application forms

- All schools will require parents to complete their own school application form. This form will be used by the school when they decide upon In Year Applications.

#### Schools Determining Applications

- The admitting authority for community and controlled schools is the local authority. There is no longer a requirement for In Year Applications to be co-ordinated by the local authority, however the local authority will determine admissions in the event there are any exceptional circumstances surrounding an In Year Application to a community or controlled school.
- The admitting authority for voluntary aided, trust schools, academies and free schools are the governing body. The governing body is responsible for determining admissions to their school. The governing body will have to ensure that the school's admission committee can meet as required to determine applications.
- If the governing body refuse to admit a child they must include an explanation of their decision e.g. the year group is full. The reasons for refusing admission must be in line with the School Admissions Code. In the decision letter the governing body has to give the reason for refusing admission to the parents and advise them about their right to appeal against the decision to an independent appeal panel.
- If the year group is full applicants will usually be refused admission and if parents wish their child's name is added to the waiting list and are to be offered the right of appeal.



- If there are more applicants for places than there are places in a year group the school's IYA admission policy will be used to decide which children are admitted.

### **Schools refusing admission to a child**

- The Code requires that, as far as possible, admitting authorities have to comply with parental preference for a school place. Usually a place can only be refused if the appropriate year group is full.
- In exceptional circumstances Paragraph 3.12 of the Code allows schools to refuse to admit children with challenging behaviour.

### **Allocating places in schools**

- A place will be offered as soon as possible after the school has agreed to admit the child. As far as possible children will start in the term in which they apply. However, if applicants apply at the end of term, it may not be possible to offer a place until the beginning of the next term.
- Parents applying for their child to attend a school outside Liverpool will be offered places in accordance with the terms of the maintaining Local Authority In Year Applications arrangements.
- Schools will write to parents to inform them of the outcome of their application.
- If a child is refused a place the decision letter sent by schools will advise parents why their child has not been admitted and inform them of their right to appeal to an independent appeal panel. The letter will have the relevant contact details if parents require further assistance.
- The decision letter will require parents to accept/decline the school place offered within 10 school days.
- Schools will have to notify the local authority of the outcome of the application.

### **Infant class size legislation**

For admission to infant classes i.e. reception class, Year 1 and Year 2, Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided, Trust and Academy schools adhere to this legislation when allocating places in schools.

### **Waiting lists**

Waiting lists will be maintained by the school. The school's In Year Admission policy will dictate the length of time a waiting list is held.

## Section 5

### Community Primary Schools and Controlled Church of England Primary Schools

The Admission Policy for these schools is determined by Liverpool Local Authority.

If a school is over-subscribed the Community and Controlled Primary School Admission Policy will be used to decide which children are admitted.

All Primary Schools are Co-Educational

Age Range of Primary Pupils	
Infant	4 to 7
Junior	7 to 11
Primary	4 to 11

#### Community and controlled church of England primary schools' admission policy for reception classes for September 2019

Community and Controlled Church of England primary schools will follow the coordinated admission arrangements determined by Liverpool local authority.

If a school is not over-subscribed all children who apply will be admitted.

The Government's infant class size legislation limits the number of pupils in infant classes (Reception, Year 1 and Year 2) to 30 pupils per class.

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

Council Officers 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, please contact us by the **22nd March 2019** for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

##### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should contact Liverpool Local Authority on 233 3006.

## 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 or Controlled CE 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 or Controlled CE 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 or Controlled CE Primary School using the local authority's computerised measuring system.

For oversubscribed schools 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.

## 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 and Controlled CE Primary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

# Community Primary Schools

## Anfield Road Primary School

Admission Number: 90

Anfield Road, Liverpool, L4 0TN. Tel: 263 1541

E-Mail: [admin@anfieldroadprimary.co.uk](mailto:admin@anfieldroadprimary.co.uk)

Head Teacher: Mrs C Drew-Williams

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	58	57	1	0	0	57	24	9

## Banks Road Primary School

Admission Number: 45

Banks Road, Liverpool, L19 8JZ. Tel: 427 4360

E-Mail: [n.mcgee02@banksroad.liverpool.sch.uk](mailto:n.mcgee02@banksroad.liverpool.sch.uk)

Head Teacher: Linda Gibson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	41	25	4	0	12	25	15	6

## Barlows Primary School

Admission Number: 60

Barlows Lane, Liverpool, L9 9EH. Tel: 525 2751

E-Mail: [barlows-ao@barlows.liverpool.sch.uk](mailto:barlows-ao@barlows.liverpool.sch.uk)

Head Teacher: Mrs J Taylor

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	2	0	0	64	33	15

## Belle Vale Primary School

Admission Number: 30

Besford Road, Liverpool, L25 2QF. Tel: 487 8571

E-Mail: [bellevale-ao@bellevale.liverpool.sch.uk](mailto:bellevale-ao@bellevale.liverpool.sch.uk)

Head Teacher: Mrs J Walker

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	42	26	1	1	14	26	8	11

### Blackmoor Park Infant School

Admission Number: 90

Leyfield Road, Liverpool, L12 9EY. Tel: 228 8576

E-Mail: [blackmoorparki-ao@blackmoorpark-inf.liverpool.sch.uk](mailto:blackmoorparki-ao@blackmoorpark-inf.liverpool.sch.uk)

Head Teacher: Mrs J Hitchmough

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	90	80	7	3	0	96	71	69

### Blackmoor Park Junior School

Admission Number: 90

227Leyfield Road, Liverpool, L12 9HB. Tel: 228 3250

E-Mail: [blackmoorparkj-ao@blackmoorpark-jun.liverpool.sch.uk](mailto:blackmoorparkj-ao@blackmoorpark-jun.liverpool.sch.uk)

Head Teacher: Mrs S Harrison

### Blueberry Park Primary School

Admission Number: 45

Ackers Hall Avenue, Liverpool, L14 2DY. Tel: 233 2480

E-Mail: [blueberrypark-sbm@blueberrypark.liverpool.sch.uk](mailto:blueberrypark-sbm@blueberrypark.liverpool.sch.uk)

Head Teacher: Mrs K Honey

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	45	41	3	0	1	41	6	8

### Booker Avenue Infant School

Admission Number: 90

Booker Avenue, Liverpool, L18 9SB. Tel: 724 1997

E-Mail: [admin@bookeravenue-inf.co.uk](mailto:admin@bookeravenue-inf.co.uk)

Head Teacher: Mrs L Brown

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	90	77	11	2	0	94	114	92

### Booker Avenue Junior School

Number on roll, Admission Number: 90

Booker Avenue, Liverpool, L18 9SB. Tel: 724 2941

E-Mail: [bookerj-ao@bookeravenue-jun.liverpool.sch.uk](mailto:bookerj-ao@bookeravenue-jun.liverpool.sch.uk)

Head Teacher: Mr R Thompson



### Broad Square Primary School

Admission Number: 60

Broad Square , Liverpool, L11 1BS. Tel: 226 1117

E-Mail: [admin@broadsquare.liverpool.sch.uk](mailto:admin@broadsquare.liverpool.sch.uk)

Head Teacher: Mrs V Corbett

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	59	47	7	0	5	47	34	16

### Childwall Valley Primary School

Admission Number: 30

Craighurst Road , Liverpool, L25 1NW. Tel: 722 2544

E-Mail: [enquiries@childwallvalley.org](mailto:enquiries@childwallvalley.org)

Head Teacher: Mr K Basnett

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	15	5	3	7	15	10	14

### Corinthian Primary School

Admission Number: 60

Inigo Road, Liverpool, L13 6SH. Tel: 228 5806

E-Mail: [corinthian-ao@corinthian.liverpool.sch.uk](mailto:corinthian-ao@corinthian.liverpool.sch.uk)

Head Teacher: Mr A Hudson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	57	49	5	0	3	49	18	10

### Croxteth Primary School

Admission Number: 45

Mossway , Liverpool, L11 OBP. Tel: 546 3140

E-Mail: [croxtethp-ao@croxteth-pri.liverpool.sch.uk](mailto:croxtethp-ao@croxteth-pri.liverpool.sch.uk)

Head Teacher: Gina Donaldson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	30	25	0	0	5	25	4	3

**Croxteth Primary School have an application for Academy conversion lodged with the Education Funding Agency. A decision is expected on the outcome of this application during the 2019/20 academic year.**

### Dovecot Primary School

Admission Number: 30

Grant Road, Liverpool, L14 OLH. Tel: 259 4065

E-Mail: [dovecot-ao@dovecot.liverpool.sch.uk](mailto:dovecot-ao@dovecot.liverpool.sch.uk)

Head Teacher: Mrs Kathryn Honey

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	9	8	0	0	1	8	1	3

### Dovedale Primary School

Admission Number: 120

Herondale Road, Liverpool, L18 1JX. Tel: 733 4232

E-Mail: [admin@dovedaleprimary.co.uk](mailto:admin@dovedaleprimary.co.uk)

Head Teacher: Mr N Smith

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
120	120	105	14	1	0	119	76	65

### Fazakerley Primary School

Admission Number: 60

Formosa Drive , Liverpool, L10 7LD. Tel: 474 3060

E-Mail: [fazakerleyp-ao@fazakerley-pri.liverpool.sch.uk](mailto:fazakerleyp-ao@fazakerley-pri.liverpool.sch.uk)

Head Teacher: Mrs S Bennett

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	54	43	4	3	4	43	12	14

### Florence Melly Primary School

Admission Number: 60

Bushey Road, Liverpool, L4 9UA. Tel: 226 1929

E-Mail: [schooladmin@fmp.liverpool.sch.uk](mailto:schooladmin@fmp.liverpool.sch.uk)

Head Teacher: Mr K Heaton

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	46	43	2	0	1	43	17	13

#### Four Oaks Primary School

Admission Number: 45

39 Davy Street, Liverpool, L5 1XP. Tel: 263 4038

E-mail: [office@fouroaksprimary.com](mailto:office@fouroaksprimary.com)

Head Teacher: Mrs S Robinson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	34	34	0	0	0	34	9	11

#### Gilmour Infants School

Admission Number: 90

South Bank Road, Liverpool, L19 9AR. Tel: 427 6306

E-Mail: [gilmours-ao@gilmoursouthbank.liverpool.sch.uk](mailto:gilmours-ao@gilmoursouthbank.liverpool.sch.uk)

Head Teacher: Ms J Hathaway

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	90	77	11	2	0	106	70	54

#### Gilmour Junior School:

Admission Number: 90

Whitehedge Road, Liverpool, L19 1RD. Tel: 427 4682

E-Mail: [admin@gilmourjuniors.com](mailto:admin@gilmourjuniors.com)

Head Teacher: Mr C MacDonald

#### Greenbank Primary School

Admission Number: 60

Mossley Avenue, Liverpool, L18 1JB. Tel: 522 5748

E-Mail: [greenbank-ao@greenbank.liverpool.sch.uk](mailto:greenbank-ao@greenbank.liverpool.sch.uk)

Head Teacher: Mrs D Wrigley

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	52	5	3	0	52	26	40

#### Gwladys Street Primary School

Admission Number: 60

Walton Lane, Liverpool, L4 5RW. Tel: 525 0843

E-Mail: [admin.office@gwladysstreet.com](mailto:admin.office@gwladysstreet.com)

Head Teacher: Miss N Booth

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	43	40	2	0	1	40	16	11

### Hunts Cross Primary School

Admission Number: 45

Kingsthorpe Road, Liverpool, L25 0PJ. Tel: 486 1777

E-Mail: [s.frith@huntscross.liverpool.sch.uk](mailto:s.frith@huntscross.liverpool.sch.uk)

Head Teacher: Mrs Janet Spreadbury (Acting Head)

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	57	42	7	2	6	42	16	13

### Kensington Primary School

Admission Number: 75

Brae Street, Liverpool, L7 2QG. Tel: 263 6429

E-Mail: [kensington-ao@kensington-pri.liverpool.sch.uk](mailto:kensington-ao@kensington-pri.liverpool.sch.uk)

Head Teacher: Mrs K Davies

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
75	73	63	4	1	5	63	15	12

### Kingsley Primary School

Admission Number: 60

Eversley Street, Liverpool, L8 2TG. Tel: 709 6727

E-Mail: [kingsley-ao@kingsley.liverpool.sch.uk](mailto:kingsley-ao@kingsley.liverpool.sch.uk)

Head Teacher: Mrs Alison Whittaker

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	54	49	1	1	3	49	12	12

### Knotty Ash Primary School

Admission Number: 30

Thomas Lane, Liverpool, L14 5NX. Tel: 228 4222

E-Mail: [r.carson@knottyashprimary.co.uk](mailto:r.carson@knottyashprimary.co.uk)

Head Teacher: Ms Roanne Clements-Bedson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	28	1	1	0	37	26	15

### Lawrence Primary School

Admission Number: 60

Lawrence Road, Liverpool, L15 0EE. Tel: 733 2556 / 3558

E-Mail: [info@lawrence-primary.co.uk](mailto:info@lawrence-primary.co.uk)

Head Teacher: Mr M Rigby

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	59	55	0	0	4	55	14	6

### Leamington Primary School

Admission Number: 60

Leamington Road, Liverpool, L11 7BT. Tel: 284 7848

E-Mail: [office@leamington.liverpool.sch.uk](mailto:office@leamington.liverpool.sch.uk)

Head Teacher: Mr Paul Vine (Acting Head)

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	1	1	0	64	23	14

### Lister Infant School

Admission Number: 60

Green Lane, Liverpool, L13 7DT. Tel: 228 4069

E-Mail: [listerdrivei-ao@listerdrive-inf.liverpool.sch.uk](mailto:listerdrivei-ao@listerdrive-inf.liverpool.sch.uk)

Head Teacher: Mrs J Davies

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	49	45	1	1	2	45	12	9

### Lister Junior School

Admission Number: 60

Green Lane, Liverpool, L13 7DT. Tel: 228 4196

E-Mail: [admin@listerjuniors.liverpool.sch.uk](mailto:admin@listerjuniors.liverpool.sch.uk)

Head Teacher: Mr S King



### Longmoor Primary School

Admission Number:

Hall Lane, Liverpool, L9 0EU. Tel: 521 5511

E-Mail: [admin@longmoorcps.co.uk](mailto:admin@longmoorcps.co.uk)

Head Teacher: Mrs E Grundy

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	56	51	1	0	4	51	26	13

### Mab Lane Primary School

Admission Number: 45

Mab Lane, Liverpool, L12 6QL. Tel: 259 4282

E-Mail: [admin-office@mablane.co.uk](mailto:admin-office@mablane.co.uk)

Head Teacher: Laura Morgan

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	22	15	0	0	7	15	4	4

### Middlefield Primary School

Admission Number: 50

Alderwood Avenue, Liverpool, L24 2UE. Tel: 486 4106

E-Mail: [middlefield-s1@middlefield.liverpool.sch.uk](mailto:middlefield-s1@middlefield.liverpool.sch.uk)

Head Teacher: Mr D Potter

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
50	39	35	1	0	3	35	4	2

### Monksdown Primary School:

Admission Number: 90

Monksdown Road, Liverpool, L11 1HH. Tel: 226 1606

E-Mail: [monksdown-ao@monksdown.liverpool.sch.uk](mailto:monksdown-ao@monksdown.liverpool.sch.uk)

Head Teacher: Mrs S Gough

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	86	66	4	0	16	66	21	14

**Mossfits Lane Primary School**

Admission Number: 60

Mossfits Lane, Liverpool, L15 6UN. Tel: 722 1716

E-Mail: [office@mossfits.com](mailto:office@mossfits.com)

Head Teacher: Miss L Everett

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	51	7	2	0	62	80	66

**Norman Pannell Primary School**

Admission Number: 30

Brownbill Bank, Liverpool, L27 7AE. Tel: 487 7718

E-Mail: [norman-ao@normanpannell.liverpool.sch.uk](mailto:norman-ao@normanpannell.liverpool.sch.uk)

Head Teacher: Mr R Simpson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	22	15	1	1	5	15	6	6

**Northcote Primary School**

Admission Number: 60

Cavendish Drive, Liverpool, L9 1HW. Tel: 284 1919

E-Mail: [northcote-ao@northcote.liverpool.sch.uk](mailto:northcote-ao@northcote.liverpool.sch.uk)

Head Teacher: Mr R Morgan

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	60	0	0	0	64	12	7

**Northway Primary School**

Admission Number: 60

Northway, Liverpool, L15 7JQ. Tel: 722 3540

E-Mail: [northway-ao@northway.liverpool.sch.uk](mailto:northway-ao@northway.liverpool.sch.uk)

Head Teacher: Mr P Anderson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	47	41	4	0	2	41	12	11

### Phoenix Primary School

Admission Number: 30

Birchfield Road, Liverpool, L7 9LY. Tel: 228 3831

E-Mail: [phoenixp-ao@phoenix-pri.liverpool.sch.uk](mailto:phoenixp-ao@phoenix-pri.liverpool.sch.uk)

Head Teacher: Mrs S Jones

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	21	15	2	0	4	15	6	5

### Pinehurst Primary School

Admission Number: 45

Pinehurst Avenue, Liverpool, L4 7UF Tel: 263 1300

E-Mail: [pinehurst-ao@pinehurst.liverpool.sch.uk](mailto:pinehurst-ao@pinehurst.liverpool.sch.uk)

Head Teacher: Mrs S Tasker

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	41	35	3	0	3	35	12	10

### Pleasant Street Primary School

Admission Number: 30

Pleasant Street, Liverpool, L3 5TS. Tel: 709 3802

E-Mail: [pleasant-ao@pleasantstreet.liverpool.sch.uk](mailto:pleasant-ao@pleasantstreet.liverpool.sch.uk)

Head Teacher: Mr N Verdin

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	26	4	0	0	27	19	13

### Ranworth Square Primary School

Admission Number: 30

Ranworth Square, Liverpool, L11 3DG. Tel: 226 1740

E-Mail: [ranworth-ao@ranworthsquare.liverpool.sch.uk](mailto:ranworth-ao@ranworthsquare.liverpool.sch.uk)

Head Teacher: Mr Robert Saunders

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	19	19	0	0	0	19	10	7

### Rice Lane Primary School

Admission Number: 90

Brockenhurst Road, Liverpool, L9 3BU. Tel: 525 9776

E-Mail: [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk)

Head Teacher: Mrs C Chatburn

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	90	87	3	0	0	87	27	22

### Rudston Primary School

Admission Number: 60

Rudston Road, Liverpool, L16 4PQ. Tel: 722 2435

E-Mail: [admin@rudston.liverpool.sch.uk](mailto:admin@rudston.liverpool.sch.uk)

Head Teacher: Miss Wendy Walters

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	50	9	1	0	54	52	47

### St Michael-in-the-Hamlet Primary School

Admission No: 60

Neilson Road, Liverpool, L17 7BA. Tel: 727 3215

E-Mail: [ao@smhsch.co.uk](mailto:ao@smhsch.co.uk)

Head Teacher: Mrs Lisa Richards

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	59	52	4	3	0	52	25	34

### Smithdown Primary School

Admission Number: 60

Chatsworth Drive, Liverpool, L7 6LJ. Tel: 709 6229

E-Mail: [smithdown-ht@smithdown.liverpool.sch.uk](mailto:smithdown-ht@smithdown.liverpool.sch.uk)

Head Teacher: Mr P Horne

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	46	43	2	1	0	43	26	19

### Springwood Heath Primary School

Admission Number: 30

Danefield Road, Liverpool, L19 4TL. Tel: 427 7759

E-Mail: [springwood-ao@springwoodheath.co.uk](mailto:springwood-ao@springwoodheath.co.uk)

Head Teacher: Mr I Hunt

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	20	7	2	1	20	16	10

### Stockton Wood Primary School

Admission Number: 50

All Saints Road, Liverpool, L24 3TU. Tel: 486 1778

E-Mail: [admin@stocktonwood.liverpool.sch.uk](mailto:admin@stocktonwood.liverpool.sch.uk)

Head Teacher: Mrs S Stacey

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
50	49	47	2	0	0	47	16	4

### Sudley Infant School

Admission Number: 120

Dundonald Road, Liverpool, L17 0AE. Tel: 727 1139

E-Mail: [sudleyi-ao@sudley-inf.liverpool.sch.uk](mailto:sudleyi-ao@sudley-inf.liverpool.sch.uk)

Head Teacher: Ms R Thomas

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
120	120	81	28	11	0	85	105	116

### Sudley Junior School

Admission Number: 90

Aigburth Road, Liverpool, L17 6BH. Tel: 427 2941

E-Mail: [ao@sudleyjuniors.com](mailto:ao@sudleyjuniors.com)

Head Teacher: Mr S Connell



### Wellesbourne Primary School

Admission Number: 50

Abbotsford Road, Liverpool, L11 5BA. Tel: 226 9765

E-Mail: [wellesbourne-ao@wellesbourne.liverpool.sch.uk](mailto:wellesbourne-ao@wellesbourne.liverpool.sch.uk)

Head Teacher: Mrs M Mallon

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
50	47	40	6	1	0	40	27	20

### Whitefield Primary School

Admission Number: 40

Boundary Lane, Liverpool, L6 2HZ. Tel: 263 5976

E-Mail: [whitefield-ao@whitefield.liverpool.sch.uk](mailto:whitefield-ao@whitefield.liverpool.sch.uk)

Head Teacher: Mrs L Wright

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
40	36	34	2	0	0	34	9	9

### Windsor Primary School

Admission Number: 30

Upper Hill Street, Liverpool, L8 8JE. Tel: 709 6769

E-Mail: [k.gibson@windsor.liverpool.sch.uk](mailto:k.gibson@windsor.liverpool.sch.uk)

Head Teacher: Miss Fiona Pickering

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	29	1	0	0	31	19	17

### Woolton Primary School

Admission Number: 90

Out Lane, Liverpool, L25 5NN. Tel: 428 3066

E-Mail: [admin@wooltonprimary.com](mailto:admin@wooltonprimary.com)

Head Teacher: Ms J Ngenda

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	90	86	3	1	0	104	42	36

# Controlled Church of England Primary Schools

## Arnot St Mary CE Primary School:

Admission Number: 60

Arnot Street, Liverpool, L4 4ED. Tel: 286 1400

E-Mail: [asm-ao@arnotstmary.liverpool.sch.uk](mailto:asm-ao@arnotstmary.liverpool.sch.uk)

Head Teacher: Mrs F Roper

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	54	50	3	0	1	51	20	11

## St Cleopas' CE Primary School

Admission Number: 45

Beresford Road, Liverpool, L8 4RP. Tel: 727 1725

E-Mail: [info@stcleopas.com](mailto:info@stcleopas.com)

Head Teacher: Mrs Lynne Gannon

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	34	29	4	0	1	29	12	3

## St Margaret's (Anfield) CE Primary School

Admission No: 60

Lower Breck Road, Liverpool, L6 4BX. Tel: 260 5522

E-Mail: [admin@st-margaretsanfield.liverpool.sch.uk](mailto:admin@st-margaretsanfield.liverpool.sch.uk)

Head Teacher: Mrs L Hughes

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	51	50	1	0	0	50	10	7

## Wavertree CE Primary School

Admission Number: 30

Rose Villas, Liverpool, L15, 8HJ. Tel: 733 1231

E-Mail: [wavertree-ao@wavertree.liverpool.sch.uk](mailto:wavertree-ao@wavertree.liverpool.sch.uk)

Head Teacher: Mrs A Brooksbank

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	24	14	3	1	6	14	10	13

## Section 6

### Trust, Voluntary Aided, Academy and Free Schools

Admissions to voluntary aided, trust, academy and free schools are determined by the governing body of the individual school.

All voluntary aided, trust, academy and free schools have agreed to follow the co-ordinated admission arrangements and equal preference scheme determined by the Local Authority. All admissions will be agreed by the governing body of the individual school.

Some schools will require parents / guardians to complete a school Application Form, as well as placing the school as a preference on the online application or preference form issued by Children and Young People's Service. If this is the case you must complete both forms.

All Primary Schools in Liverpool are Co-educational

Age Range of Primary Pupils	
Infant	4 to 7
Junior	7 to 11
Primary	4 to 11

## Trust Schools

### Broadgreen Primary School

Admission Number: 30

Oakhill Road, Woolton, L13 5UE. Tel: 228 6692

E-Mail: [admin@broadgreenprimary.org.uk](mailto:admin@broadgreenprimary.org.uk)

Head Teacher: Mrs A M Moore

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	30	0	0	0	36	26	10

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), or 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 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. (See Definitions for Admissions)

### 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 main entrance of the school will be used to decide which children are admitted. The distance will be measured by straight line distance between the child's permanent home address and the 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.

### Matthew Arnold Primary School

Admission No: 30

Dingle Lane, Liverpool, L8 9UB. Tel: 233 4900

E-Mail: [admin@matthewarnold.co.uk](mailto:admin@matthewarnold.co.uk)

Head Teacher: Mr T Byrne

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	30	0	0	0	33	20	14

Where requests for places exceed the admission number, children will be allocated places 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 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 other than attending one of the specialist resource provisions. (See Definitions)

### 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 main entrance of the school will be used to decide which children are admitted. Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to the school using the local authority's computerised measuring system with those living closest to the school being given preference.. 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.

## Voluntary Aided Church of England Primary Schools

### Childwall C of E Primary School

Admission No: 60

Woolton Road, Liverpool, L16 0JD. Tel: 722 1553

E-Mail: [admissions@childwallce.com](mailto:admissions@childwallce.com)

Head Teacher: Mrs W Mason

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	54	6	0	0	65	52	23

Parents/guardians are invited to put their child's name forward for admission to the school. The Governors' Admission panel will meet after the closing date for applications to allocate places in accordance with the published admission criteria. Application forms may be obtained from the school.

The standard number agreed for admission to our reception class is 60. In the event of applications for admission exceeding this number the governors will have regard to the following criteria and will give points as indicated below. In using these criteria the governors are anticipating that parents/guardians will particularly desire that their child should receive an education in a specific Christian environment and can demonstrate their commitment by regular worship and personal involvement in the life of their church. Places will be given to the children with the most points.

The governors recognise that the Foundation Trustees of the Salisbury House Trust, formerly the Liverpool Orphanage, provided accommodation and education to orphaned children and will continue to give appropriate consideration to children who have lost either or both parents by death.

Following consultation with the local authority children with a Statement of Special Educational Needs which names the school will be admitted.

## Admissions criteria

If the school is over-subscribed places will be given in the following order:

1. Children in Public Care: this includes any 'looked after child' and any child who was previously looked after but immediately after being looked after become subject to an adoption residences or special guardianship order.
2. Children who have lost either or both parents by death; in recognition of the role of the Trust and Foundation of Salisbury House.
3. Children with social or medical needs. Parent(s) need to provide a report or letter 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 and whether or not other schools can provide appropriate support.
- 4a. Children with siblings (including step-brothers and -sisters, half-brothers and sisters, foster children, living at the same address and deemed to be part of the same family) already in the school in the September of the year in which the child for whom application is made would be admitted.
- 4b. Twins etc.; Where there are twins/ triplets wanting admissions and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.
5. The personal involvement of the family, including the child for whom the application is made, in the worship and life of an Anglican Church, that of any member of Churches Together in Britain and Ireland, or any other recognised Trinitarian Church.

The points will be allocated on the basis of the most involved parent.

Points under this category will be allocated as follows: (maximum of 20 points)

Attendance at church over the last three years (Maximum 16 points)

### Made up of:

Weekly (over the last three years)	16 points
More than once a month	12 points
Once a month	8 points
Less than once a month	4 points

### And

Family Involvement (Maximum 4 points)

Membership of a church/on the electoral roll	1 point
Membership of a group other than Sunday Worship e.g. house group	1 point
Children attend another recognised church organisation/body/group	1 point
In a leadership or assistant leadership role within the church	1 point

6. Children of other faiths whose parents have expressed a preference for the school. Parents will be required to produce a letter from their religious leader to confirm their faith.

7. Children whose parents have expressed a preference for the school. If there are more applicants for places than there are places available using the above criteria or there are more applicants with the same points score than there are places available, distance from home to school will be used to decide which children are admitted. Children living closest to the school will be allocated the available places. 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.
- If the Admissions Committee consider your application under a lower criteria than indicated on your form, they will write to advise you of the reason why following the Committee meeting. If your application can be considered under a higher criteria it will be done so automatically unless you indicate on your application form that you do not wish it to be.

## **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 Clerk to the Governors must be informed immediately.

Distances: Liverpool LA is now adopting a straight line policy in measuring distance. Home to school will be measured by the City Council using their computerised measuring system.

A form confirming church involvement must be completed and signed by the family's Vicar, Priest or Authorised Minister.

The School Admissions Code allows schools to withdraw the offer of a school place if parents/carers give intentionally misleading information and the governors reserve the right to verify information given to them by applicants.

## **Appeals**

In the event of children for whom application is made not being admitted a written request, addressed to the Clerk to Governors and marked Admission Appeal should be made within 14 days of receiving notification of the result of the application. Admission Appeals are heard by an Independent Panel.

## **Late applications**

A late application is one received after the closing date for applications. The school governors will only consider late applications where there is a valid reason e.g. a significant change in a family's circumstances for the application being late.

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 admission policy.

Late applications which do not have a valid reason for being late will be considered after applicants who applied on time.

## **Waiting list**

In the event of oversubscription, the names of unsuccessful applicants will be placed on a Waiting List in rank order. This list will be kept open until the end of the first term. If you wish your child's name to remain on the waiting list, please notify the school in writing by end of the summer term.



## Kirkdale, St Lawrence C of E Primary School

Admission No.: 40

Fonthill Road, Liverpool, L4 1QD. Tel: 922 2775

E-Mail: [kirkdale-ao@kirkdale.liverpool.sch.uk](mailto:kirkdale-ao@kirkdale.liverpool.sch.uk)

Acting Head Teacher: Mrs J Forshaw

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
40	22	21	0	0	1	21	9	5

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which is listed in order of priority:

1. **Children in Care** (Looked After Children and previously looked after children) Such children are deserving of our compassion and should benefit from the Christian care expected in our school.
2. **Children with special medical or social circumstances affecting the child where these needs can only be met at this school.** (Supporting letters from Social Worker or Medical Specialist are required and should be included, in a sealed envelope, with the application form).
3. (a) **Children whose parents are involved in the work and worship of St Lawrence's Church, Kirkdale,** and whose parents' names are entered onto the Church's electoral roll. (A completed church form supplied by the school will be required)  
(b) **Children whose parents are involved in the work and worship of a Church which is a member of Churches together in Britain and Ireland, The Pentecostal Church or Word of Life Church** and whose names are entered on its membership roll. (A completed church form supplied by the school will be required)
4. **Children who have a brother or sister in school who will be attending the following year.**
5. **Children resident in the ecclesiastical parish.** (A map showing the parish is available from school).
6. **Children resident outside the ecclesiastical parish.**

### Notes

- a) The term Children in Care (looked after children) refers to children and young people who are in public care as defined by section 22 of the Children's Act 2004. These young people may be accommodated in children's homes or foster homes. They may also be living at home or with extended families on Care Orders or have been adopted or subject to a special guardianship order.
- b) By work and worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications.
- c) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- d) The term brother or sister includes step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.
- e) 'Resident' refers to the child's permanent home at the proposed date of admission.
- f) Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of radial distance from the school to home, those living nearest being given priority. The measurement used to allocate places is a straight line distance measurement using Ordinance Survey address points. In the event of a tie break a random paper draw will be undertaken by an independent body.

## St Anne's (Stanley) C of E Primary School

Admission No. 60

Prescot Road, Liverpool, L13 3BT. Tel: 228 1506

E-Mail: [stanley-ao@st-annesstanley.liverpool.sch.uk](mailto:stanley-ao@st-annesstanley.liverpool.sch.uk)

Head Teacher: Mrs J Simons

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	50	50	0	0	0	50	18	13

St Anne's (Stanley) Church of England Primary School is a voluntary aided school with an admission number of 60 children. For admission to reception class in **September 2019** the school will follow the coordinated admission arrangements determined by Liverpool City Council.

Following consultation with the local authority children with a statement of special educational needs which names the school will be admitted.

If the school receives fewer applicants for places than they have places available all applicants will be admitted. If the school receives more applicants than there are places available the following criteria will be used to decide which children are admitted:

1. Baptised Church of England Children in Care (Looked After Children, including any children who were previously "looked after" but immediately after being looked after became subject to an adoption, residences or special guardianship order)
2. Baptised Church of England children whose parent(s) are on the electoral roll of the parish of St Anne's (Stanley).
3. Baptised Church of England Children residing in other parishes. Proof of baptism will be required.
4. Children In Care who are not Baptised Church of England (Looked After Children, including any children who were previously "looked after" but immediately after being looked after became subject to an adoption, residences or special guardianship order)
5. Children who will have a brother or sister in the school at the time of admission.
6. Children of other Christian denominations. Proof of baptism or a letter from a religious leader confirming membership of the denomination will be required.
7. Children of other faiths. Applicants will be required to provide a baptismal certificate or a letter from a religious leader to confirm membership of the faith.
8. Children whose parents express a preference for the school.

If there are more applicants for places than there are places available in any of the above criteria distance from home to school will be used to decide which children are admitted. The distance will be measured in a straight line between the child's permanent home address and the main entrance to the school using the local authority computerised measuring system. The children living closest to the school will be allocated the available places.

If two or more children live the same distance from the school and there are not enough places to admit all these children, random allocation will be used to decide which children are admitted.

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.

### Definition of 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 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.

### St Mary's (West Derby) C of E Primary School

Admission No. 30

Meadow Lane, Liverpool, L12 5EA. Tel: 226 2038

E-Mail: [admin@stmaryce.school](mailto:admin@stmaryce.school)

Head Teacher: Mr M Hargreaves

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	28	2	0	0	43	39	34

Admissions to St Mary's Church of England Primary School are the responsibility of the Governing Body in agreement with the Diocesan Board of Education and the Local Authority. Parents who wish to apply for a place for their child should complete the School Admission Form as well as the Common Application Form supplied by the Local Authority

The standard number agreed for admission to our one Reception class is 30. By law no infant class may contain more than 30 children. In the event of applications for admissions exceeding this number in any one year the Governors will have regard to the following criteria and will give points as indicated below. Places will be given to the 30 applicants with the most points. Where the number of points is the same, priority will be given to the applicant with most points for each section of the application form in sequence. In the event of a tie break places will be allocated to the child who lives nearest to the school

Criteria		Points allocated (max)
(a)	Children who are in the care of the local authority including any children who were previously “looked after” but immediately after being looked after became subject to an adoption, residences or special guardianship order,	N/A
(b)	The wish of parents/guardians attending the parish Church of St. Mary, West Derby, that their children should have a Christian education demonstrated by their active involvement in the life and worship of St. Mary’s Church and on the Electoral Roll of the Church. The Clergy will be asked to support the application.	22
(c)	The active involvement of parents/guardians in the life and worship of another Anglican Church for whom there is no nearer C.E. School. The clergy will be asked to support the application.	19
(d)	The active involvement of parents/guardians in the life of another Christian Church. The Priest, Minister or Elder will be asked to support the application.	16
(e)	The active involvement of parents/guardians in another faith community. The Leader of that community will be asked to support the application	14
(f)	The active involvement of the child in the life and worship of the Church.	6
(g)	Children who have a sibling currently attending the school at the time of application and who will still be there at the start of the new academic year.	5
(h)	Clergy reference. (Points for clergy recommendation are in respect of very strong (4), strong (3), reasonable (2), occasional (1), little or no (0) evidence of the parents/guardians commitment to the life, work and witness of the Church)	4

#### Additional information

- The Governors will consider applications in January of each year. Applications received after the closing date may not be considered until the earlier applications have been considered.
- Parents whose child is not given a place at the school have a right of appeal.
- Where there are two parents the applicants should decide which parent would provide the highest points score in making the application and completing the denomination and church commitment sections. The selected parent’s name must be given.
- Children whose applications have been unsuccessful may be placed on a waiting list by application to the School’s Administration Officer.
- Children on the list are ranked according to the number of points allocated and will be admitted by reference to the number of points scored until 30 places have been allocated.
- Any reference in this policy to “distance” will be interpreted as follows:- Distance will be measured by a straight line from the front door of the child’s permanent home address to the main entrance of the School. The distance will be measured by Liverpool Local Authority computerised system.
- The Governors may require applicants to provide proof of address ie. Utility bill, council tax bill, exchange of contracts or tenancy agreement.
- A “parent/guardian” is any person who has parental responsibility or care of the child. Where admission arrangements refer to parent attendance at church it is sufficient for just one parent to attend.
- “Christian Church” means any church in membership of or sharing the statement of belief of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk))
- In this policy the Governors define sibling as “full, half or step brothers and sisters; adopted and foster brothers and sisters who live at the same address and are part of the same family unit”.

# Voluntary Aided Catholic Primary Schools

For Voluntary Aided Catholic Primary Schools, all preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Children and previously Looked After Children
2. Baptised Catholic children who have a sibling in the school at the time of admission
3. Baptised Catholic children resident in the designated parish of the school applied for.
4. Baptised Catholic children from other non-designated parishes
5. Children who are other than Catholic and have a sibling in the school at the time of admission
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate faith leader would need to confirm in writing that the applicant is a member of their faith group.
8. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured in a straight line from the front door of house/flat to the main front door of the school as measured by the Local Authority's computerised measuring system with those living nearer to the school having priority.

For Baptised Catholic children, proof of birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate is required. For further information on designated parish boundaries please contact the relevant schools directly.

**\*The above admissions criteria excludes St Paul's & St Timothy's Catholic Infant School and St Paul's Catholic Junior School. Both schools admissions policy and criteria are listed on pages 71 and 72.**

## Definition

A Looked After Child 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 2004.) A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

**All Saints' Catholic Primary School**

Admission Number: 60

Oakfield, Anfield, Liverpool, L4 2QG. Tel: 263 9561

E-Mail: [allsaints-ao@allsaintsanfield.co.uk](mailto:allsaints-ao@allsaintsanfield.co.uk)

Head Teacher: Mr J Barnes

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	2	0	0	66	19	11

Designated Parish – All Saints

**Blessed Sacrament Catholic Primary School**

Admission Number: 120

Cedar Road, Liverpool, L9 9AF. Tel: 525 9600

E-Mail: [admin@bsprimary.com](mailto:admin@bsprimary.com)

Head Teacher: Mr C Davey

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
120	74	73	1	0	0	73	25	8

Designated Parish – Blessed Sacrament.

**Christ the King Catholic Primary School**

Admission Number: 60

Meadway, Liverpool, L15 7LZ. Tel: 722 3462

E-Mail: [christ-ao@christtheking.liverpool.sch.uk](mailto:christ-ao@christtheking.liverpool.sch.uk)

Head Teacher: Mrs K Griffin

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	47	7	6	0	47	41	27

Designated Parish – Christ the King &amp; Our Lady the part of the parish formerly referred to as Christ the King)

### Holy Cross Catholic Primary School

Admission Number 30

Fontenoy Street, Liverpool, L3 2DU. Tel: 236 9505

E-Mail: [ao@holycrossprimaryschool.co.uk](mailto:ao@holycrossprimaryschool.co.uk)

Head Teacher: Mrs H Bannon

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	25	25	0	0	0	25	6	2

Designated Parish - St Sylvester

(the parts of the parish formerly referred to as Holy Cross and St Mary's, Highfield Street).

### Holy Family Catholic Primary School

Admission Number. 30

Upper Essex Street, Liverpool L8 6QB. Tel: 709 3672

E-Mail: [holyfamily-ao@holyfamily.liverpool.sch.uk](mailto:holyfamily-ao@holyfamily.liverpool.sch.uk)

Head Teacher: Mrs R Davidson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	24	22	0	0	2	22	3	5

Designated Parishes -- Our Lady of Mount Carmel.

### Holy Name Catholic Primary School

Admission Number. 45

Mossfits Lane, Liverpool, L10 9LG. Tel: 525 3545

E-Mail: [holyname-ao@holyname.liverpool.sch.uk](mailto:holyname-ao@holyname.liverpool.sch.uk)

Head Teacher: Mrs A Radford

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	45	44	0	1	0	50	14	11

Designated Parish - Holy Name.



### Holy Trinity Catholic Primary School

Admission Number. 30

Banks Road, Liverpool, L19 8JY. Tel: 427 7466

E-Mail: [holytrinity-ao@holytrinity.liverpool.sch.uk](mailto:holytrinity-ao@holytrinity.liverpool.sch.uk)

Head Teacher: Mrs Helen Raley-Williams

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	30	0	0	0	32	6	5

Designated Parishes - St Wilfrid

(the parts of the parish formerly referred to as Holy Trinity and St Francis of Assisi).

### Much Woolton Catholic Primary School

Admission Number. 60

Watergate Lane, Liverpool, L25 8QH. Tel: 428 6114

E-Mail: [office@muchwoolton.co.uk](mailto:office@muchwoolton.co.uk)

Head Teacher: Mr M White

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	54	3	3	0	54	46	28

Designated Parish – St Mary's, Woolton.

### Our Lady & St Philomena's Catholic Primary School

Admission Number. 30

Sparrow Hall Road, Liverpool, L9 6BU. Tel: 525 8552

E-Mail: [philomenas-ao@ourlady-st-philomenas.liverpool.sch.uk](mailto:philomenas-ao@ourlady-st-philomenas.liverpool.sch.uk)

Head Teacher: Mrs A Radford

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	25	22	2	0	1	22	4	3

Designated Parish - Our Lady and St. Philomena's.

### Our Lady & St Swithin's Catholic Primary School

Admission Number. 30

Parkstile Lane, Liverpool, L11 OBQ. Tel: 546 3868

E-Mail: [swithin-ao@olss.liverpool.sch.uk](mailto:swithin-ao@olss.liverpool.sch.uk)

Head Teacher: Mrs Emma Hartley

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	26	23	2	1	0	23	7	3

Designated Parish - Our Lady Queen of Martyrs & St Swithin.

### Our Lady Immaculate Catholic Primary School

Admission Number. 50

Northumberland Terrace, Liverpool, L5 3QF. Tel: 260 8957

E-Mail: [admin@oliprimaryschool.co.uk](mailto:admin@oliprimaryschool.co.uk)

Head Teacher: Mrs C Sergeant

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
50	35	34	1	0	0	34	13	4

Designated Parish – St Sylvester's serving the churches of Our Lady Immaculate, St Anthony's and St Sylvester's.

### Our Lady of Good Help Catholic Primary School

Admission Number. 30

South Drive, Liverpool, L15 8JL. Tel: 733 6937

E-Mail: [schooloffice@olgh-co.uk](mailto:schooloffice@olgh-co.uk)

Head Teacher: Ms S Peacock

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	15	14	0	0	1	14	6	5

Designated Parish - Christ the King and Our Lady's (formerly known as Our Lady of Good Help).

### Our Lady of The Assumption Catholic Primary School

Admission Number: 30

Hedgefield Road, Liverpool, L25 2RW. Tel: 487 9301

E-Mail: [ourladyp-ao@ourlady-pri.liverpool.sch.uk](mailto:ourladyp-ao@ourlady-pri.liverpool.sch.uk)

Head Teacher: Mr M Burke

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	30	0	0	0	31	10	9

Designated parishes - Our Lady of the Assumption (the part of the parish formerly referred to as Our Lady of the Assumption and the former parish of St Cyril).

### Our Lady's Bishop Eton Catholic Primary School

Admission Number: 60

Green Lane, Liverpool, L18 2EP. Tel: 722 2982

E-Mail: [businessmanager@ourladybishopeton.com](mailto:businessmanager@ourladybishopeton.com)

Head Teacher: Mrs D Bostock

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	57	3	0	0	79	57	35

Designated Parish - Our Lady of the Annunciation, Bishop Eton.

### Sacred Heart Catholic Primary School

Admission Number: 30

Hall Lane, Liverpool, L7 8TQ. Tel: 709 1782

E-Mail: [admin@sacredheart.liverpool.sch.uk](mailto:admin@sacredheart.liverpool.sch.uk)

Head Teacher: Mrs L Roach

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	23	22	1	0	0	22	6	3

Designated Parish - St Michael & Sacred Heart (the part of the parish formerly referred to as Sacred Heart)

### St Ambrose Catholic Primary School

Admission Number. 30

Alderfield Drive, Liverpool, L24 7SF. Tel: 425 2306

E-Mail: [ambrose-ao@st-ambrose.liverpool.sch.uk](mailto:ambrose-ao@st-ambrose.liverpool.sch.uk)

Head Teacher: Mr Matthew White

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	20	19	1	0	0	19	8	6

Designated Parish - St Ambrose.

### St Anne's Catholic Primary School

Admission Number. 60

Overbury Street, Liverpool, L7 3HJ. Tel: 709 1698

E-Mail: [annes-ao@st-annes.liverpool.sch.uk](mailto:annes-ao@st-annes.liverpool.sch.uk)

Head Teacher: Mrs J G Shields

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	36	32	4	0	0	33	9	11

Designated Parishes - St. Anne's and St. Bernard's.

### St Anthony of Padua Catholic Primary School

Admission Number. 30

Sands Road, Liverpool, L18 8BD. Tel: 724 3233

E-Mail: [b.middlebrough@st-anthonypadua.liverpool.sch.uk](mailto:b.middlebrough@st-anthonypadua.liverpool.sch.uk)

Head Teacher: Mr N Metcalfe

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	23	7	0	0	27	32	21

Designated Parish - St Anthony of Padua.

### St Austin's Catholic Primary School

Admission Number. 60

Riverbank Road, Liverpool, L19 9DH. Tel: 427 1800

E-Mail: [enquiries@st-austins.co.uk](mailto:enquiries@st-austins.co.uk)

Head Teacher : Mr J Carney

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	57	2	1	0	66	23	26

Designated Parish - St Wilfrid (the parts of the parish formerly referred to as St Austin and St Bernadette).

### St Cecilia's Catholic Infant School

Admission Number. 60

Snaefell Avenue, Liverpool, L13 7HB. Tel: 220 2153

E-Mail: [ceciliasi-ao@st-ceciliass-inf.liverpool.sch.uk](mailto:ceciliasi-ao@st-ceciliass-inf.liverpool.sch.uk)

Head Teacher: Mrs E Van De Waal

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	57	50	5	2	0	50	26	18

Designated Parish - St Cecilia's.

### St Cecilia's Catholic Junior School

Admission Number 60

Green Lane, Liverpool, L13 7EA. Tel: 228 1760

E-Mail: [ceciliassj-ao@st-ceciliass-jun.liverpool.sch.uk](mailto:ceciliassj-ao@st-ceciliass-jun.liverpool.sch.uk)

Head Teacher: Mrs P Agate

Admission Number: 60

Designated Parish - St Cecilia's.

### St Charles' Catholic Primary School

Admission Number. 30

Tramway Road, Liverpool, L17 7JA. Tel: 727 5830

E-Mail: [charles-ao@st-charles.liverpool.sch.uk](mailto:charles-ao@st-charles.liverpool.sch.uk)

Head Teacher: Mrs A Roberts

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	20	11	5	0	4	11	19	12

Designated Parishes - St Charles' Borromeo and St Thomas More.

### St Christopher's Catholic Primary School

Admission Number: 60

Tarbock Road, Liverpool, L24 OSN. Tel: 486 2835

E-Mail: [f.gaskell@st-christophers.liverpool.sch.uk](mailto:f.gaskell@st-christophers.liverpool.sch.uk)

Head Teacher: Mrs C Denby

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	31	31	0	0	0	31	3	4

Designated Parish - St Christopher's.

### St Clare's Catholic Primary School

Admission Number: 30

Garmoye Close, Liverpool, L15 ODW. Tel: 733 4318

E-Mail: [clares-ao@st-clares.liverpool.sch.uk](mailto:clares-ao@st-clares.liverpool.sch.uk)

Head Teacher: Mrs K Peaston

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	22	21	0	0	1	21	11	7

Designated Parish - St Clare & St Hugh (the part of the parish formerly referred to as St Clare)

### St Cuthbert's Catholic Primary School

Admission Number: 30

Aviemore Road, Liverpool, L13 3BB. Tel: 228 4137

E-Mail: [cuthberts-ao@st-cuthberts.liverpool.sch.uk](mailto:cuthberts-ao@st-cuthberts.liverpool.sch.uk)

Executive Head Teacher: Mr D Hardiman

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	27	2	1	0	28	23	9

Designated Parish - St Cuthbert's.

### St Finbar's Catholic Primary School

Admission Number: 25

South Hill Road, Liverpool, L8 9RY. Tel: 727 3963

E-Mail: [finbars-rec@st-finbars.co.uk](mailto:finbars-rec@st-finbars.co.uk)

Head Teacher: Mrs J Conley

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
25	14	12	0	0	2	12	4	2

Designated Parishes - Our Lady of Mount Carmel and the former Parish of St Finbar.

### St Francis De Sales' Catholic Infant School

Admission Number. 120

Margaret Road, Liverpool, L4 3RX. Tel: 525 8489

E-Mail: [admin@stfrancisdesalesinf.liverpool.sch.uk](mailto:admin@stfrancisdesalesinf.liverpool.sch.uk)

Head Teacher: Ms C Suffield

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
120	120	117	3	0	0	120	31	16

Designated Parish - St Francis De Sales.

### St Francis De Sales' Catholic Junior School

Admission Number. 120

Hale Road, Liverpool, L4 3RL. Tel: 525 7602

E-Mail: [admin@sfds.co.uk](mailto:admin@sfds.co.uk)

Head Teacher: Mr A Reidel

Designated Parish - St. Francis De Sales.

### St Gregory's Catholic Primary School

Admission Number. 30

Montreal Road, Liverpool, L27 7AG. Tel: 498 4313

E-Mail: [gregory-ao@st-gregorys.liverpool.sch.uk](mailto:gregory-ao@st-gregorys.liverpool.sch.uk)

Head Teacher: Mrs P Roberts

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	28	24	0	0	4	24	5	0

Designated Parish - Our Lady of the Assumption (the part of the parish formerly referred to as St Gregory).

### St Hugh's Catholic Primary School

Admission Number 30

Earle Road, Liverpool, L7 6HE. Tel: 733 2899

E-Mail: [office@sthughsprimary.co.uk](mailto:office@sthughsprimary.co.uk)

Head Teacher: Miss A Connearn

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	17	16	1	0	0	16	14	6

Designated Parishes - St Clare & St Hugh (the part of the parish formerly referred to as St Hugh)



### St John's Catholic Primary School

Admission Number. 60

Fountains Road, Liverpool, L4 1UN. Tel: 922 1924

E-Mail: [ao@stjohnsprimaryschool.com](mailto:ao@stjohnsprimaryschool.com)

Head Teacher: Mrs D Maudsley

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	2	0	0	60	22	11

Designated Parish -St John the Evangelist, Kirkdale.

### St Matthew's Catholic Primary School

Admission Number. 60

Queens Drive, Liverpool, L4 8UA. Tel: 226 1871

E-Mail: [matthewsj-ao@st-matthews-jun.liverpool.sch.uk](mailto:matthewsj-ao@st-matthews-jun.liverpool.sch.uk)

Head Teacher : Mrs M Loftus

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	2	0	0	73	49	14

Designated Parish - St. Matthew's.

### St Michael's Catholic Primary School

Admission Number. 60

Guion Street, Liverpool, L6 9DU. Tel: 263 8460

E-Mail: [michaels-ao@st-michaels.liverpool.sch.uk](mailto:michaels-ao@st-michaels.liverpool.sch.uk)

Head Teacher: Mrs A Rigby

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	45	44	0	0	1	44	14	10

Designated Parish - St Michael & Sacred Heart (the part of the parish formerly referred to as St Michael).

### St Nicholas' Catholic Primary School

Admission Number. 30

Orthes Street, Liverpool, L3 5XF. Tel: 709 5532

E-Mail: [nicholas-ao@st-nicholas.liverpool.sch.uk](mailto:nicholas-ao@st-nicholas.liverpool.sch.uk)

Head Teacher: Mr Martin Davis

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	24	22	0	0	2	22	5	7

Designated Parish - The Metropolitan Cathedral Parish of Christ the King.

### St Oswald's Catholic Primary School

Admission Number. 90

Montague Road, Liverpool, L13 5TE. Tel: 228 8436

E-Mail: [office@st-oswalds.liverpool.sch.uk](mailto:office@st-oswalds.liverpool.sch.uk)

Head Teacher: Ms M Walsh

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
90	86	84	2	0	0	84	19	23

Designated Parish - St Oswald's.

### St Paschal Baylon Catholic Primary School

Admission Number 60

Chelwood Avenue, Liverpool, L16 2LN. Tel: 722 0464

E-Mail: [admin@paschalbaylon.org.uk](mailto:admin@paschalbaylon.org.uk)

Head Teacher: Mrs E Flood

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	55	5	0	0	70	36	25

Designated Parish - Christ the King & Our Lady

(the part of the parish formerly referred to as St Paschal Baylon)

### St Patrick's Catholic Primary School

Admission Number. 30

Upper Hill Street, Liverpool, L8 5UX. Tel: 709 1062

E-Mail: [patrick-ao@st-patricks.liverpool.sch.uk](mailto:patrick-ao@st-patricks.liverpool.sch.uk)

Head Teacher: Mrs J Lewis

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	28	2	0	0	32	18	12

Designated Parishes - St Patrick and the former parish of Our Lady of Lourdes & St Bernard

## **St Paul's Catholic Junior School**

Admission Number. 128

Spring Grove, Liverpool, L12 8SJ. Tel: 228 1159

E-Mail: [pauls-ao@st-pauls.liverpool.sch.uk](mailto:pauls-ao@st-pauls.liverpool.sch.uk)

Head Teacher: Mr J Luck

The Governing Body will make admissions to the school based on the following Admissions Criteria;

1. Looked After Children and previously Looked After Children
2. Baptised Catholic children who have a sibling in St Paul & St Timothy's Catholic Infant School or St Paul's Catholic Junior School at the time of admission.
3. Baptised Catholic children resident in the parishes of St Paul's & St Timothy's.
4. Other Baptised Catholic children.
5. Other children who have a sibling in St Paul and St Timothy's Catholic Infant School or St Paul's Catholic Junior school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured in a straight line from the front door of house/flat to the main front door of the school as measured by the Local Authority's computerised measuring system with those living nearer to the school having priority.

### **Definition**

A Looked After Child 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 2004.) A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

## St Paul's and St Timothy's Catholic Infant School

Admission Number: 120

South Parkside Drive, Liverpool, L12 8RP. Tel: 228 2114

E-Mail: [admin@spst.liverpool.sch.uk](mailto:admin@spst.liverpool.sch.uk)

Head Teacher: Mrs J Starkey

Initial allocation of places in April 2018 for admission in September 2018.

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
120	120	107	11	2	0	112	60	31

All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Children and previously Looked After Children
2. Baptised Catholic children who have a sibling in St Paul & St Timothy's Catholic Infant School or St Paul's Catholic Junior School at the time of admission.
3. Baptised Catholic children resident in the parishes of St Paul's & St Timothy's.
4. Other Baptised Catholic children.
5. Other children who have a sibling in St Paul and St Timothy's Catholic Infant School or St Paul's Catholic Junior school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school measured in a straight line from the front door of house/flat to the main front door of the school as measured by the Local Authority's computerised measuring system with those living nearer to the school having priority.

### Definition

A Looked After Child 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 2004.) A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

### St Sebastian's Catholic Primary School

Admission Number. 30

Holly Road, Liverpool, L7 OLH. Tel: 260 9697

E-Mail: [sebastians-ao@st-sebastians.liverpool.sch.uk](mailto:sebastians-ao@st-sebastians.liverpool.sch.uk)

Executive Head Teacher: Mr D Hardiman

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	30	0	0	0	47	21	14

Designated Parish - St Sebastian's.

### St Teresa of Lisieux Catholic Primary School

Admission Number. 60

Utting Avenue East, Liverpool, L11 1DB. Tel: 226 5018/5020

E-Mail: [admin.ao@stteresas.co.uk](mailto:admin.ao@stteresas.co.uk)

Head Teacher: Mr A Tremarco

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	60	0	0	0	73	21	17

Designated Parish - St Teresa's.

### St Vincent De Paul Catholic Primary School

Admission Number. 30

Pitt Street, Liverpool, L1 5BY. Tel: 709 2572

E-Mail: [vincent-ao@st-vincentdepaul.liverpool.sch.uk](mailto:vincent-ao@st-vincentdepaul.liverpool.sch.uk)

Head Teacher: Mrs L Salters

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	29	1	0	0	43	32	10

Designated Parish - St Vincent de Paul

### The Trinity Catholic Primary School

Admission Number. 60

Titchfield Street, Liverpool, L5 8UT. Tel: 298 2917

Email: [trinity-aol@thetrinityliverpool.co.uk](mailto:trinity-aol@thetrinityliverpool.co.uk)

Head Teacher: Mrs Rebecca Flynn

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	46	43	1	1	1	43	8	6

Designated Parishes - St Sylvester (formerly Our Lady of Reconciliation excluding that part of the parish formerly known as Holy Cross & St Mary's) and the former parish of St Anthony.

# Voluntary Aided Church of England & Catholic Primary Schools

## Emmaus Catholic & C of E Primary School

Admission Number. 60

Fir Tree Drive South, Liverpool, L12 OJE. Tel: 233 1414

E-Mail: [emmaus-ao@emmaus.liverpool.sch.uk](mailto:emmaus-ao@emmaus.liverpool.sch.uk)

Head Teacher: Mr A Williams

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	59	1	0	0	80	23	11

## Emmaus Church of England and Catholic Primary School

### Admission Policy and Arrangements 2019/2020

Emmaus School is a joint Church of England and Catholic Primary School under the trusteeship of the Diocese and Archdiocese of Liverpool. It is maintained by Liverpool City Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2019, the Governing Body has set its admissions number at 60.

Our principal role as a joint Church of England and Catholic school is to participate in the mission of both the Church of England and Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Christians in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions to the school will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions). If you wish to have your application to be considered against the school's faith/denomination criteria then you should ALSO complete the Supplementary Form which is available from the school. All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of oversubscription criteria will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Church of England and Catholic children living on the Croxteth Park Estate who have a sibling in the school at the time of admission.
3. Baptised Church of England and Catholic children living on the Croxteth Park Estate at the time of admission.
4. Other baptised Church of England and Catholic children who have a sibling in the school at the time of admission.
5. Other baptised Church of England and Catholic children.
6. Children from other Christian denominations living on the Croxteth Park Estate at the time of admission. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths living on the Croxteth Park Estate. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children on the Croxteth Park Estate.
9. Children whose parents/guardians have expressed a preference for the school.

If there are more applicants than places in criteria 2-9, the tie-break will be via a random allocation process. The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.

The Governing Body intend that in following the admission process, equal numbers (30) will be allocated to each denomination. Therefore the random allocation process will be done separately for both the Catholic and Church of England applicants. However, if there are less than 30 applicants from one denomination the remainder will be allocated to the other denomination.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.

#### Notes:

- a. All applications will be considered at the same time after the national closing date (15th January 2019). Any applications received after 15th January 2019 will be treated as late applications and will not be considered until after the main application of places has taken place.
- b. A Looked After Child 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. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For a child to be considered as a Catholic or Church of England evidence of a Catholic or Church of England Baptism is required. Baptism should take place before the closing date for applications. A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.  
Or  
A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-



section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until the end of the relevant academic year of the admissions process. If there are more applicants than places in criteria 2-9, the tie break will be via a random allocation process. The random allocation process will be supervised by a person not otherwise involved in the admissions process. The process will be open to scrutiny by an appropriately qualified external consultant appointed by the school Governing Body.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- j. If a child is a "summer born child", parents can request that the date their child is admitted to school is deferred to later in the school year. However, the child has to start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the decision rests with the Governing Body, in consultation with the Headteacher (para 2.17 of the Admissions Code).
- k. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- l. The school serves in the first instance baptised Church of England and Catholic children living on the Croxteth Park Estate. The governors define Croxteth Park Estate as all those properties on, enclosed by, off Fir Tree Drive North and Fir Tree Drive South and those properties off Abbeyfield Drive or

directly off (map attached – all properties within the border).

- m. Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim on residence in the catchment area), which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the place. The application will be considered afresh and a right of appeal offered if a place is refused.
- n. In the event that a child who is other than baptised Church of England or Catholic is admitted under criterion 1 of the oversubscription criteria or by reason of having a Statement of Special Educational Needs or Education Health Care Plan that names the school, a place will be offered as required by the Admissions Code. The impact on the remaining number places available for baptised Church of England or Catholic children following any such admissions will be addressed on the basis of random allocation following each incidence of admission. Therefore, any such admission to the school will – by random allocation – account for one of the 30 places available to either baptised Church of England or Catholic children.

**Parents must complete a local authority preference form/on-line application and should, if applying under any of the faith criteria, complete a school supplementary form.**

## Faith Catholic & C of E Primary School

Admission Number: 30

Prince Edwin Street, L5 3LW Tel: 233 5092

E-Mail: [ao@faithprimaryschool.co.uk](mailto:ao@faithprimaryschool.co.uk)

Head Teacher: Ms Sarah Williams

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	20	20	0	0	0	20	2	5

**Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria:**

1. Catholic or Church of England children who are baptised and in the care of the Local Authority (Looked after Children and previously 'Looked after Children')
2. Catholic and Church of England children who are baptised and living in the Parishes of St Francis Xavier (Catholic) and St Peter (Church of England). Proof of birth date in the form of a Birth Certificate and proof of Baptism in the form of a Baptismal Certificate is required.
3. Other Children in public care and previously 'Looked after Children'.
4. Children who have a brother or sister at the school at the time of likely admission. This includes full, half or step-brothers and sisters, and foster brothers and sisters who are living at the same address and are part of the same family unit.
5. Baptised Catholic children and Church of England children from other Parishes.
6. If after considering applications made which meet any of the above criteria or a combination of one or more of the same, there remains a shortfall in the planned admissions number, then the Admissions Committee will consider applications made by parents of children of other Christian denominations. Proof of baptism in the form of a Baptismal Certificate is required.
7. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
8. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured by a straight line distance from home to school.

# Voluntary Aided Jewish Primary School

## King David Primary School

Admission Number. 60

Childwall Road, Liverpool, L15 6WU Tel: 235 1420

E-Mail: [primaryoffice@kingdavidliverpool.co.uk](mailto:primaryoffice@kingdavidliverpool.co.uk)

Head Teacher: Mr Matthew Shaw

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	58	1	1	0	99	64	46

King David Primary is a day school under the religious authority of the Chief Rabbi of the United Hebrew Congregations of the Commonwealth with a commitment to the practice of modern Orthodox Judaism and a regard for Israel in Jewish life.

Admissions criteria will be applied in the following order:

### Category 1

**Children of the Jewish Faith who are looked after or who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.**

Authority documentation to confirm that the child is or was a looked after child and other documentation to demonstrate that the child is Jewish in accordance with Category 2.

### Category 2 – Jewish Children

Children who are considered to be Jewish by the Office of the Chief Rabbi. Jewish families should apply to the school for Certificate of Religious Practice which should be completed and returned to the school with the application form.

### Category 3

**Looked after children, or 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.**

Local Authority documentation to confirm that the child is or was a looked after child.

### Category 4 - Siblings

Siblings of existing pupils at the school at the time of admission. (Siblings are defined as brothers or sisters, half brothers or sisters, step brothers or sisters, or adopted brothers and sisters residing permanently at the same address)

### Category 5 - Children whose families demonstrate regular religious commitment and values

Children applying under this category must state on the school application form their religion and regular place of worship. They must submit a Certificate of Religious Practice and a supporting letter on headed notepaper from the lead minister of that place of worship confirming that the family worships on a regular basis. 'Family' applies to the child and their parent/s or guardian.

### Category 6 - Other Children whose parents express a preference for the school

If there are more children applying than there are places available in Categories 1 to 6, those children living nearest to the school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the Campus using the LA measuring system. The permanent home address is where the child spends the majority of school nights, i.e Sunday night to Thursday night inclusive. If the child lives at two different addresses during this period with adults who have parental responsibility, the parent in receipt of child benefit will be classed as the main carer and their address taken as the child's permanent home address.

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. The process of random allocation will be supervised by an independent scrutineer appointed by the governors.

## Academies

### Bishop Martin C of E Primary School

Admission No: 30

Church Road, Woolton, L25 5JF. Tel: 428 6295

E-Mail: [bishopmartin-ao@bmgfederation.liverpool.sch.uk](mailto:bishopmartin-ao@bmgfederation.liverpool.sch.uk)

Executive Head Teacher: Ms S Aspinwall

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	26	3	1	0	26	25	26

The ethos of the school is as follows:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England, and its Trust Deed and in partnership with the Church at Parish and Diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

We ask all parents applying for a place here to respect this ethos and its importance to the 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.

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.

For the Reception class this will be in the January/February prior to the proposed month for admission.

The Pupil Admission Number for Bishop Martin Church of England Primary School is 30.

It is the Governors' policy to award places in three categories: priority being given to those applicants in Category A and remaining places allocated 90% in Category B and 10% in Category C.

### Category A

Where the number of applications exceeds the number of places available, the Admissions Committee will apply the following criteria.

#### 1 Looked After Children.

Looked After Children includes children who were formerly looked after children but this has now ceased as they have been adopted or subject to a residence order or special guardianship order.

#### 2 Those children who have a brother or sister at the school, who will still be on roll, when they are due to start. This includes full, half or step-brothers and step-sisters, and foster brothers and foster sisters, who are living at the same address and are part of the same family unit.

If there are more applicants for places, in any of the criteria above, than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine

which child is admitted – those children living closest to the school being given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using Liverpool Local authority's computerised measuring system. 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.

### **Category B – Christian Allocation (90%)**

Where the number of applications exceeds the number of places available, the Admissions Committee will apply the following criteria:

1. Those children whose Parent or Guardian is a committed member of the Church of England who worships on a regular basis at St Peter's Church, Woolton. Regular attendance is defined as attending public worship at least twice a month over a period of two years. Verification will be sought from the church. (St Peter's Parochial Church Council has agreed that weekly attendance at a school collective worship service does not constitute attendance at public worship).
2. Those children whose Parent or Guardian is a committed member of a Christian church of a Trinitarian denomination whose commitment is demonstrated in the same way as criteria 1 above.

If there are more applicants for places, in any of the criteria above, than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine which child is admitted – those children living closest to the school being given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using Liverpool Local Authority's computerised measuring system. 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.

### **Category C – Community Allocation (10%)**

1. All other applicants whose Parent or Guardian has expressed a preference for the school.

If there are more applicants for places, within any of the criteria above, than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine which child is admitted – those children living closest to the school being given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using Liverpool Local Authority's computerised measuring system. 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.

### **What if there are places left in a Category?**

- If Christian places are left unfilled, any surplus places will be transferred to the Community Category.
- If Community places are left unfilled, any surplus places will be transferred to the Christian Category.

#### **Notes:**

- a. This is an Anglican school and the religious education it provides is in conformity with the doctrines of the Church of England.
- b. All applications will be ranked at the time of consideration and the list sent to the Local Authority. The Governing Body cannot reserve places. However in the event of oversubscription, the school and the Local Authority will keep a waiting list for those children who have been unsuccessful in gaining access. The waiting list will be deleted at the end of December 2017, after which a new, completed application form needs to be submitted to the school.

- c. A map of the parish boundary will be sent out with the application form.
- d. Only the information entered on the application form will be considered.
- e. Permanent home address is the address of the child's parent or legal guardian. The governors reserve the right to request proof of address e.g. council tax bill, utility bill, tenancy agreement, exchange of contracts.  
Should a child live for part of a week with separate parents, the parents should agree which address to use for the application.
- f. Children who have a Statement of Special Educational Needs that names Bishop Martin Church of England Primary School will be admitted.
- g. The Admissions Committee meet in January/February of the year for which a school place is sought. All applications received will be considered at that meeting. Applications received after that meeting will be considered at another committee meeting but a parent or legal guardian must be aware that all applicants will already be ranked according to fulfilling the over subscribed criteria for the Reception class. Applications for other year groups, outside the normal admissions round, will be considered at an Admissions Committee meeting as soon as possible after receipt of the application form.
- h. A parent or legal guardian offered a place for a child under compulsory school age may request that the child's entry be deferred until later in the same school year. A parent or legal guardian will not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted
- i. Application can be made to categories B and C.

## Garston C of E Primary School

Admission Number: 30

Holman Road, Liverpool, L19 5NS. Tel: 427 7517

E-Mail: [ao@garstonprimary.co.uk](mailto:ao@garstonprimary.co.uk)

Head Teacher: Sarah Knipe

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	26	3	1	0	26	7	9

In the event of oversubscription in any particular year group the following criteria will be followed in the order in which they are listed.

1. Baptised Church of England Children in Public Care and then any other Looked after children (including any children who were previously “looked after” but immediately after being looked after became subject to an adoption, residences or special guardianship order, of Christian faith over those children of other faiths.)
2. Baptised Church of England children.
3. Children with a brother/sister, step brother/step sister already in the school.  
In instances where the parents/carers are seeking to place twins, triplets etc and there is only a single place left within the admission number, then the Governors would exercise as much flexibility as possible within the requirements of Infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.
4. Applicants whose parents have expressed a preference for the school.

### Additional Information

The Governors are supportive of inclusion and whereas a proportion of places will be prioritised for baptised children of a Christian faith the remainder of available places will be prioritised for the local community in a way that reflects the elements of the population in the immediate locality.

If in any of the above criteria there are more applicants than places available, the distance from the home address to school using straight line measurement between the child’s permanent home address to the main entrance of the school will be used to decide which children are admitted.

The children living the closest to school will be offered the available places. If distances are tied then random allocation will be used to decide which children are admitted.

Where a child lives with parents with shared responsibility each for part of a week the home address will be considered to be the address of the parent claiming Child Benefit.

The Governors may request that Church of England applicants provide copies of their baptismal certificate.

The Governors define permanent home address as the address of the parent or legal guardian of the child. Applicants may be requested to provide proof of address e.g. Council Tax bill, utility bill, tenancy agreement exchange of contracts etc.

The Governors define siblings as brothers or sisters, half brothers or sisters, step brothers or sisters adopted brothers or sisters, foster brothers or sisters living at the same address as part of the same family unit.

Priority will not be given to children simply because of the fact that they live within the LEA boundaries.



Applications from parents living outside the boundaries of the authority will be considered equally. In the event of oversubscription the school will keep a waiting list for those children who have been unsuccessful in gaining access should the parents so wish. Looked after children would have first preference on this list.

### Hey Green Primary School

Admission Number: 30

Taunton Street, Liverpool, L15 4ND. Tel: 733 1719

E-Mail: [office@heygreen.co.uk](mailto:office@heygreen.co.uk)

Acting Head Teacher: Mrs N Rutter

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	29	1	0	0	33	4	5

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

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, please contact us by the **22nd March 2019** for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

#### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should contact Liverpool Local Authority on 233 3006.

#### 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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

For oversubscribed schools 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.

### 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 the school will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

### Liverpool College

Admission Number: 84

Queens Drive, Liverpool, L18 8BG Tel: 724 4000

E-Mail: [admin@liverpoolcollege.org.uk](mailto:admin@liverpoolcollege.org.uk)

Head Teacher: Mr Hans Van Mourik Broekman

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
81	81	72	8	1	0	178	173	96

### Liverpool College Admissions Policy for September 2019 entry

1. Liverpool College is an all-through academy for pupils aged 4 to 19 years old. It serves the local and wider community, and welcomes applications from parents both within and outside the Liverpool area. The College is built on high aspirations, inclusion and excellence which are the hallmarks of the school.
2. This document sets out the admission arrangements for Liverpool College in accordance with the agreement between the Academy Trust and the Secretary of State.
3. Reception Admission Arrangements

### 3.1 Admission Numbers:

- 3.1.1. Applications for places at Liverpool College are part of the Coordinated Admissions Arrangements operated by Liverpool's Local Authority. Applications for places in Reception in September 2019 should be made to the home local authority using the Preference Form (Common Application Form). The Liverpool Local Authority closing date for applications is **15th January 2019** (other local authorities may have a different closing date).
- 3.1.2. Liverpool College has an agreed admission number of 84 pupils in Reception. It will accordingly admit **84** pupils each year if sufficient applications are received.

### 3.2 Oversubscription Criteria for Reception Admissions

- 3.2.1. Where the number of applications for admission is greater than the published admission number, and after the admission of pupils whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names Liverpool College applications for Reception will be considered against the criteria set out below, in priority order:
- (i) Children who are 'looked after' in accordance with section 22 of the Children Act 2004 and previously looked after children.

In the following criteria children of multiple births (twins, triplets etc) will have priority:

- (ii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to Liverpool College) in years Reception-13 of the Academy. Proof of the sibling relationship will be required.
- (iii) Pupils whose parents are employed by Liverpool College and who have been employed continuously by the College for two years or more, at the time of application.
- (iv) 50% of the remaining places will be offered to pupils who live within a two (2) mile radius of the Liverpool College site by random allocation. The two (2) mile distance is measured as a straight line. If there is an uneven number of remaining places, an additional place will be offered to a pupil who lives within a two mile radius of the main entrance gates. Proof of residence will be required (council tax bill, utility bill).
- (v) the remaining places, after places offered to pupils who live within a two mile radius of the Liverpool College site as outlined above, will be offered on the basis of random allocation<sup>2</sup>.
- 3.2.2. If there are more applicants than places available in criteria (i) to (iii), the tie-break will be via a random allocation process. This will be supervised by someone independent of the school.
- 3.2.3. Late applications (those received after the closing date for applications) will be considered after applicants who applied on time, unless there is a valid reason for the application being received late eg. change of address.
- 3.2.4. If false or misleading information is used to gain entry to Liverpool College, the application will be reconsidered and the correct level of priority given which may result in the offer of a place being withdrawn.
- 3.2.5. Children in Year 6 of the Primary School (Preparatory School) are entitled to transfer to the Secondary school without applying further.

## New Park Primary School

### Admission Number: 60

Boaler Street, Liverpool, L6 9EU. Tel: 263 4447

E-Mail: [c.barlow@newparkprimary.com](mailto:c.barlow@newparkprimary.com)

Head Teacher: Mrs K Hutchings

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
60	60	57	2	1	0	66	28	12

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

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, please contact us by the **22nd March 2019** for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

#### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should contact Liverpool Local Authority on 233 3006.

#### 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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

For oversubscribed schools 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.

### 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 the school will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

### Roscoe Primary School

Admission Number: 30

Alison Road, Liverpool, L13 9AD. Tel: 226 1536

E-Mail: [businessmanager@roscoeprimary.co.uk](mailto:businessmanager@roscoeprimary.co.uk)

Executive Head Teacher: Mrs K Hutchings

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	30	27	2	0	1	27	4	5

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

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, please contact us by the 22nd March 2019 for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

#### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should

contact Liverpool Local Authority on 233 3006.

#### 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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

For oversubscribed schools 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.

#### 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 the school will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

#### The Beacon CE Primary School

Admission Number: 60

Heyworth Street, Liverpool, L5 3QG. Tel: 263 4206

E-Mail: [a.mcgurk@beacon.liverpool.sch.uk](mailto:a.mcgurk@beacon.liverpool.sch.uk)

Head Teacher: Ms S Aspinwall

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
30	52	52	0	0	0	52	20	13

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

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, please contact us by the **22nd March 2019** for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

#### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should contact Liverpool Local Authority on 233 3006.

#### 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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

For oversubscribed schools 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.

#### 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 the school will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

## St Silas' CE Primary School: Admission Number: 45

High Park Street, Liverpool, L8 3TR. Tel: 727 6067

E-Mail: [office@stsilas.co.uk](mailto:office@stsilas.co.uk)

Head Teacher: Mrs G Donaldson

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
45	35	34	1	0	0	34	10	8

Children with an Education, Health & Care Plan where the school is named in the Plan will be admitted.

A request for a place or attending a nursery attached to the school **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

- 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 or families with exceptional medical / social needs. (See Definitions)

Applicants wishing to be considered under this criterion should submit documentary evidence in the post by the closing date to Municipal Buildings, Dale Street, Liverpool, L2 2DH for the attention of the School Admissions Team.

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, please contact us by the **22nd March 2019** for this to be considered before final allocations or you require further advice or assistance please contact Liverpool Local Authority.

### Priority 3

Children who will have a sibling (See Definitions) in the school or the associated junior school when they are due to start school. For information regarding the associated infant and junior schools you should contact Liverpool Local Authority on 233 3006.

### 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 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 school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

For oversubscribed schools 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.



### 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 the school will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term in which the application was made.
- The issue of a statement of an Education, Health & Care Plan may override the offer of a school place under the Local Authority's admission policy 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 & Care Plan procedure.

## Free School

### The LIPA Primary School

Admission Number: 52

Upper Duke Street, L1 7BT Tel: 958 0020

E-Mail: [info@lipaprimary.org](mailto:info@lipaprimary.org)

Head Teacher: Mr Greg Parker

Initial allocation of places in April 2018 for admission in September 2018.								
Admission Number	Pupils Allocated	Children allocated to the school by preference				Number expressing each preference		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	None	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
52	52	46	6	0	0	69	38	23

### LIPA Primary School Admissions Policy

#### Introduction

The vision of the LIPA Primary School is to widen participation in the Creative Arts for children. This admissions policy is therefore simple, open and reaches out to the local community and wider region, whilst remaining fully inclusive.

The School will give places to children in line with the admissions criteria below. Through an innovative Creative Arts learning environment centred education, these children can achieve their full potential in learning, emotional, cultural and societal terms.

#### The School Admissions Code

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

Published Admission Number

From September 2014 the School will admit 52 pupils per year in two Reception classes of 26 pupils each (maximum) per teacher, until it reaches its maximum capacity of 364 pupils.

## Allocation of Places

If there are fewer applications than there are places available, the 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, the School will first automatically admit all children with a statement of Special Educational Need (SEN) where Liverpool City Council (LCC) has agreed to name the School on the child's statement (under Section 324 of the 1996 Education Act).

Admission arrangements for children with statement of SEN is a separate procedure, integral to the role and responsibility of LCC to make and maintain such statements. The School will meet and abide fully by the requirements of these arrangements, as detailed in the Special Educational Needs Code of Practice.

After admitting children with SEN the 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 2004) and 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.
2. Children with a sibling who attends the School at the time of their application and who will still attend the 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 the School may require evidence to verify the sibling link.
3. Children living nearest to the LIPA Primary 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 the School. This will be measured by straight line distance from the child's home to the 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 the LIPA Primary School is the same, the 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.

## Waiting list

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

The 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.

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

## Siblings

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

- 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

The School 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**

The School will consider a pupil's home address to be a residential property and their only or main permanent residence. The School has 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 child care 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. The School will check information supplied by parents or carers. If the School finds that false information has been provided and the School has offered a place as a result, the School is likely to withdraw the offer. Parents or carers will still have the right of appeal if the place is withdrawn.

## **Application process**

Applications to attend the LIPA Primary School do not depend on any test(s) of ability.

The School will admit all children whose parents name the School as one of their (minimum) three preferences 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 the School website and LCC website at [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions).

The School will provide LCC all the information it requires on the School and its admissions arrangements for publication by LCC by the deadline(s) set by LCC. The School 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 the School 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, the School 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, the School will include the application with those applications received on time.

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

For more details on late applications see [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions).

## **Unsuccessful applications**

The School will give unsuccessful applicants the reasons why a place has not been offered in line with oversubscription criteria detailed above. The School will also advise them of their right of appeal to the School's LIPA Primary School Appeals Panel.

## **Confirmation of places**

Once the offer of a place is made, to confirm it the School 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, the School will require a further proof of the child's residency from this list.

### **Compulsory school age**

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

### **Appeals**

If a parent or carer is unhappy with the School's decision they can appeal to the LIPA Primary School Appeals Panel.

Panel members are independent to the School, the LIPA Primary School Trust or LIPA 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. The School will publish the deadline date for receiving appeals on its website.

Parents or carers must submit a completed Notice of Appeal form to the School. The School will not accept any other form of appeal. The form is available on the School's website.

The Panel will consider all the information presented by the parents or carers and the 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**

The School will manage applications for an in-year transfer to the School from another school. For more details see the School website or see [www.liverpool.gov.uk/admissions](http://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 Funding Agency.

Education Funding Agency

Admission Appeal Complaints

Academies Central Unit

Education Funding Agency

Earlsdon Park

Butts Road

Coventry

CV1 3BH

[academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk)

Tel: 0370 000 2288

# Definitions of Terms Used in this Booklet

The following are definitions of terms used in the admission process. Individual schools, which are admitting authorities, can choose to adopt different definitions. If they do so they must make clear to parents how they have defined these terms.

## 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 family's health and welfare would be best served if their child attended the school. Parents / carers need to provide to provide medical evidence in the form of a letter or report from a doctor to support their case. They have to establish that the school is the only school to serve their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs.

The documentary evidence should be submitted by post with the application by the closing date. Please ensure if you apply online you also send the supplementary evidence in to support your application. If your circumstances change after the closing date or you require further advice or assistance, please contact Liverpool Local Authority, tel: 233 3006.

## Definition of exceptional social need

The term 'Exceptional Social Need' means that the family's welfare and would only be served if their child attended the school. Parents / carers 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 only school to service their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs.

The documentary evidence should be submitted by post with the application by the closing date. Please ensure if you apply online you also send the supplementary evidence in to support your application. If your circumstances change after the closing date or you require further advice or assistance, please contact Liverpool Local Authority, tel: 233 3006.

## Definition of parent / family member

A parent is any person who has parental responsibility or care of the child.

## 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 child benefit claim will be used to determine the child's permanent address.

If successful at an oversubscribed school, a parents/legal guardian's offer letter will explain that their offer is provisional subject to providing proof of residence at the address they have received the offer from in the form of the following categorised documentation:-

### Category 1

One of the following is required to evidence residence at the address the offer was made from:-

- Council tax bill from within the last three months
- Tenancy agreement from within the last three months
- Mortgage Statement
- Or in the situation where a property is being purchased, proof of exchange of contracts dated pre National Offer Day is required to prove that applicants will be living at the address.

### Category 2

Utility Bill from within the last three months, which must be one of the following utilities:-

- Gas
- Water
- Electricity

Failure to be able to provide this documentation will result in further investigation by the school and local authority where applicable. Parents/Legal Guardians will be given 10 school days to provide this information and if the information is not forthcoming after 10 school days then the offer of place may be withdrawn in accordance with Section 2.12 of the School Admissions Code.

The local authority has noted an increase in fraudulent address applications over the previous years. Parents/Legal Guardians must be aware that offers have previously been withdrawn in accordance with Section 2.12 of the School Admissions Code and further upheld in the local authority favour when challenged at an independent appeal hearing by parents/legal guardians.

### Definition from home to school

Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to the school using the local authority's computerised measuring system with those living closest to the school being given preference. The local authority carries out straight line measurements to calculate the distance from home to school. Direct distance routine calculates the straight line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem, based on the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address".

### Additional/ supplementary application forms

All parents who list their preferred schools on the local authority's online application or common application form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under the faith criteria of faith schools and for selective schools or academies.

## Section 7

### Education Support

#### Bullybusters

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time. There are 4 main types of bullying including verbal, physical, indirect and technological. Bullying can happen to any young person and can have a detrimental effect on their school and home life.

It is important that your child lets someone know if they are being bullied and understands that they don't have to suffer in silence. If you have any concerns about bullying you should contact your child's school in the first instance. If you feel you want additional help and advice you can contact Bullybusters' local confidential helpline on 0800 169 6928 available Monday - Friday 3.00pm - 6.00pm. This is a free phone number; all calls are treated in the strictest confidence and will not appear on itemised bills. You can also email [BBusters@localsolutions.org.uk](mailto:BBusters@localsolutions.org.uk) or access support and signposting on their website <http://www.bullybusters.org.uk/>. With your consent, Bullybusters can contact the organisation where the bullying is happening and offer anti-bullying training and guidance.

Alternatively, you can telephone [Childline on 0800 1111](tel:08001111).

#### Inclusion and Special Educational Needs (SEN)

All children need help; support and guidance in their development and all are individuals whose needs will vary. Some children need extra help – this may be for a short time or it may be ongoing.

If you think your child is not making the progress you would expect, or if you think they have special needs, speak first to the class teacher, the school's Special Educational Needs Co-ordinator (SENCO) or Head Teacher. Similarly, if there are any changes in your child's life or difficulties which might affect performance or behaviour in school, you need to let the class teacher or Head Teacher know. They will very probably be able to provide the extra support your child needs. The school can also access support from services outside school.

Liverpool Children and Young People's Service aims to have the provision and support most children need available within mainstream schools. Where special needs or disability are low incidence and require very specialist support, they have put special educational provision into resourced mainstream schools or special schools.

You cannot apply directly to a special school or mainstream school for a resourced place. Following an assessment of your child's needs and with your full involvement, Liverpool Children and Young People's Service may offer you a place in resourced or special school provision.

It is City Council policy to make every effort to provide a school place in line with parental wishes. You will be fully involved in all discussions about the school placement for your child, especially where the assessment indicates that the school of your preference may not be available to meet your child's special educational needs, or if no places are available. If you require further information about Special Educational Needs provision or about assessment, you can contact the SEN Assessment and Pupil Support Service, tel: 233 5957, 233 5964, 233 5959, 233 5973.

Further information is also available from Liverpool's Local Offer website at: <http://ehd.liverpool.gov.uk/kb5/liverpool/fsd/localoffer.page?familychannel=10>

## Resourced Schools

The previous section referred to resourced special educational provision in mainstream schools. These schools are referred to as Resourced Schools and are selected for excellence in education generally and an ethos that welcomes difference. Resourced Schools develop expertise in a particular area of special educational needs and receive extra support and resources. Children's Services funds a predetermined number of places, allocating these on the basis of assessment of a child's needs. The school does not organise places. Officers of Children's Services and staff in school collaborate to ensure special needs are met, to monitor every child's progress and to keep under review the appropriateness of the placement. Some places are temporary (especially speech and language) and if the special provision is no longer needed and it is appropriate to transfer to your local school or into a regular place in the same school, we will discuss this with you. Children only stay in resourced provision if they need to.

Moving into or out of resourced provision is always carefully planned with a transition plan and support organised for each child.

Resourced provision means children spend most of the day in regular classes, with all other children their age – lessons and materials are adapted for individuals and there is extra support in the classroom. Children receive specialist support from assistants, teachers or therapists, in class or for short periods of withdrawal.

### Liverpool has the following Resourced Provision:

Primary	SEN category
All Saints Primary Oakfield Rd, Anfield, L4 2QG	Significant Learning Difficulty Complex Learning Difficulty
Four Oaks Primary, Walton Breck Road, L5 0PA	Speech, Language and Communication Needs
Knotty Ash Primary, Thomas Lane, L14 5NX	Hearing Impairment
St Michael in the Hamlet Primary Neilson Road, L17 7BA	Autistic Spectrum Disorder and Speech, Language and Communication Needs
Mab Lane Primary, Mab Lane, L12 6QL	Speech, Language and Communication Needs
Matthew Arnold Primary Dingle Lane, L8 9UB	Speech, Language and Communication Needs
Pleasant Street Primary, Pleasant St., L3 5TS	Speech, Language and Communication Needs
Phoenix Primary, Birchfield Rd, L7 9LY	Significant Learning Difficulty Complex Learning Difficulty
Springwood Heath Primary Danefield Road, L19 4TL	Physical Difficulty

NB: It is important to note that all mainstream schools are resourced to meet the needs of pupils with special educational needs and it is only those pupils with the most severe and complex needs who should require a placement in a resourced school.

**Please note, Liverpool's resourced provision is currently under review and is subject to change.**



## Information Advice and Support Service (IASS)

If you are the parent or carer of a child or young person aged 0 – 25 years with special educational needs or a disability, or are a young person yourself you can contact us for information advice and support on tel: 0800 012 9066, email [liverpoolandknowsleysend@wired.me.uk](mailto:liverpoolandknowsleysend@wired.me.uk)

Further detailed information can be found on our Local Offer Website, please use the link below;

<http://fsd.liverpool.gov.uk/kb5/liverpool/fsd/family.page?familychannel=10-9>

We can help by:

- Providing accurate, impartial information on your rights, roles and responsibilities within the Special Educational Needs processes.
- Helping you to understand the assessment process, assisting with letters and forms, and helping you to work in partnership with your child's school and other agencies;
- Helping you to understand Education, Health and Care Plans and the process around this
- Providing information about the wide range of options available to you so you can make an informed decision as to what you want.
- Providing a wide range of information leaflets
- Providing links to parents' groups, voluntary organisations, as well as other services, so we can point you towards other sources of help and support.
- We can support parents/carers, children and young people in preparing appeals to the SEN and Disability Tribunal and at Mediation sessions.

We accept referrals from any source, but we will only become involved if parents/carers/young people/child want our help.

The written information we produce is available direct from the IAS Service or our website pages.

You can contact the Service on tel: 0800 012 9066 or e-mail [liverpoolandknowsleysend@wired.co.uk](mailto:liverpoolandknowsleysend@wired.co.uk)

## Early Help

Early Help is about providing families with the right level of support at the right time. It is about supporting families as soon as problems start to emerge in order to prevent problems from getting worse. In order to plan the right level of support, a family that wishes to receive Early Help, will be asked to work alongside a 'lead professional' to assess what their needs are, what is working well and to identify what additional support is needed. The 'lead professional' can be nominated by the family and may be a professional who is already known to the family such as a School nurse or a Special educational needs co-ordinator (SENCO) etc. With the families permission, the lead professional will speak to other relevant people, such as learning mentors or teachers etc. who will all contribute to the assessment. The information is recorded on a form called the Early Help Assessment tool or EHAT for short. Once the assessment is completed, a plan of support is agreed. This plan outlines what needs to be done to address any needs or concerns, it outlines who does what and also says when they will do it by.

An Early Help Assessment is used to gather information about the holistic needs of a family and this results in a co-ordinated plan being produced. The plan will outline what support an family needs and how the support should be provided. The support plan may involve more than one professional and this is called Team Around the Family (TAF). The advantage of this is that a family only tells their 'story' once and does not have to repeat everything to different professionals. There may be occasions when a single agency can offer support without completing an EHAT – for example if a child needs support with speech and language and there are no other concerns. Many families have a number of support needs and it is beneficial in most cases to complete an EHAT, as this allows the family and the professional to establish if there are other support needs within the family.

You can find out more about Early Help by visiting:

<http://liverpool.gov.uk/council/strategies-plans-and-policies/children-and-families/early-help-assessment-tool/about-ehat/>

## Welfare Benefits for Children at School

### Income related free school meals

If you live in Liverpool and receive any of the following benefits you can claim free school meals for your child. This is also applicable to nursery children if they attend before and after lunch sessions at a local authority nursery school or nursery class.

If the child is over 18 and still attends school, you can claim if you receive any of the first three allowances listed below.

- Income Support.
- Income based Jobseeker's Allowance.
- Income related Employment Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenues and Customs) and do not get Working Tax Credit.
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - provided you have an annual net earned income not exceeding £7,400 (£616.67 per month).

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

If a claim for Free School Meals is successful the school concerned will be notified that the child/children can have a school meal free of charge. Schools will ensure that this information is treated with the strictest confidence and handled sensitively.

### How long will my child's eligibility last?

- If your child was eligible for free school meals before Sunday, 1st April 2018, they'll stay eligible until March 2022, regardless of any change in your circumstances whilst Universal Credit is rolled out nationally.
- If your child gains eligibility for free school meals after 1st April 2018 they'll stay eligible until March 2022, regardless of any change in your circumstances.
- After March 2022, your child will stay eligible until the end of their current phase of education. For example, if your child is in year 4 in 2022, they will remain eligible until they finish primary school but will no longer be eligible for free school meals in secondary school if you and your partner's net income is more than £7,400 per year.

## Universal Free School Meals

Children that attend a state funded infant school and are in reception class, year 1 or year 2 (key stage 1) are entitled to free school meals regardless of their parents' income. This could save parents almost £400 a year.

There is no need to complete an application form. However we would strongly encourage parents to still make an application if they receive one of the qualifying benefits above as this will enable the school to claim additional funding in the form of a Pupil Premium to support your child's education.

School meals are now of a higher quality and have to meet Government food and nutrient based standards. There are many reasons why children can benefit from a school lunch, including:

- Hot, healthy and enjoyable food
- Choice and variety
- Improved concentration levels, which helps your child to learn.

## How to apply

You can apply online on our website:

<https://liverpool.gov.uk/freeschoolsmeals>

The online application form is quick and easy. It checks whether your child is eligible and gives you an instant answer.

You can download a paper application form or alternatively Application forms are also available by Calling **0800 0283697** or **0151 233 3009**.

Completed applications should be returned to Revenues and Benefits Service, Cunard Building, Water Street, Liverpool, L3 1AH.

If you receive Housing Benefit or Council Tax Support you don't need to complete the form - just phone **0800 0283697** or **0151 233 3009** for advice.

## Home to School Transport for Primary School Pupils

Admission to a school does not guarantee that a pupil will be given a travel pass even if the pupil lives more than the qualifying distance from the school. Parents should consider this before they express a preference for a school.

A travel pass may be granted when the pupil's home is the qualifying distance from the nearest suitable qualifying school which they attend. The local authority will determine which is the nearest suitable qualifying school in accordance with its published Home to School Transport Policy.

Solo passes are valid on Bus only (All Areas)

Trio passes are valid for Bus & Train (within their respective zones). A fee may be applicable.

Passes may be used Monday to Friday during term times.

The qualifying distances are:

- For children aged under eight: 2 miles or more;
- For children aged eight or over: 3 miles or more, unless they qualify on income grounds.

For low income families, in receipt of free school meals or the maximum Working Tax Credit, qualifying distances are:

Children aged 8 - 11 are entitled to free transport where they live more than 2 miles from their nearest qualifying school.

The distance will be measured by the shortest suitable walking route between home and the main entrance

of the school. This will be done using the City Council's computerised measuring system.

Measurements using other geographical systems such as Google, Multimap, AA or RAC will not be accepted.

Please note that if your child does not receive free school meals you will need to provide your Working Tax Credit award notice.

### **How to Apply**

The quickest and easiest way to apply is online using our website:

[www.liverpool.gov.uk](http://www.liverpool.gov.uk)

Alternatively you can download a paper application form from on our website or request one by calling [0800 0283697](tel:08000283697) or [0151 233 3006](tel:01512333006)

Completed applications should be returned to Revenues and Benefits Service, Cunard Building, Water Street, Liverpool, L3 1AH.

# Location of One Stop Shops

For the location and opening hours of your nearest One Stop Shop please contact Liverpool Local Authority on 0151 233 3000.

## Education Welfare Service (EWS)

The Education Welfare Service is the primary agency through which the Children's and Young People's Services deliver statutory support to schools in the raising and maintenance of pupil attendance levels. All schools can access support from the Education Welfare Officers and schools will refer cases to the Service when appropriate.

A wide range of strategies are deployed to improve attendance based on an assessment of the school, pupil and family situation. As well as individual casework EWS works in partnership with schools, children and families to ensure regular attendance at school.

### The Service aims to:

- Identify factors inhibiting regular attendance so that all children have the opportunity to realise their full potential through access to appropriate educational provision.
- Support schools and other agencies in maximising attendance and ensure that children live and learn in a safe environment.
- Deliver statutory legal interventions via the courts to secure attendance in appropriate circumstances.

### The Service will also:

- Participate in the multi-agency protection of children from abuse, as determined by the Liverpool Safeguarding Children Board.
- Support Children's Services in discharging its statutory duties in relation to children missing education (CME) and responsibilities in respect of children who are electively home educated (EHE).

### Contact:

Attendance Services

Toxteth Annexe,

Aigburth Road,

Liverpool

L17 7BN

Tel: 0151 233 3916

Fax: 0151 233 3917

### **Ethnic Minority and Traveller Achievement Service (EMTAS)**

EMTAS works together with schools, communities and other agencies to raise the standards of achievement and to support inclusion for ethnic minority pupils. EMTAS support is at the request of school.

The Team includes teachers, curriculum officers and bilingual teaching support with specialist skills in supporting bilingual pupils to access the curriculum. Their work includes a range of services to schools relating to established pupils, new arrivals, asylum/refugee pupils, isolated linguistic learners.

EMTAS also supports our Gypsy, Roma and Traveller pupils. This includes in-class teaching, developing home-school links, improving attendance and using other strategies to promote inclusion.

The EMTAS Training Officers provide consultancy, advice and guidance for mainstream staff, school and centrally based INSET across a range of Black and Minority Ethnic areas, courses for teachers and support staff on language acquisition and inclusion and courses for trainee teachers and those newly / recently qualified.

Pupil Support is accessed via schools.

- EMTAS Manager: Gill Rowlands ([gill.rowlands@si.liverpool.gov.uk](mailto:gill.rowlands@si.liverpool.gov.uk))
- Community Language Co-ordinator: Brenda Escoffery ([brenda.escoffery@si.liverpool.gov.uk](mailto:brenda.escoffery@si.liverpool.gov.uk))
- Training Team: Julie Spencer ([julie.spencer@si.liverpool.gov.uk](mailto:julie.spencer@si.liverpool.gov.uk))

Telephone: Toxteth Annexe **0151 233 3901**

## Section 8

### Other Local Authorities

If you wish to obtain more information about schools maintained by other Local Authorities you should contact the Local Authority directly. The Local Authorities in the vicinity of Liverpool are:

#### **Cheshire West and Chester Authority,**

Children and Families Services

Wyvern House, The Drummer, Winsford, Cheshire, CW7 1AH

Tel: 0300 123 7039 E-mail: [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk)

#### **Halton School Admissions, People Directorate**

People Directorate

Rutland House, Runcorn, WA7 2GW

Tel : (0151) 511 7271 / 7338 E-mail: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

#### **Education Improvement Service**

Knowsley School Admissions

PO Box 21, Municipal Buildings, Archway Road,

Huyton, Knowsley L36 9YU

Tel : (0151) 443 3372/5142/5143 E-mail: [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

#### **Lancashire County Council**

Pupil Access Team (Area South),

CCP 1st Floor, County Hall, Preston, PR1 8XJ

Tel: 01772 532191 (Primary) or 01772 532189 (Secondary) E-Mail: [southadmissions@lancashire.gov.uk](mailto:southadmissions@lancashire.gov.uk)

#### **St Helens Children & Young People's Services**

1st Floor, Atlas House,

Corporation Street St Helens, WA9 1LD

Tel: 01744 671029 (Primary) / 01744 671030 (Secondary) E-mail: [schooladmissions@sthelens.gov.uk](mailto:schooladmissions@sthelens.gov.uk)

#### **Sefton Council**

Schools and Families, Schools Regulatory Services

School Admissions and Pupil Support

Bootle Town Hall, Oriel Road, Bootle L20 7AE

Tel: (0151) 934 3590 E-mail: [admissions@sefton.gov.uk](mailto:admissions@sefton.gov.uk)

#### **Admission Transport and School Organisation**

Families and Wellbeing Directorate

Warrington Borough Council

2nd Floor, New Town House, Buttermarket Street, Warrington, WA1 2NH

Tel: 01925 446226 E-Mail: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

#### **Wirral Children & Young People's Department**

Delivery Services

Mainstream Admissions, PO Box 290, Brighton Street, Wallasey, CH27 9FQ

Tel: 606 2020 E-Mail: [hotdesk@wirral.gov.uk](mailto:hotdesk@wirral.gov.uk)

For your information there is a map of Liverpool and adjacent LEAs in this booklet.

## Section 9

### Contact Points

#### LIVERPOOL CHILDREN & YOUNG PEOPLE'S SERVICE

Cunard Building, Water Street Liverpool, L3 1AH

Liverpool Local Authority	Tel: 233 3006
Awards Helpline	Tel: 233 3010
Ethnic Minority & Traveller Achievement Service	Tel: 233 3901
Special Educational Needs	Tel: 225 6231
Exclusions from School	Tel: 225 4955
Parent Partnership Service	Tel: 225 3535

#### ARCHDIOCESAN CENTRE FOR EVANGELISATION

Croxteth Drive, Liverpool L17 1AA	Tel: 522 1071
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#### CHURCH OF ENGLAND DIOCESAN BOARD OF EDUCATION

1 Hanover Street, Liverpool L1 3DW	Tel: 709 9722
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#### LIVERPOOL SCHOOL HEALTH SERVICE

North / South / Central Liverpool PCT, Cottage 4, New Hall Campus, Liverpool, L10 1LD	Tel: 284 0821
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#### DEPARTMENT FOR EDUCATION

Website Address: [www.dfe.gov.uk](http://www.dfe.gov.uk)



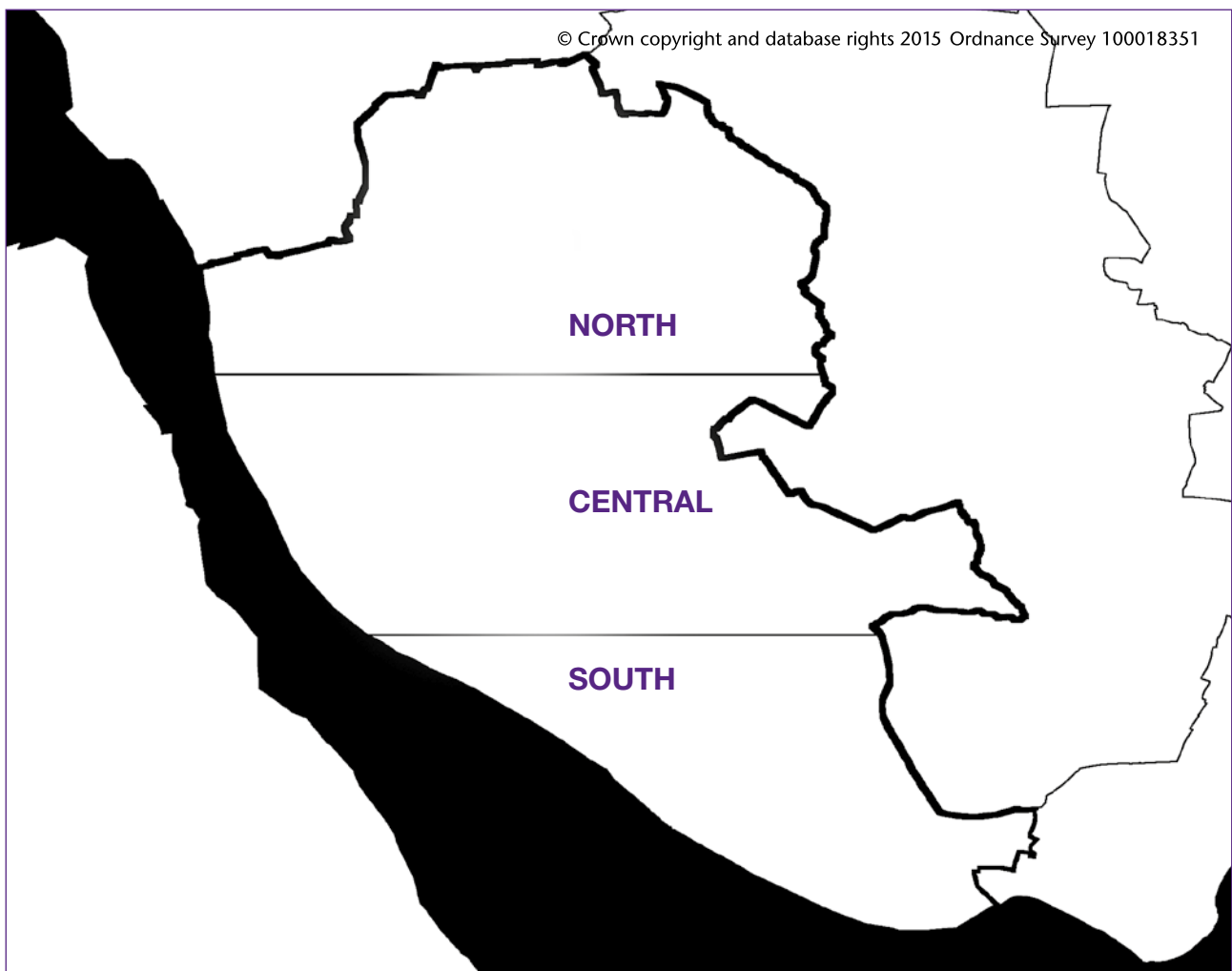
## Section 10

### Location of Liverpool Primary Schools

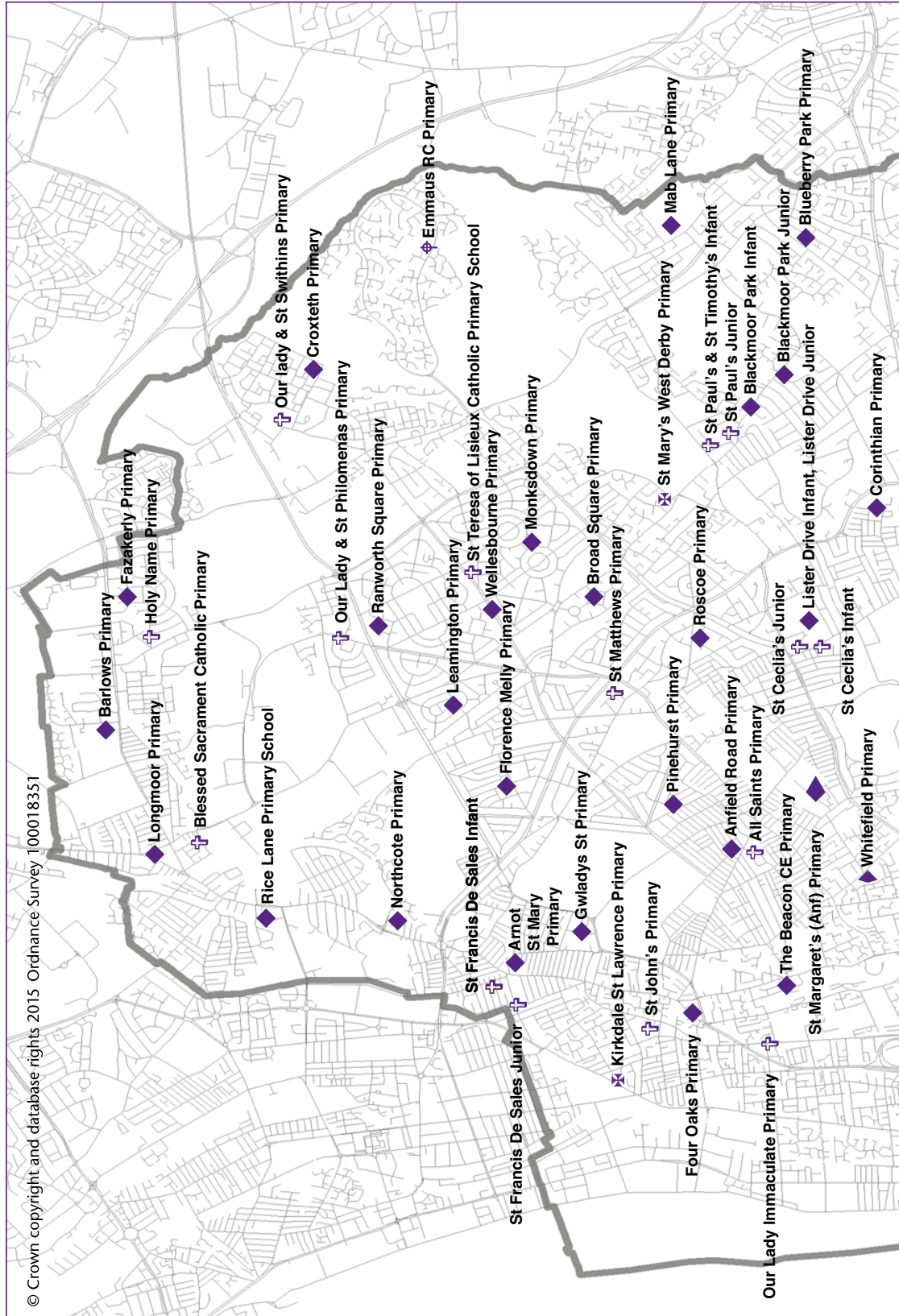
**KEY** (to maps on following pages)

- ◆ Community & Controlled Church of England Schools
- ✚ Catholic Schools
- ✚ Voluntary Aided Church of England Schools
- ☆ Jewish School
- ✚ Catholic & Church of England Schools

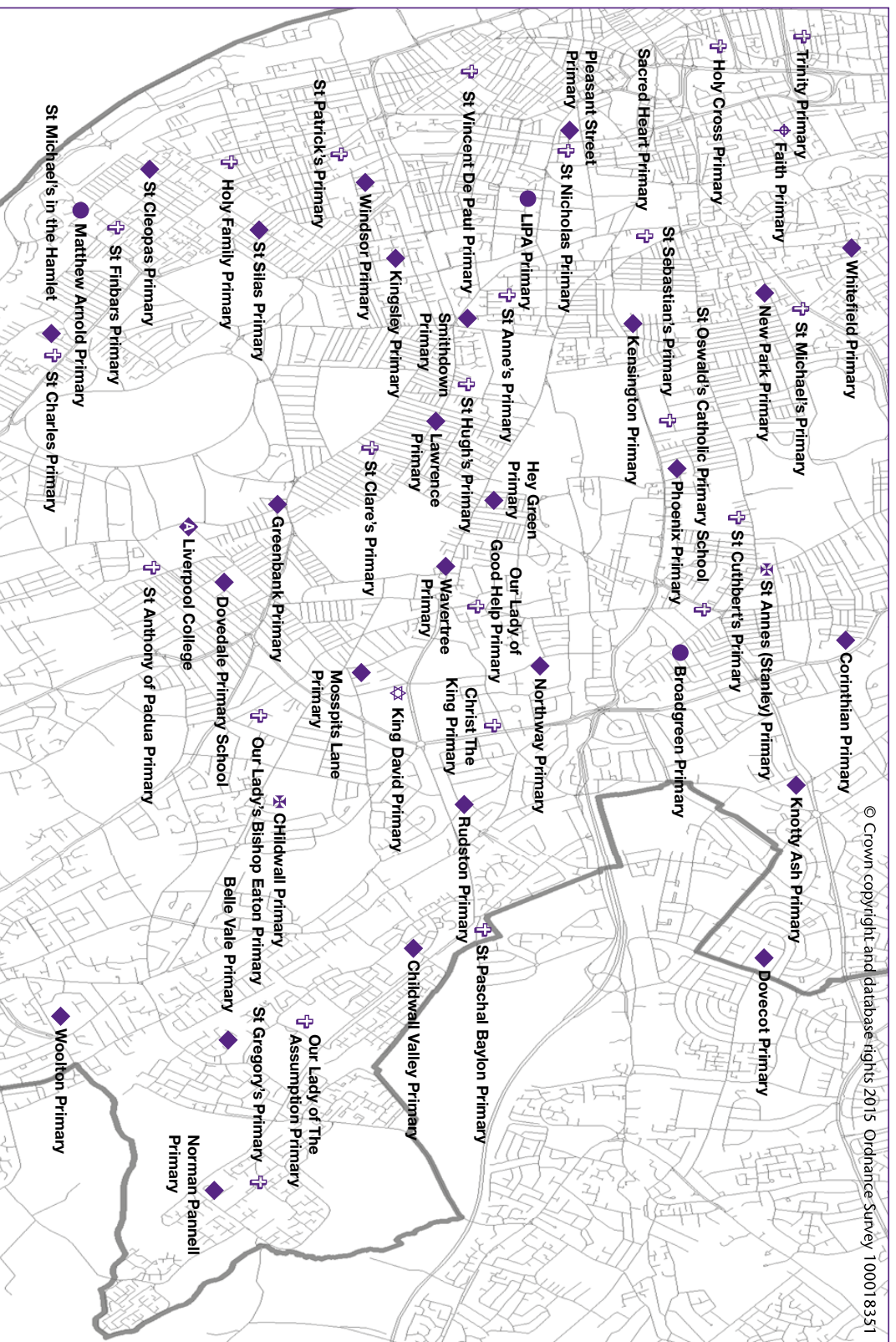
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## Primary Schools in the North Area

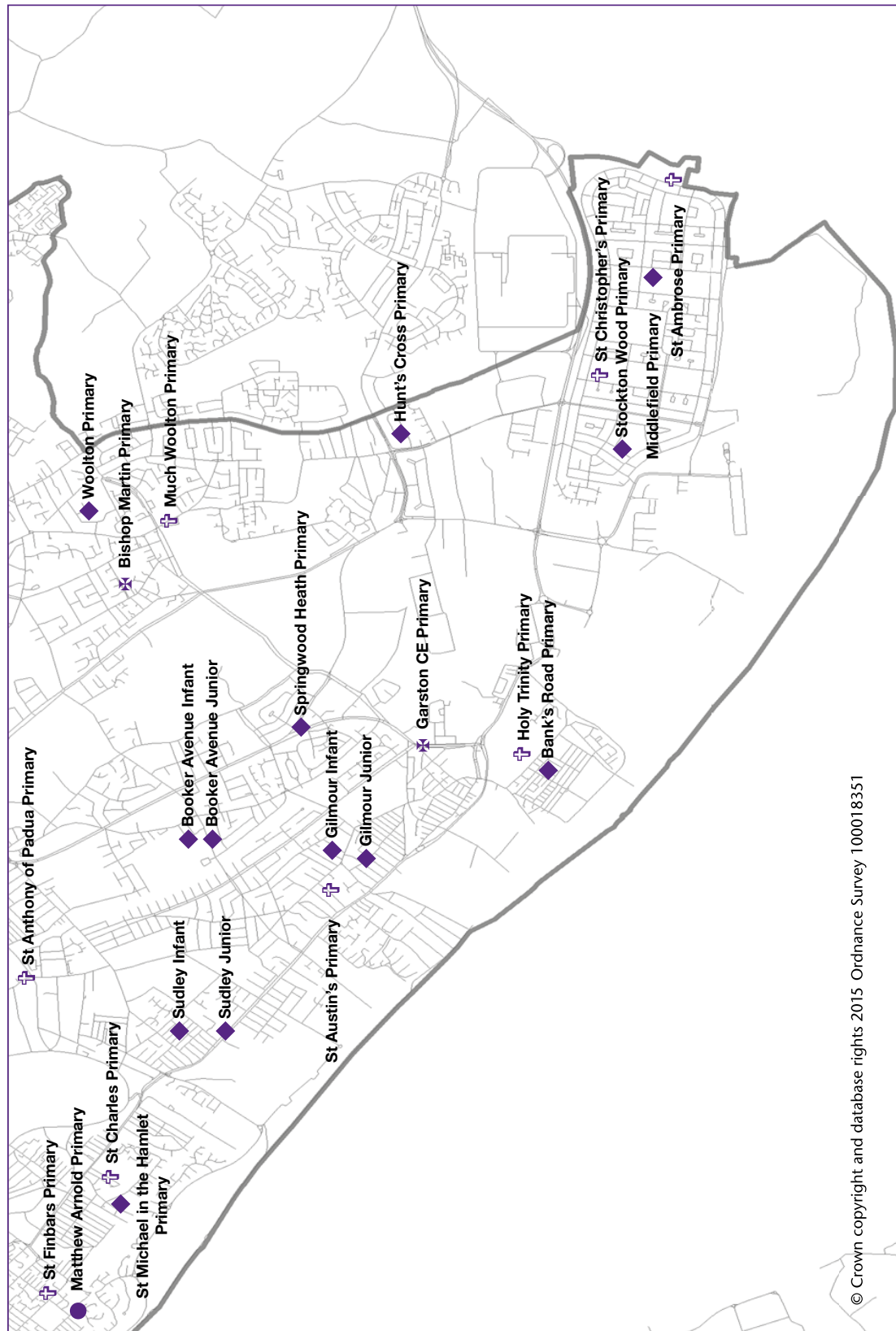


## Primary Schools in the Central Area





## Primary Schools in the South Area



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The first of these is the *Journal of the American Medical Association* (JAMA), which is the most widely read and cited medical journal in the United States. It is published weekly and covers a wide range of medical topics, including clinical medicine, public health, and medical education. The second is the *New England Journal of Medicine* (NEJM), which is also published weekly and is known for its high-quality research and clinical studies. The third is the *Lancet*, which is published weekly and is known for its focus on global health and public health issues. The fourth is the *British Medical Journal* (BMJ), which is published weekly and is known for its focus on clinical medicine and public health. The fifth is the *Annals of Internal Medicine*, which is published weekly and is known for its focus on internal medicine and clinical research. The sixth is the *Journal of the American Academy of Pediatrics* (JAAP), which is published weekly and is known for its focus on pediatric medicine and public health. The seventh is the *Journal of the American Psychiatric Association* (JAPA), which is published weekly and is known for its focus on psychiatric medicine and public health. The eighth is the *Journal of the American Society of Nephrology* (JASN), which is published weekly and is known for its focus on nephrology and clinical research. The ninth is the *Journal of the American Society of Radiologists* (JASR), which is published weekly and is known for its focus on radiology and clinical research. The tenth is the *Journal of the American Society of Pathologists* (JASP), which is published weekly and is known for its focus on pathology and clinical research.