

WEST DERBY SCHOOL



ADMISSIONS POLICY

(for admissions from September 2025 onwards)

This policy will be reviewed:	Annually
Previously reviewed by Trustees on:	30 November 2022
Reviewed and approved by Trustees on:	22 November 2023
Next review date:	30 November 2024
Signed:	S Graham (Headteacher)
Signed:	M Tsalavouta (For and on behalf of the Trust)

1 COMPLIANCE

1.1 This Admissions Policy and Arrangements has been drafted with regard to the following provisions codes and guidance

- 1.1.1 School Standards and Framework Act 1998
- 1.1.2 Children and Families Act 2014
- 1.1.3 Equality Act 2010
- 1.1.4 Human Rights Act 1998
- 1.1.5 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- 1.1.6 School Admissions (Appeal Arrangements) (England) Regulations 2012
- 1.1.7 School Admissions Code, September 2021
- 1.1.8 School Admissions Appeals Code, October 2022
- 1.1.9 Special Educational Needs and Disability Code, January 2015

2 ABOUT THIS POLICY

- 2.1 West Derby School (“the School”) is an academy trust and acts as its own admissions authority.
- 2.2 This policy sets out how admissions will be dealt with and our determined admissions arrangements (“Admission Arrangements”).
- 2.3 The admission authority for the School is the Trust Board of West Derby School (“Admission Authority”).
- 2.4 The School’s Admission Arrangements will be reviewed annually by the Admission Authority. The Admission Authority has delegated the authority to review and determine the Admissions Arrangements, along with any other admissions matters to the Finance, Personnel and Admissions Committee.
- 2.5 Any proposed changes to the School’s Admission Arrangements will follow the statutory consultation procedure outlined within the School Admissions Code (as amended from time to time).

3 ADMISSION ARRANGEMENTS

- 3.1 The Admission Authority will determine the Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (“Determination Year”).
- 3.2 The Admission Arrangements must be determined by the Admission Authority by 28 February in each Determination Year.
- 3.3 In the event that the Admission Authority has determined a change is to be made, or it has been 7 years since we last consulted on our unchanged arrangements, a statutory consultation will be carried out in line with the School Admission Code.
- 3.4 The Admissions Authority will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.

- 3.5 The School will participate in Liverpool Local Authority's co-ordinated admission arrangements.
- 3.6 Admission Authority will publish the determined Admissions Arrangements by Liverpool Local Authority on its website and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year.
- 3.7 The School will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.
- 3.8 If there are any objections to the School's Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.

All applicants are required to complete their home local authority's Common Application form by 31st October in the Determination Year. Please visit: www.liverpool.gov.uk/admissions Parents will be advised of the outcome of their application on National Offer Day which for secondary schools is 1 March (or the next working day where this falls on a weekend or bank holiday).

4 ADMISSION NUMBER

- 4.1 The School has a Published Admission Number (PAN) of 180 for entry into Year 7. This includes children with an Education, Health and Care Plan (EHCP) which names the School.
- 4.2 Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the School.

5 OVERSUBSCRIPTION CRITERIA

- 5.1 When the School is oversubscribed, after the admission of pupils with Education, Health and Care Plans naming the School, priority for admission will be given to those children who meet the criteria set out below;
 - 5.1.1 looked after children;
 - 5.1.2 previously looked after children;
 - 5.1.3 children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 5.2 After any children have been admitted in accordance with paragraph 5.1, the Admissions Authority will apply the following oversubscription criteria;
 - 5.2.1 a sibling who is a pupil at the School¹
 - 5.2.2 all other applicants who have expressed an interest in the School.

Where there are more applicants than places available, distance from the child's permanent home address to the main entrance of West Derby School will be used to determine which children are admitted.

¹ The term 'sibling' includes a full sibling, step-siblings, foster siblings, adopted siblings and children who are living permanently at the same address as the applicant)

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.

Parents/carers 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.

6 TIE-BREAKER

- 6.1 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. Random allocation will be undertaken by Liverpool City Council as a body independent of the academy trust. Where random allocation is used it will be supervised by someone independent of the Academy.

7 MULTIPLE BIRTHS

- 7.1 If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the School's Published Admission Criteria, the Trust will allocate above the Planned Admission Number in order to accommodate each child.

8 LATE APPLICATIONS

- 8.1 All applications received after the deadline of 31 October for submitting an application will be considered as a late application.
- 8.2 Late applications will be considered after those received on-time and in accordance with the School's oversubscription criteria. If, following consideration of all on-time applications the School is oversubscribed, parent(s) / carer(s) may request that their child is placed on the School's waiting list.
- 8.3 An application will be considered late if it is submitted after 31 October.
- 8.4 Applications received after the start of the Autumn Term in any School year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application process which will be considered by the Admissions Authority.
- 8.5 All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the year group's admissions number. If there are more applicants than available places, applicants will be placed on the waiting list and ranked according to the oversubscription criteria.

9 WAITING LIST

- 9.1 The School will operate a waiting list for Year 7 until 31 December. This will be maintained by the Local Authority and it will be open to any parent(s)/ carer(s) to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 9.2 A child's position on the waiting list will be determined solely in accordance with the School's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at the School in accordance with the Fair Access Protocol who will take precedence over those

children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10 IN-YEAR ADMISSIONS AND FAIR ACCESS PROTOCOL (FAP)

- 10.1 The Admissions Authority may admit a child where it is requested by the School under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the School is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.
- 10.2 Where the Trustees do not accept that the school is a suitable placement it will make its representations to Liverpool City Council.
- 10.3 If you are hoping to move your child from one secondary school to another within Liverpool please contact your child's existing school to instigate an in-year transfer. The school will not usually admit over its PAN for in-year admission applications. Such applications may be considered by the Chair of the Trustees' Finance, Personnel and Admissions Committee.
- 10.4 If your child is new to the city and you would like them to transfer from a school in another authority to a school in Liverpool, please apply online at www.liverpool.gov.uk/admissions

11 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- 11.1 Parents/carers may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application they must contact the Clerk to Trustees with a written request including the following information:
- 11.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;
 - 11.1.2 the reason(s) for the request;
 - 11.1.3 the parent's views on why the admission outside of the normal year group should be made;
 - 11.1.4 information and evidence about the child's academic, social and emotional development as supported by professionals;
 - 11.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and
 - 11.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.
- 11.2 The Headteacher will be given the opportunity to consider the information and, along with your application, submit the information to the Trustees Finance, Personnel and Admissions Committee who will decide if the child should be admitted outside their normal age group..
- 11.3 If the request for a deferred entry is not made within the normal admissions round and is refused by the Admission Committee, whereby you are not offered a place for your child in the normal age group, then Parents/Carers will have the right to appeal the decision to an independent appeal panel.

- 11.4 If the application is made during the normal admissions round, and Trustees agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to our oversubscription criteria. A grant of the application does not receive any priority under our oversubscription criteria. If the application is rejected by Trustees Admissions Committee during the normal admissions round then the application for a place at the School will still be subject to our oversubscription criteria but for admission into the normal age group.

12 SIXTH FORM ADMISSIONS

12.1 Internal and external applicants

- 12.1.1 West Derby School has a sixth form provision up to 134 places (70 in Year 12).

12.2 Interview

- 12.2.1 Each pupil who wishes to apply for a place in Year 12 will be invited to an interview to speak with The Heads of Sixth Form to discuss the entry requirements and what the Sixth Form can offer. Interviews will not form part of the decision to offer a placement within the Sixth Form but will allow staff advise the students on which courses are right for them.

12.3 Entry requirements

- 12.3.1 All applicants for admission into the Sixth Form must meet the minimum required academic standard outlined below:

12.3.1.1 Five separate GCSE passes (9-4 or equivalent);

12.3.1.2 individual subject entry requirements must be met (see prospectus);

- 12.3.2 All applicants will be considered on an individual basis and reasonable adjustments made to the entry requirements as may be required by law.

12.4 Applications for places from September 2024/25

- 12.4.1 Applications must be submitted online by 28th February; please visit: <http://www.westderbyschool.co.uk/sixth-form/sixth-form-admissions> for further information.

- 12.4.2 All applicants that meet the entry requirements outlined above will be offered a place if the number of applications does not exceed the published number of places.

12.5 Oversubscription criteria for Sixth Form places

- 12.5.1 When the Sixth Form is oversubscribed, after the admission of students with Education, Health and Care Plan naming the School, priority for admission will be given to those children who meet the academic requirements and the oversubscription criteria below

12.5.1.1 Looked after children/previously looked after children in the care of the Local Authority.

12.5.1.2 Children who were looked after, but ceased to be so because they were adopted including those children who appear to have been in

state care outside England and ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order)

12.5.1.3 Pupils on roll in Year 11 at the School at the time of application.

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

12.6 Tie-breaker for Sixth Form places

12.6.1 Where there are more applicants than places available in the Sixth Form, distance from the child's permanent home address to the main entrance of West Derby School will be used to determine which children are admitted.

12.6.2 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 between the child's permanent home address and the School using a recognised independent map service such as Google Maps on a straight line basis. For the avoidance of doubt, we do not contract with Liverpool City Council to use its computerised system for determining distance in Sixth Form admissions to the School.

12.6.3 The applicant's parents/carers 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.

12.6.4 If two or more applicants 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. Where random allocation is used to determine admission in these circumstances, it will be supervised by someone independent of the School.

12.6.5

13 APPEALS

13.1 Parents have the right to appeal the Admission Authority's refusal to offer a place at the School or Sixth Form.

13.2 The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.

13.3 Parent(s) / carer(s) must make their appeals in writing and set out the grounds for making the appeal.

13.4 The Admission Authority will appoint a clerk to the appeal panel who is independent of the School.

13.5 The school will appoint an independent company to conduct the appeals. The appeals process shall be constituted and carried out in accordance with the School Admissions Appeals Code 2022 (as updated).

13.6 The determination of the Independent Appeal Panel is binding on all parties.

13.7 Parent(s) / carer(s) will not have the right to a further appeal in respect of a place at the School for the same academic year unless there are exceptional circumstances whereby the Admission Authority has accepted a second application because of a significant and material change in the circumstances of the parent(s) / carer(s), child or School but admission was still refused.