

# WEST DERBY SCHOOL



## ADMISSIONS POLICY

Reviewed by Governors on:	12 October 2016
Next review date:	31 December 2017
Signed:	S Graham (Headteacher)
Signed:	(For and on behalf of Governing Body)

# PRIMARY/SECONDARY ADMISSIONS

## Transfer Admission Policy for primary aged children for September 2016 and September 2017

The Academy of West Derby School follows the 'Community Secondary School Year 6 to 7 Transfer Admission Policy', and can admit up to 180 boys in each year.

Applications can be made online at [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions) or for paper applications parents can contact Liverpool Direct Limited on 0151 233 3006.

Where there are more applicants than places, it may not be possible to meet all requests for places. In this case, places will be allocated in the following priority order:

### Priority 1

Looked after children in the care of the Local Authority.

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

### Priority 2

Children with exceptional medical / social needs. (See Definitions\*)

Applicants wishing to be considered under this criterion should submit documentary evidence to the school by the closing date. West Derby School Governors will review the evidence and if necessary liaise with 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 sibling at the school when they are due to start the school.

### Priority 4

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

Where there are more applicants than places available under priority 4, 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.

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 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:**

- Children with an Education, Health and Care Plan will be offered a school place where the school is named in the Plan and the school is able to meet the child's individual needs.
- Where an application is unsuccessful parents may ask the school to reconsider the application, if there has been a material change of circumstances.
- If the school agrees to reconsider your application and still refuses your child a place because the year group is full, you have the right to appeal against this decision to an independent panel.
- You may only appeal once in an academic year for a particular school. If your application and appeal have been unsuccessful you cannot apply for that school again or appeal for a place there until the next academic year.
- For further information, please call the school office on 0151 235 1300 who will pass your message to the Deputy Headteacher.
- We are currently over-subscribed, with more applicants for Year 7 places than we have available. Where pupils are not allocated a place, parents have a right to appeal to an independent panel. It is Liverpool City Council's Legal Services team who are responsible for arranging admissions appeals.
- Waiting lists for oversubscribed schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term.

### **Independent Appeal Procedure**

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an Independent Appeal Panel.

Details of the appeals procedure are available from Liverpool Direct Limited, tel: 233 3006.

Appeals forms can be obtained from the school and should be returned to the Clerk to the Governors.

### **In year Admissions**

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.

If your child is new to the city and you'd like them to transfer from a school in another authority to a school in Liverpool, please apply online at [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions).

### **\*Definitions**

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

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