

# Determined Admissions Policy for school year 2024-2025



## Determined Admissions Policy for School Year 2024-2025

---

**All applicants are required to complete a Supplementary Information Form (SIF) in order to provide faith information if they wish their child to be considered within a faith criterion of the oversubscription policy. The SIF should be completed in addition to the home LA common application form (preference form) and returned directly to the school by the closing date of 15 January. Applicants who complete a school SIF but do not name the school on the LA common application form will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the school but cannot be considered as a faith applicant.**

---

**The supplementary form is in the admissions section of the school website or available from the school office.**

---

### Overview

Hope Primary School is a voluntary aided school, where the governors are responsible for the admissions arrangements.

Having consulted with the Local Authority and others in accordance with the requirements of the law, the Governing Body has published its admissions limit for the reception class at 60 pupils for the school year commencing September 2024. The Governing Body will ensure that infant class sizes do not exceed 30 pupils with one qualified teacher.

The school has a Christian ethos and welcomes applications from all sectors of the community, including both faith and non faith applicants. It acts as the Catholic primary school for St Dominic's parish, as well as serving a wider area. The Governors also welcome applications on behalf of children from families who are affiliated to the Church of England for St Luke's Parish.

Applications for a place at Hope Primary A Joint Catholic and Church of England Primary School must be made by Knowsley residents on the Knowsley common application form included in the Knowsley Primary Admission Booklet 2024/25 or on the Knowsley website. Applications by residents of other authorities should be made on their home authority form. Applicants strongly are advised to adhere to the stated closing date of 15 January 2024 for September reception admission.

All applications will be considered in line with the policy and the co-ordinated primary admission scheme determined by Knowsley Authority. This means the school follows the

Knowsley procedures including waiting lists, change of preference application dates and other relevant matters.

The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications made in accordance with the criteria set out below.

Where more than 60 applications are received for reception places, the following policy will be applied. (This policy will also be applied, where required, for applications to older year groups.)

The Governors of Hope Joint Catholic/Church of England Primary School will consider all applicants against the criteria below:

- (1) Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Explanatory notes in relation to revised criterion below)
- (2) Children with a sibling in the school (see notes below)
- (3) Children baptised Catholic children living in the parish of St Dominic's. (Map available from school.)
- (4) Children who are baptised into the Church of England living in the parish of St Luke's.
- (5) Other Baptised Catholic and Church of England children.
- (6) Other children whose parents express a preference for a place.

**Tie break: Where a tie-break is required within or following criteria 1, 2, 3, 4 and 5, the following distance tie-break will be used.**

Children living nearest the primary school will have priority. This distance from home to the school is measured by Knowsley Authority's computerised mapping system which uses a straight line measurement ("as the crow flies") between co-ordinate points. Where it is not possible to differentiate between applicants on distance, e.g. in the case of twins or children living in the same block of flats, random selection will be used – this will be done using a computerised system in the presence of an independent observer.

## Notes

**1 A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.**

**2 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.**

\*Evidence that a child is a Looked After Child or is an adopted child who has previously been a Looked After Child will need to be provided. If this evidence cannot be provided, the offer of a place may be withdrawn.

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.

(As re-defined in the revised School Admissions Code – looked after at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders.)

a) Definition of brother or sister: This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, provided they live with the same family at the same address. They should be on roll at the time of application and at the time of expected admission.

b) Definition of home address: where the child normally lives during the school week. If time is split equally between two addresses, it is normally the address where the child benefit is claimed that will be accepted, but the Authority reserves the right to request other proof as fit the individual circumstances. It must be the parent's/official carer's address, not that of eg another relative or a child minder.

c) Children with Statements of Special Educational Needs where the school is named on the Statement will be admitted within the admission number when known about at the time of allocation and, where necessary, in excess of the admission number at other times.

(d) Places will be allocated according to the information given on the form. Confirmation of any information supplied may be requested and places may be withdrawn if no proof is available or if false information is provided.

---

### **Applicants who wish their religious affiliation to be considered in the allocation process.**

All applicants are required to complete a Supplementary Information Form (SIF) in order to provide faith information if they wish their child to be considered within a faith criterion of the oversubscription policy. The SIF should be completed in addition to the home LA common application form (preference form) and returned directly to the school by the closing date of 15 January. Applicants who complete a school SIF but do not name the school on the LA common application form will be disregarded. Applicants who do not complete a SIF will still be considered for a place in the school but cannot be considered as a faith applicant.

---

The supplementary form is in the admissions section of the school website or available from the school office. Baptism certificates and other confirmatory documentation

If a place is awarded on the basis of information provided on the application form, parents **will be asked** to provide evidence to confirm the details. This may include a baptism certificate, proof of address and date of birth, depending on the case. If false information has been given or proof cannot be provided, the place may be withdrawn.

Please note that children should be baptised at the time the application is submitted. Children whose date of baptism is after the closing date for applying will not normally be considered as baptised in terms of the initial allocation.

---

## **Boundaries**

Maps and details of both the St Dominic's Catholic parish/St Luke's parish boundaries are available from the school and at the end of this policy. Please note: these are not civil parishes – in case of doubt, consult the school.

**Please note:** Knowsley Authority, not the school, will inform parents of the places allocated in the annual admissions round.

---

## **Confirming acceptance of a place.**

Once parents have been offered a place, the school will normally request parents to confirm in writing that they have accepted the place. If no acceptance is received, the place may be withdrawn and offered to another pupil.

---

## **Deferred entry and part-time education: Reception age children**

Where children are under compulsory school age, there are, in certain circumstances, opportunities to defer entry to school or to opt for part-time education. This is normally where there are concerns about whether the child is developmentally ready for school. If parents have any concerns, they are strongly recommended to discuss the issue with the headteacher. Infant classes and foundation units are normally able to accommodate children with a wide range of developmental stages with their individualised curriculum.

---

## **Full Admissions Arrangements**

Parents applying for a reception place are strongly advised to obtain a copy of the Knowsley Authority's primary admission booklet, so that they are aware of the full details of admission arrangements.

---

**Parents who live outside Knowsley and wish to apply for a place at this Knowsley school should name it on the application.**

---

## **Children in the care of the Local Authority.**

Outside the normal admission round, the Local Authority can direct the governors, following consultation, to admit a child in care. Such applicants would have priority over other applicants.

---

## **Fair Access Protocol**

The Authority can also, following consultation with the governors and in exceptional circumstances, place children in year groups that are full, if they fall into categories of the Fair Access Protocol. Those without a school place will normally have priority over those who do.

## Nursery Admissions Policy

The school has a nursery class attached to the school which has 52 part-time places – 26 in the morning and 26 in the afternoon. Sessions are normally of 3 hours. Exact timing can be obtained from the school.

Parents should note that, as pupils who join the nursery at a younger age may stay in the nursery for up to two school years, not all places will be available to new applicants every September. The number of places remaining available will depend on the situation at the date applications are considered. The nursery, however, will normally be filled to the maximum of 52 where enough relevant applications are received.

Parents will apply on the nursery application form which is in the Knowsley Nursery Education Provision Booklet for the relevant year. This is published every September and can be obtained from the school, the Inclusion Team, Knowsley One Stop Shops etc. Applications are welcomed from parents in all areas, but where there are more applicants than places, the priorities in the policy stated below will decide who is admitted. The form should be returned direct to the school who will issue a receipt.

Please note that admissions are done on a termly basis. Closing dates depend on the start date.

| <i>Date of entry to nursery class</i> | <i>Closing date for applications</i>  |
|---------------------------------------|---------------------------------------|
| Autumn term 2024 (Sept to Christmas)  | Friday before Summer term 2024        |
| Spring term 2025 (Jan to Easter)      | Friday before October half term 2024  |
| Summer term 2025 (April to July)      | Friday before February half term 2025 |

Where there are more applications than places, all relevant applications received by the closing date will be considered against the policy. If no places remain, late applications will be added to the waiting list in priority order.

**IMPORTANT:** Parents should note that obtaining a place in the nursery class does **NOT** mean that a place will necessarily be made available in the reception class. Parents of nursery children who wish their child to transfer to the reception class at the appropriate age will need to apply in the normal way.

**Attending the nursery class does not give added priority for a place in the reception group.**

Please note: In organising the nursery groupings, the school will seek to assist parents who have a particular preference for a morning or afternoon place, but this is subject to availability and there is no guarantee that this can be achieved.

### Oversubscription criteria

Where there are more applicants than nursery places available, the following priorities will be applied:

Children who are in the year before they are of age to enter reception class – i.e. aged

- (1) Children who are in the care or interim care of a local authority <sup>1</sup> (children looked after), including children who were previously looked after\*
- (2) Children with a sibling in the school (see notes below)
- (3) Children baptised Catholic children living in the parish of St Dominic. (Map available from school.)
- (4) Children who are baptised into the Church of England living in the parish of St Luke.
- (5) Other Baptised Catholic and Church of England children.
- (6) Children whose parents express a preference for a place.

Where places still remain available, criteria 2, 3, 4, and 5 will be applied in order to those applicants defined as aged 3 – see age definition below.

**Tie break: Where a tie-break is required the following distance tie-break will be used.**

**Tie break:** Where there are more applicants than places available after the application of the above criteria, a distance tie-break will be used. Those living nearest the school will have priority. The distance is measured in a straight line (“as the crow flies”) by the Authority’s computerised measurement system which uses co-ordinate points. Where it is not possible to differentiate between applicants on distance, e.g. in the case of twins or children living in the same block of flats, random selection will be used – this will be done using a computerised system.

**Notes:**

- 1) Children who are in care at the time of application and are expected to be in care at the time of admission. This may be in the care of Knowsley or of another local authority. 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.
- 2) Definition of “sibling” –i.e. brother or sister: This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters, provided they live with the same family at the same address. They should be on roll at the time of application and at the time of expected admission.
- 3) Definition of home address: where the child normally lives during the school week. If time is split equally between two addresses, it is normally the address where child benefit is claimed that will be accepted. It must be the parent’s/official carer’s address, not that of e.g. another relative or a child minder.
- 4) Children with Statements of Special Educational Needs where the school is named on the Statement will be admitted within the admission number when known about



at the time of allocation and, where agreed, in excess of the admission number at other times.

6) Places will be allocated according to the information given on the form. Confirmation of any information supplied may be requested and places may be withdrawn if no proof is available or if false information is provided.

### **\*Age Definition**

Children "aged 4" is defined as those who will have reached the age of 4 by 31 August at the end of the school year for which they are applying for a nursery place. (i.e. They are applying for a nursery place in the year prior to admission to reception class)

---

### **Waiting lists**

Where a place is not available, the applicant's name will be kept on a waiting list by the school till the end of the school year for which they applied, and the family will be informed if a place becomes available and he/she has priority.

---

### **Accepting places**

Parents should be aware that they are normally required to confirm in writing that they are accepting a place.

They should note that nursery place offered will normally end at the end of the summer term before the child is of age to start reception class.

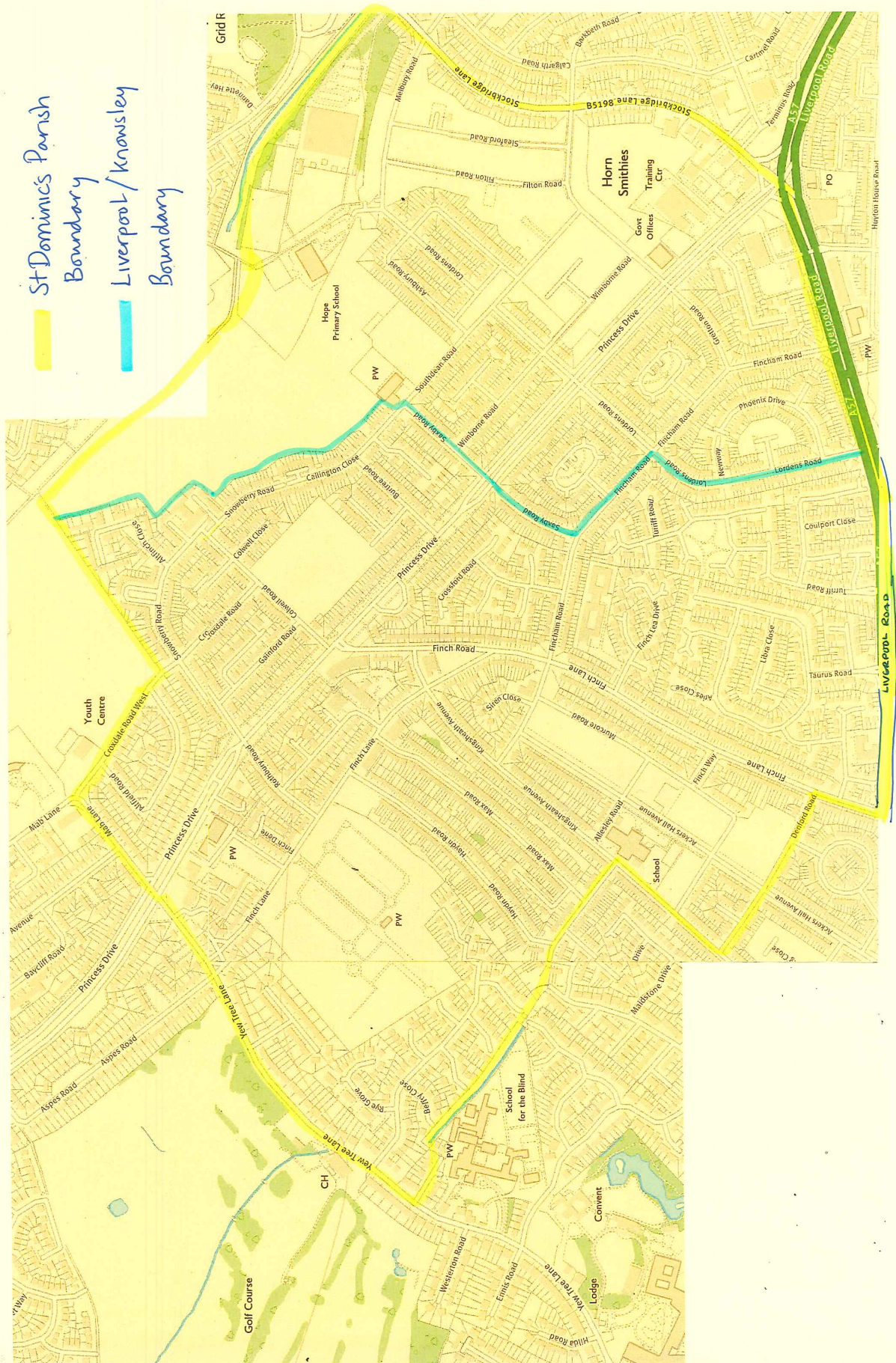
If parents accept 5 free sessions for their child at this school nursery, they are not able to access additional free sessions at any other maintained nursery class or school.

---

### **Disability Discrimination Act**

Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage

St Dominic's Parish



St Luke's Parish

