



# Admissions Policy

## 2022-2023

Date discussed with Staff:	Date discussed with Governors:
Date ratified by Governors:	
Date for review:	
Signed:	Headteacher
Signed:	Chair of Governors

# Heygarth Primary School

## Admissions Policy - 2022-2023

Heygarth Primary School  
Heygarth Road  
Eastham  
Wirral  
Telephone: 0151 327 1570  
Headteacher: Mrs Hazel Beamish  
Number on roll: **407** Age range: **3 to 11**  
Published Admission Number: **60**

### **Admissions into F2 (Reception)**

Applications submitted by the 15 January 2023 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

1. Children who are looked after (in care), and children who were looked after but have been adopted or are subject to a residency order or special guardianship order ('previously in care').

2. Children who live 'in zone' and already have older brothers or sisters (including half or step siblings) at the school living in the same household at the time of the start date. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

3. Children who live 'in zone' and nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

If children do not live in the school's catchment area and if places remain available, places will be allocated in accordance with the following criteria:

4. Children who already have older brother or sisters (including half or step-brothers and sisters living in the same household) at the school when they are due to start and living in the same household. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the

youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

5. Children who live nearest to the school. We measure distances from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised routing system.

## NOTES

a) **Catchment zones:** A catchment area finder using the street name is available on the Council's website at [www.wirral.gov.uk/schooladmissions](http://www.wirral.gov.uk/schooladmissions)

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) **Siblings:** A sibling is a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where they are living in the same family unit/household at the same address. In the case of an infant school we will also treat a brother or sister at the junior school as a sibling but they will be given a lower priority to children at the same infant school. If there are more children with older brothers or sisters at the school than there are places available, we will give priority to children with the youngest brothers or sisters at the school. Where there is more than one child with a sibling in the same year group priority will be given to those children who live nearest to the school.

d) **Home address:** This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer as defined by the Children Act 1989. Applicants must not give the address of a business, relative, child-minder, friend, a temporary address or an address to which they hope to move. The home address must not be where parents have taken out a short term let on a property solely to use the address on the application form without any intention of taking up permanent residence there. Proof of residence may be requested which may include: a solicitor's letter confirming completion date of a sale, a signed rental agreement showing the start and duration of the tenancy, and may include proof of sale of a previous property. Copies of Council tax and utility bills relevant to the property may also be requested. The information provided may be shared with other Departments of the Council in order to verify the authenticity of pupil's addresses.

e) **Applications from separated parents:** Only one application can be processed for each child; therefore, it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Where a child spends equal time with both parents, the child's main residence should be submitted as their home address. If agreement cannot be reached, or if neither parent has been granted a Specific Issues Order in this respect, then the application will be accepted from the parent with whom the child is "ordinarily resident", defined as spending the majority of school days in a week.

f) **Change of address:** Parents and carers must inform the Council immediately of a change of address, even if details of a future change of residency were included on the application form. The Council will require supporting evidence to show that the place of residency has changed; e.g. a letter from the solicitor confirming the completion date; a signed rental agreement showing the start of the tenancy and its duration. In addition, further information may be requested - for example, copies of council tax and utility bills or any other information considered relevant to the application including evidence of disposal of previous property. Information and supporting evidence must be received by 28 February. Proof of residency received after 28 February will not be used to assign a higher criterion for admission, but will be used to send the decision letter on the published offer date.

g) **Deferred entry:** Parents can request deferred entry or part-time attendance up until their child reaches compulsory school age (the term following their 5th birthday). The request must be put in writing to the local authority. Parents should note that if a summer born child delays entry to the September after their 5th birthday, the child will ordinarily be expected to enter Year 1, not Foundation 2. Parents intending to request their child enter Foundation 2 rather than Year 1 are advised to apply as usual and to contact Wirral Council prior to 15 January to discuss actions. Requests will require agreement from the appointed school.

h) **Applying for a place:** Parents must return online or paper forms to the Children and Young People's Department by 15 January to ensure the allocation of a school place on 16 April or next working day. Applications received after the published deadline of 15 January will be dealt with once the offer of places has been sent to parents on 16 April.

i) **Late applications:** If places remain after all "on-time" applicants have been allocated places, places will then be allocated to late applicants (received after 15 January) up to the school's admission number according to the admission criteria above.

j) **Home to school distances:** Distances are calculated from home to the school gate nearest to the child's home using the shortest road route, unless it is possible to use a footpath which we consider to be a safe walking route, using the Council's computerised Ordnance Survey Address Point based routing system. As a general guide, routes

without pavements AND street lighting will be considered to be unsafe. In the event that two or more applicants where this distance would be the last place to be allocated, one application will be chosen at random.

k) **Waiting lists:** A waiting list of children whose parents have expressed an interest in obtaining a Foundation 2 place at the school will be maintained until the end of August. This will include late applicants ranked according to the admissions criteria. Priority on the waiting list will be given to children in accordance with the published criteria. Each added child requires the waiting list to be ranked again in line with the published admission criteria. The Authority will contact parents directly if a place becomes available for their child. In August, the Authority will then write to the parents of those children who have expressed a continuing interest to ask if they wish to remain on the waiting list, which will then be held open until the end of the Autumn term. Schools cannot make offers of places to parents.

l) **In Year applications:** Applications must be made on a common Primary School Transfer form stating up to three school preferences, directly to the Mainstream Admissions team, stating the reasons why a transfer is being requested. Applications will be dealt with as set out in the Wirral Co-ordinated Scheme for Admissions.

m) **Infant Class Size limit:** It is the duty of the governing body of schools to comply with regulations on class size limits at Foundation 2 and Key Stage 1, where classes are limited to 30 children. There are a limited number of exceptions which are set out in the School Admissions Code 2012 and in the Wirral Co-ordinated Scheme for Admissions.

n) **Appeals:** All parents will be informed of the school place allocated by the Local Authority. The notification will also inform the parent of the right to appeal and who to contact to make an appeal, which is to an Independent Appeal Panel. Parents should if possible submit an appeal in writing within 20 working days of receipt of notification of the outcome of their application.

o) **Special Needs:** All schools will be required to admit a pupil with a Statement of Special Educational Needs or Education Health and Care Plan naming the school.

p) **The Fair Access Protocol:**

1. All requests for in-year places will be considered with reference to the Council's current admission arrangements and procedures for in year placements.

2. All schools will take part in the Fair Access Protocol, which is published separately. Schools must respond immediately to requests for admission to school according to the timescales above so that admission of the pupil is not unduly delayed.

3 Children who are looked after and previously looked after, and children with an Education Health and Care Plan (EHCP) naming the school are NOT included in the Fair Access protocol. These children MUST be placed in the school of their carer's preference irrespective of the availability of places in the year group.

#### **4. Permanent Exclusions.**

For pupils who are at risk of permanent exclusion and on the roll of a Wirral school it is open to the Headteacher to refer the child to Gilbrook Outreach Service or to consider a Managed Move. All such placements will be initially on a trial basis for a minimum of six weeks. Confirmation of placement or the school roll will be subject to a satisfactory report.

5. Pupils who have been permanently excluded will normally be placed on the roll of Gilbrook School or the Progress School. Schools should contact the Exclusions Officer as soon as the exclusion has taken place. The Exclusions Officer will consider whether the pupil can be transferred immediately to an alternative primary school. Such transfers will be agreed with the parent and relevant headteacher. All primary schools will take a minimum number of 1, or the number of permanent exclusions in the previous academic year, as the agreed quota of permanently excluded pupils for placement.

6. Parents retain their legal right to an appeal for a place at any school of their preference. This right is not affected by the decision of the Fair Access Panel.

#### **Admissions to F1 (Nursery)**

Applications must be made directly to the school. If there are not enough places for all children who have applied, the school will give priority to children who will become four during the academic year. Within this category, they will give priority in the following order:

- Children with a particular medical reason for going to the school;
- Children who live within the catchment area and live nearest to the school (the distance from home to school is measured by the shortest available walking distance);
- Children who live in the catchment area of another school which has a nursery class.

If there are places left after all the four-year-olds have been offered a place, the school will then offer places to children who become three during the academic year in the following priority order:

- Children with special educational needs identified through a statutory assessment
- Children whose parents receive Income Support, Income based Job Seekers Allowance, Disability Living Allowance or Working Tax Credit
- Children whose birthday falls between 1 September and 31 December
- Children whose birthday falls between 1 January and 31 March
- Children whose birthday falls between 1 April and 31 August.

Within any category, the school will give priority to children who live nearest to the school measured by the shortest available walking route.

Please note that attendance at a particular nursery or pre-school does not guarantee that a place will be allocated at a particular school.

**Withdrawal of places:** The Authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application, including but not limited to, sibling connections or place of residence.

For further information please see:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions/school-admissions-code-practice-0>

September 2022