



ALSOP HIGH SCHOOL

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Admissions Policy

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1. Aims

This policy aims to:

- Explain how to apply for a place at Alsop High School
- Set out the schools arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE) and Liverpool LEA

- School Admissions Code
- School Admissions Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the schools normal point of entry, using the common application form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day.) The prescribed days are 31 December, 31 March and 31 August.

Definition of Looked after children,

These are children who, at the time of making an application to the school, are:

- In the care of the local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Definition of previously looked after children.

These are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangement order, or
- Became subject to a special guardianship order.

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 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.

Definition of Exceptional Social Need

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.

4. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of the authority the schools are in) please see **applying for Secondary Year 7**. For applications outside of the normal admissions round please see **In Year Transfers**.

4.1 Applying for Secondary Year 7

If your child is due to start Secondary School (Year 7) and they currently attend a Liverpool Primary school, you can apply for a place at Alsop High School online via the local authority website (<https://liverpool.gov.uk/schools-and-learning/school-admissions/>). If you live outside of Liverpool, you must apply through the education authority where you live.

Once you have created an online applications account you can apply for up to 5 schools for Secondary Year 7. Once the closing date has passed and the Local Authority have looked through all applications they will inform you in writing if your child has been given a place in Alsop High School

5. Out of Year School Admissions

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

For any applications to school parents should wish to make for their child outside of their normal age group, please contact Alsop High School on 0151 235 1200. The Admissions Committee will consider requests of this nature, and take into account parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

6. Allocation of Places

6.1. Admission Number

Alsop High School has an agreed admission number of 270 pupils for entry into each year group

6.2. Oversubscription Criteria

All children who have a statement of special educational needs (SEN) or education, health and care (EHC) plan that names the school will be admitted before any other places are allocated.

If Alsop High School is not oversubscribed then all applicants will be offered a place

In the event that Alsop High School receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until places are filled.

- **Priority 1:** Highest priority will be given to looked after children and all previously looked after children who apply for a place at Alsop High School
- **Priority 2:** The next priority will be given to children who have exceptional medical or social needs. Any applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior council officers will review this evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice please contact Liverpool Local Authority on 0151 233 3006
- **Priority 3:** This is given to any child who already has a sibling attending Alsop High School when they are due to start school
- **Priority 4:** This is for 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 Alsop High 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 Alsop High School will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the main entrance gate of Alsop High School using the local authority's computerised measuring system. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased. The Local Authority reserves the right to request any additional information that may be required in order to confirm proof of 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.

6.3 Important information:

Children of UK Service Personnel

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

Waiting lists for oversubscribed Community Secondary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term of the relevant admission year.

Education, Health and Care Plans (ECH Plans)

The issuing of an Education, Health and Care Plan may override the offer of a school place under the Local Authority's admission arrangements 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 adequately support the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures.

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.

7. In Year School Transfers

In Year Transfer is the term used when children transfer from one school to another during the academic year.

If you are hoping to move your child from a school in Liverpool to Alsop High School then you need to contact your child's existing school to instigate an in year transfer.

If your child is new to the city or at a school outside of Liverpool and you would like them to transfer to Alsop High School, you need to apply online via the local authority website (<https://liverpool.gov.uk/schools-and-learning/school-admissions/>). You should also follow this process if your child has been home educated and you now want them to attend Alsop High School.

Before applicants new to Liverpool can be considered for an in year transfer the Local Authority are required via the school admissions code to request background reports on attendance, attainment and behaviour from their current or previous school.

This means that the minimum processing time for an application is 20 school days; however please note that applications cannot be processed during school holidays due to schools being closed.

7.1 Determining Applications

Once the Local Authority have received your transfer request, they will contact us here at Alsop High School to determine if there are any places available.

If Alsop High School has places available, the local authority will issue an offer letter and we will contact you direct. Once we have made contact you will be asked to attend a pre-admissions meeting, whereby you can obtain further information from us, we can discuss your application further and the necessary paperwork can be completed. If both parties are happy to proceed a start date will be provided.

If the year group to which you are applying for in Alsop High School is full, applicants will usually be refused admission and if parents wish, their child's name will be added to the waiting list, and they will be informed of the right of appeal.

If Alsop High School refuse to admit a child, we must include an explanation of their decision e.g. the year group is full or on the grounds of “challenging behaviour”. In our decision letter to the Local Authority, Alsop High School has to give the reason for refusing admission.

If there are more applicants for places than there are places in a year group the school’s In Year Transfer admission policy will be used to decide which children are admitted. For Community Secondary Schools the Local Authority In Year Transfer admission policy will be applied.

7.2 Schools Refusing Admission to a Child

In exceptional circumstances, Paragraph 3.12 of the School Admissions Code below, allows schools to refuse to admit children with challenging behaviour.

LAs must have a Fair Access Protocol to ensure that unplaced children are placed quickly. Section 3.12 of the School Admissions Code outlines, “*where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children must be admitted.*”

Consideration has been given to some of the circumstances in which this might apply to Liverpool schools and academies and it has been agreed that this will normally only be appropriate where a school has a particularly high concentration of pupils with challenging behaviour, or previously excluded children **and one or more** of the following exceptional circumstances exist, namely that the school:

- requires special measures or has recently come out of them (within the last 2 years)
- has been identified by Ofsted as having serious weaknesses or requiring significant improvement and therefore given “notice to improve”
- is subject to a formal warning notice
- where a large number of referrals have already been made by the Fair Access Panel

The Fair Access Protocol will be revised to take account of paragraph 3.12 and these locally agreed arrangements.

8. School Admission Appeals

Unfortunately, it is not always possible for us to offer your child a place at Alsop High School. If your child is refused a place, then you have the right to appeal against the decision to an independent appeal panel.

The appeals guide for parents explains the appeals process. You should complete and submit the notice of appeal form (at the back of the guide).

The Local Authority aim to hold all appeal hearings within 40 school days, appellants will be given 10 days’ notice of an appeal hearing date.

8.1 Number of Permitted Applications and Appeals

If your application is unsuccessful you may ask the admitting authority to reconsider a second application but only if there has been a significant and material change to your circumstances since the time of your initial application.

If the admitting authority reconsiders your application and then refuses your child a place because the year group is full, you have the right to appeal against this decision.

If you are refused admission for your child to a school you may only appeal once in an academic year for a particular school.

If your application and appeal for a school are unsuccessful then you cannot submit another application or appeal during that same academic year. However, you can apply again and if necessary appeal for a place, in the next academic year.