Primary School Admissions Coordination Scheme

Proposed Admission Arrangements September 2028

For Community, Voluntary Controlled & Academy* schools

*Only for the academy schools included within this scheme



Sefton Council

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Introduction

This **proposed** admissions scheme meets the requirements for coordinating admission arrangements as set out under the **School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012,** as amended. The School Admissions Code (2021) and the School Admissions Appeals Code (2022) are also issued under the same legislation. The scheme preserves the powers and responsibilities of individual admission authorities to determine and apply their published admissions policies. The scheme also sets out how decisions will be taken within a co-ordinated framework covering all maintained and academy schools within Sefton.

The scheme allows parent(s)/carer(s) of all pupils' **resident in the Sefton area** to complete **one application** for their child to enter Reception Year in September 2028 (primary admissions round). Parent(s)/carer(s) can express up to three preferences for admission to **all schools**, which have community, voluntary controlled (VC), voluntary aided (VA), and academy or free school status. If applicable, schools in other local authority areas can also be named on the Sefton application form. Admissions to independent schools or maintained special schools or specialist units based within a school are not covered by this scheme.

The primary admission round is for children starting in reception for the first time. For the 2028-29 school year this will include **children born between 01/09/2023 – 31/08/2024**.

Sefton coordinates an **Equal Preference Admissions Scheme**. Equal Preference means that each individual preference (school) listed on the local authority application form will be considered as a separate application, irrespective of whether it is placed first, second or third on the application form.

If a place can be offered at more than one of the preferred schools stated on the application form, the priority order in which parent(s)/carer(s) expressed their preferences will be used to determine which single offer of a school place will be made. If none of the preferred schools can be offered to the applicant, the local authority will automatically allocate a place at the nearest qualifying school with a vacancy.

As the coordinating body, the local authority will process applications from parent(s)/carer(s) resident in Sefton and inform them of the outcome. This process ensures that only one school place is offered to each applicant on **18 April 2028,** which is **National Offer Day**.

For the scheme to work effectively it is important for all admission authorities to work together closely and to share information as required, and as far as possible, within the agreed timescales shown on pages 12-13 of this scheme.

Applying for a school place

Applications must be made in the normal way using the **local authority application form** which should be completed online using the Citizen Portal via the Sefton Council website. Applicants who do not have access to the internet can request a paper copy of the application form by contacting Sefton Admissions Team.

All applications (online or paper) for Sefton schools MUST be completed and submitted via the relevant application process for the local authority where the family is resident.

Every effort is made to allocate children a place at their highest preferred school. Some schools, however, may receive more applications than there are places available. In these circumstances, it

will not be possible to offer all applicants a place. The published admissions criteria for each school will be used to decide which children can be allocated available places. The information published by Sefton Local Authority should help parent(s)/carer(s) make a reasonable assessment, based on the school's admissions criteria, of the chances of gaining a place for their child at the preferred school.

Admission Authorities

Sefton Local Authority (LA) is the admission authority for **Community and Voluntary Controlled schools in Sefton**. This means that the LA determines the admission arrangements and admission criteria for these schools. Where there are more applications than places available, the admission criteria are used to determine which children will be allocated a place at the school.

Voluntary Aided (VA) and Academy Schools

The admission authority for voluntary aided and academy schools is the governing body. As such, it will normally be for the governing body/Trust to determine their admission arrangements and admissions criteria that will be applied where there are more applications than places available.

Sefton LA will determine and apply the agreed admissions criteria on behalf of the governing body (or a Multi Academy Trust) for the majority of Sefton academy primary schools. Where the LA applies the admissions criteria on behalf of a governing body of an academy school, those schools have been included within this scheme.

All admission authorities are required to determine (formally agree) their admission arrangements and admissions criteria **by 28 February 2027**. Admission authorities must publish their 2028 arrangements **by 15 March 2027.**

Any objections to the published arrangements can be submitted to the Office of the Schools Adjudicator **by 15 May 2027**.

If there are any changes to the existing admissions criteria for voluntary aided/academy faith schools for 2028, these should be published on the individual school's website.

Allocation of places

Pupils with an Education, Health and Care Plan

All Sefton maintained or academy schools will meet their legal obligation to admit a pupil who has an Education, Health and Care Plan which names a particular school.

Published Admission Number (PAN)

Each school has a Published Admission Number (PAN). The PAN is the **maximum** number of places each school has available for the relevant year of admission. For the primary admissions round this is the number of places available in the reception age group. Places will be offered up to the PAN, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry unless the PAN has been reached. The PAN for each primary school (included within this scheme) is shown on pages 16-30.

Appeals

If an applicant cannot be offered a place at any of their highest preferred schools, they will automatically be informed, as part of the local authority's coordinated process, of their right of appeal to an Independent Appeal Panel.

Admissions Criteria

If a school receives fewer applications than the number of places available, all applicants will be offered a place at that school. Where the number of applications submitted for any Sefton school is greater than the number of places available, the admission authority (this will be either the local authority or the school itself) must apply the published admission criteria to decide which children can be offered places. In rare cases where only one place remains and multiple applications are measured to be of equal distance, random allocation is used to determine which child is offered the place. This process is conducted in a public setting, with names placed in a box and drawn randomly by a senior LA manager. The outcome is appropriately recorded.

Admissions to Sefton **Community and Voluntary Controlled Primary Schools** include either catchment areas or distances from home to school as part of their oversubscription criteria. Some Academy schools may have additional admissions criteria. Each school also uses proximity to decide how many places can be offered under each individual criterion. The schools which have catchment areas as part of their admission arrangements can be found on pages 18-20 and 22-23 of this scheme.

For academy primary schools (included within this scheme) the LA will apply the admissions criteria on behalf of the Governing Body/Multi Academy Trust. Most academy schools use the same oversubscription criteria as Community and Voluntary Controlled schools however some may have different criteria. Those schools are incorporated within this scheme.

Other academy schools may apply their own admission criteria to any applications in the same way that Voluntary Aided faith schools apply their admission criteria.

Children of staff admissions criterion

All Sefton community and some academy primary schools include children of staff as part of their individual admissions criteria. If applicable, parent(s)/carer(s) must clearly identify the name of the school (or trust) employee on their application form. If an applicant fails to identify the name of the school employee on their application, it is possible that their application may not be able to be considered under this criterion for that particular school.

Twins/multiple births

Twins or children from multiple births will be considered in the same way as all other applicants having the admissions criteria applied to each application. In circumstances where one of the siblings has been allocated the **last** remaining place at a school the other sibling(s) will also be admitted. This will also be applied to all applications made during the academic year (In Year admissions).

Infant Class Size

Current legislation states that Infant classes (Reception, Year 1 & Year 2) must not contain more than 30 pupils in a class with a single schoolteacher. Additional children may be admitted under very limited exceptional circumstances, an example is twins/multiple births (as shown above).

IMPORTANT INFORMATION – attendance at a nursery class attached to a school

Where schools have a nursery class attached, parents should be aware that separate admission arrangements are in place for entry to reception class at the primary school, as per the timetable shown on page 15, and the oversubscription criteria shown on pages 16-30. Parents **must make an application for admission into reception as there is no automatic 'transfer' from a nursery class into reception class**. A child attending a nursery attached to a primary school or completion of an expression of interest' form, or giving personal details to a nursery, **DOES NOT** count as any type of admission application for a place in reception. Community (LA) primary schools DO NOT include attendance at the nursery as part of their oversubscription criteria. However, some academy schools included within this scheme, have chosen to include attendance at their nursery as part of their oversubscription criteria. Other academy and faith schools (not included within this scheme) apply their own admission criteria, and some may have chosen to include attendance at a nursery within their admission arrangements.

Consideration of applications

Home Address

Sefton LA can only process applications from **one permanent home address**. This must be the address where the parent(s)/carer(s) with legal responsibility lives with the child. The address of relatives, childminders, businesses, or proposed addresses will **NOT BE ACCEPTED.**

The LA may require evidence of the home address stated on the application form. Applicants will be contacted on an individual basis if evidence of a home address is required. The LA reserves the right to undertake all necessary investigations and request appropriate evidence of a child's permanent home address, as fit the individual circumstances. Applicants who do not respond to requests for further information should be aware that the LA will NOT consider a request for a school place from an **unconfirmed address**.

For the purposes of allocating a school place, and establishing **one** permanent home address, it is required that the child and applicant are residing at the stated address, and not simply own or be renting the property, whilst still living elsewhere.

The School Admissions Code allows admission authorities to withdraw a place offered to a child if it is found that fraudulent or potentially misleading information has been provided in order to obtain a school place.

Shared Parental Responsibility

It is recognised that important decisions such as which schools to apply for should be made, if possible, jointly between parents. However, if parents are unable to agree lines of communication between themselves on issues involving their child, they may wish to seek independent legal advice and explore other options. These might include referring the matter to non-court dispute resolution, such as mediation, or to the family court for adjudication. The LA can only process ONE application form per child.

In cases where parents are separated and both have retained joint responsibility, only one application form will be accepted, from the parent with whom the child primarily resides. The home address used will be that which is directed by the court, or the address where the child lives for the majority of the school week. If the child's time is split equally between two homes, the address of the parent who receives the child benefit will normally be used.

It is a parent/carers responsibility to ensure that any request for a new school placement does not breach any existing court orders. The LA is required to process an application that has been signed and submitted by a parent stating that they have parental responsibility, unless there is a specific court order produced that prohibits the child from changing school.

In all cases and in the best interests of their child, the LA **requires** parents to resolve matters between themselves (taking legal advice if necessary). The LA (or admission authority) reserves the right to undertake all necessary investigations and request appropriate evidence of a child's permanent home address, as fit the individual circumstances. Child Arrangements Orders (or other court orders) may be requested.

Where parent(s)/carer(s) submit two separate application forms and do not reach an agreement regarding school preferences, the LA reserves the right to determine which application should be accepted and which application will be discarded. **The LA cannot release any information or intervene, where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.**

Changes of home address

Changes of address for existing applications will be considered if sufficient evidence of a house move is received prior to the application closing date or by the final date for changes (see pages 13-14). New addresses will not be taken into account without a solicitor's letter confirming that contracts have been exchanged and signed on the property or evidence of a long-term tenancy of at least 6 months, together with evidence that parent(s)/carer(s) are residing at the new property.

The evidence of house purchase (exchange of contracts) or long-term tenancy, and independent evidence which confirms residency at the new address, must be received by the LA by the final date for changes (see pages13-14), or the new address **will not** be considered for the initial allocation of school places on national offer day.

Evidence of the disposal of a previous property may also be requested where there is any uncertainty or dispute in establishing **one** permanent home address for the purposes of allocating a school place. The LA (or admission authority) reserves the right to undertake all necessary investigations and request appropriate evidence of a child's permanent home address, as fit the individual circumstances.

For house moves taking place, or evidence that is received **after** the final date for changes (see pages 13-14), applications will be considered on an individual basis and can only be dealt with **after** national offer day, and in the date order they were received by Sefton LA.

Crown Servants/Children of UK Service Personnel (UK Armed Forces)

For children of UK service personnel (UK Armed Forces) or crown servants returning from overseas, the LA will accept the posting or return address and allocate a school place (where there is a place available) in advance of the family arriving in the area, provided that the application is accompanied by an official letter from the Ministry of Defence confirming a relocation date and address. All applications are still considered using the admissions criteria for the individual school(s) listed as a preference.

Applications from families living outside of England

Foreign nationals who do not normally reside in the UK but wish to apply for a state-funded school place must check that their children have an immigration status which permits them to enter the UK and to access a state-funded school. Further information is available from Government website.

UK or Irish Nationals who are resident overseas and are planning to move or return to England, so that the child will be living in Sefton when they start school, should provide a proposed address and moving date as part of their application. Evidence will be required for the purposes of establishing a home address as described on page 5. If you are not **resident** in England by the published final date for changes (see page 15) the **overseas address will be used as the home address when considering your application for a school place**. You should keep the LA informed of any changes to your circumstances as this may affect how your application is considered. Applications from overseas residents may need to be considered on an individual basis.

The LA (or admission authority) reserves the right in all cases where it is necessary to confirm or challenge information provided on an application, to undertake all necessary investigations and request appropriate evidence of a child's home address, as fit the individual circumstances. This is so a home address can be confirmed from which the application will be considered.

Delay starting reception year and compulsory school age

In Sefton, all schools provide for the admission of children in the September following their fourth birthday. Children whose birthdays fall between **1 September 2023 and 31 August 2024** can start primary school in September 2028. This is the ordinary school starting age, and most parents/carers are happy for their child to start school at this point. By law, a child is not required to start full time education until the child has reached compulsory school age.

A child MUST start full time education once they reach compulsory school age. This is on either 31 December, 31 March or 31 August following their **fifth** birthday, whichever comes first. If a child's birthday is on one of those dates the child reaches compulsory school age on that date. For example:

- If a child reaches compulsory school age on or by **31 December**, they must start full-time education at the beginning of the Spring Term in **January**.
- If a child reaches compulsory school age on or by **31 March,** they must start full-time education at the beginning of the Summer Term in **April**.
- If a child reaches compulsory school age on or by **31 August**, they must start full-time education at the beginning of the Autumn Term in **September**.

Most children will thrive if they are admitted into reception class aged 4. However, some parents/carers may be concerned that their child is not ready for school at that age. Sefton encourages all parents/carers who may be considering delaying their child's admission until they reach compulsory school age, to visit the schools they wish to apply for. The school can explain the provision on offer in reception class and how it is tailored to meet the needs of the youngest children, and any other support that may be available for their child.

Deferred entry to school

For children who are below compulsory school age and once a school place has been offered as part of the main primary admissions round, parents/carers may if they wish, agree with the school a pattern of part time attendance or a deferred start until later in the school year. **These arrangements MUST be discussed and agreed with the headteacher of the school concerned**. Parents/carers **must** make an application for a school place in the usual way, and within the published timescales. This will ensure that a school place is allocated and held for the child until they start school. A child whose start date is deferred, **must** start school **no later than the beginning of the summer term** of the school year for which the offer of the school place was made. In this case the child would still move up to Year 1 with their normal age group in the following September.

Admission of primary age children outside of their normal age group and 'summer born' children

It is expected that all children will start primary school in the school year that they turn 5. The government has however set out specific arrangements for 'summer born children'. Parent(s)/carer(s) can access a guide for children starting primary school outside of their normal age group on the Sefton website at apply outside normal age group. The 'Admission Outside of Normal Age Group request form' is also available on the same web page.

Summer Born Children (dates of birth on/between 1 April and 31 August)

NB: The process set out below does NOT apply to children with an **Education Health & Care Plan** (EHCP)**.** If a summer born child has an EHCP and a parent would like them to be admitted into school at age 5, and start in reception, this must be discussed with the designated LA SEN Team as part of the EHCP process.

Parents/carers of 'summer born children' can if they wish, decide that their child will not start school until the September **after their fifth birthday**, a full year after they could have first started school. The DfE supports the rights of parents/carers to make this decision but does not believe it should become the norm for summer born children to begin reception at age 5. A request for admission outside of the normal age group is separate from an application for a school place. Parents/carers **must** still make an application for a school place in their child's normal age group, at the usual time.

Parents/carers of a summer born child should submit a request for '**admission outside the normal age group**' at the same time as making their application for a school place in their child's normal age group. In making such a request a parent is asking an admission authority to decide on which age group the child should be admitted to when they do start school, (in the September after their fifth birthday) i.e.: Reception or Year 1.

Admission Authorities are not required to automatically agree for a child to be placed outside of their normal age group and may decide that a school place can only be offered in the normal age group. Parents/carers **do not** have a right to an appeal if they have been offered a place and it is not in their preferred year group. They may however make a complaint about the Admission Authority's decision not to admit their child outside of their normal age group.

Other children (not summer born) & admission outside of normal age group

Parents/carers do not have the right to insist that their child is admitted to a particular age group, but they may make a request for this to happen. Current guidance from the Department for Education states that "the government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate. **Children should only be educated outside of their normal age group in very limited circumstances**."
Where a parent/carer is thinking about delaying their child's admission to reception class, perhaps because the child may have a developmental/learning difficulty or disability, the parent/carer should read the guidance published on the Sefton council website and talk to the schools they wish to apply for. This should include the school's Special Educational Needs Coordinator (SENCO) and any other professional(s) who may be involved with their child. This will allow parents/carers the opportunity to discuss the schools approach in helping children with special educational needs or disabilities.

Parents/Carers must make an application for **admission outside the normal age group** and also apply for a primary school place in the main admission round at the same time and within the published time scales. If a parent/carer has evidence from professionals involved with their child's care or treatment, it would be helpful for this to be submitted as part of the request to admit outside of the normal age group.

Decision making panel for primary admission requests outside of normal age group

In Sefton we have a set up a panel of education professionals, which may include Early Years, SEN Inclusion, an Admissions Officer and other professionals (to give advice when appropriate), who will consider each request for a child to be admitted outside of their age group. The decision will be based on individual circumstances and what is considered to be in each child's best interests. This will include taking into account:

- The parents/carers views.
- Information about the child's academic, social and emotional development. This will involve requesting information from the early years setting the child is currently attending.
- Any professional involvement with the child including any medical professional where relevant.
- Whether they may naturally have been in a lower age group if it were not for being born prematurely.
- The potential impact on a child of being admitted into their normal age group and missing a year of their education as a consequence.
- The opinion of the Headteacher of the school(s) named as a preference on the request form. If a request is received late (after national offer day), the opinion of the Headteacher of the school that has already been offered to the child.
- If the child has already been educated outside of the normal age group and is transferring to a new school.

The full 'Policy for the admission of children starting primary school outside of normal age group' is available to view/download from the Sefton website at: Sefton School Admissions Policy and Reports web page.

In Year Admissions

It has been agreed by Sefton schools that Sefton LA will coordinate applications for admission to any Sefton school for children who are moving house into, or within the borough of Sefton, during the academic year (In Year Admissions). The LA will also coordinate requests for children to transfer schools during the academic year where no house move has taken place (School Transfers). As the co-ordinating body, the LA will process In Year applications in the following way:

Where the requested school(s) have places available in the relevant year group, the LA will coordinate with the school to ensure a school place is offered quickly. If the requested school(s) does not have any vacancies in the relevant age group the parent/carer will be advised of their right to appeal to an Independent Appeal Panel. The applicant will also be given the option of adding their child's name to the waiting list for the school(s). If appropriate, an alternative school may be offered to the parent/carer.

There may be occasions when the school have places, however they may still refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. Where an application is refused, the authority will set out the reason for refusal and information about the right to appeal.

In some cases, the Fair Access Protocol may be used to place certain groups of **unplaced** children, where they are having difficulty in securing a school place In Year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual In Year admission procedures. In these circumstances the appropriate Fair Access Panel would make a recommendation for a school placement.

The LA will notify the parent/carer of any Fair Access decision. If the Fair Access Panel refuse admission to any school, the applicant will be advised of their right to appeal to an Independent Appeal Panel. If appropriate an alternative school may be offered to the parent/carer. The offer or recommendation for a school place may not be for the school originally requested.

The full In Year School Admissions Policy (including the Fair Access Protocol) is available to view/download from the Sefton website:
www.sefton.gov.uk/schooladmissionspolicyandreports

Local Authority Scheme for the Coordination of Admission Arrangements

Stage 1 Application forms

a) Sefton Local Authority (LA) will publish the information relating to the application process within a guide called '**Applying for a Primary or Secondary School Place – A Guide for Parents 2028-2029'.** The LA will also publish individual school admissions criteria for all Sefton schools, including previous statistical information (where available) in a guide called '**Sefton Primary & Secondary Schools Admissions Information 2028-2029'.**

Sefton will publish both guides on the Sefton Council website. The website also includes a direct link to the online application portal (Citizen Portal). A paper application will also be available on request for applicants who do not have access to the internet. This information will usually be available within the **first week of September 2027**.

b) Sefton Council will take all reasonable steps to ensure that every Sefton resident with a child of the age to be admitted to the reception age group receives information relating to the application process and national closing dates. This will include providing information to all early years settings within the borough namely: primary and nursery schools; private, voluntary and independent nurseries and childminders; family well-being centres. Information will also be distributed via libraries. Digital marketing (e.g., social media/council website) may also be used as and when appropriate.

c) The LA admissions application process for **Sefton residents** allows applicants to list up to three primary schools, in order of preference. Primary schools in any area of England can be named as a preference. Parents will have the option to give reasons for their preferences on the application, should they wish to do so.

d) In addition, each primary school will receive written guidance and an explanation of the coordinated admission arrangements including the LA's procedures and deadlines.

e) **Sefton LA expects that all Sefton residents will submit their application form online via the Citizen Portal on the Sefton website.** Online application is secure and provides an automated email acknowledgement of receipt of an application. Applying online will also benefit applicants by receiving email notification of the school offer* on national offer day. Applicants will also be able to log into their account on the Citizen Portal in order to view their offer of school place. *If option selected at the time of application.

f) If an online application is not possible, a paper application can be obtained, on request, from Sefton Admissions Team. Any completed paper application forms (for the primary admissions round) should be handed into the highest preferred primary school listed on the application form and a receipt obtained from the school. Alternatively, the form can be posted directly to Sefton Admissions Team. In this case we recommend that applicants check that the form has been received.

The primary school must provide the parent with a school receipt for the application form. The parent and school should keep the receipts safe in case of any future query.

g) In addition to the LA's application form **voluntary aided and some academy faith primary schools** will require parents to complete a **Supplementary Information Form** (SIF), which should be obtained from, and returned directly to the school. Completion of a SIF is necessary for applicants applying for church schools so that their application can be considered fully against the relevant admission criteria. Church schools may also require

sight of a baptism certificate to authenticate any statements made. **It should be noted that completion of a SIF does not constitute a valid admissions application on its own. The applicant must also name the school as a preference on the LA's application form and submit this to Sefton in the normal way.**

h) **All LA application forms must be submitted online or received by primary schools (or Sefton Admissions Team) on or before 15 January 2028.**

i) Any paper application forms that are handed in directly to schools must be forwarded to the LA no later than **21 January 2028**. If a school is sending multiple applications at the same time please scan each form separately and provide a list of each pupil's name on the accompanying email.

Stage 2 Consideration by Admission Authorities

a) Admission applications processed for the primary admissions round will be administered using an **Equal Preference Admissions Scheme.**

b) Preferences expressed for all schools will initially be **treated as equal** regardless of the order the schools were listed on the application form. If a place can be offered at more than one of the preferred schools stated on the application form, the priority order in which parent(s)/carer(s) expressed their preferences will be used to determine which single offer of a school place will be made. In all cases the highest possible preference will be offered.

c) If the LA is unable to make an offer for any of the preferred schools listed on the application, then (where possible), a place will be offered at the next nearest qualifying school with a vacancy.

d) Each primary school has a Published Admission Number (PAN). The PAN is the **maximum** number of places each school has available for the relevant year of admission. For the primary admissions round this is the number of places available in the reception age group. Places will be offered up to the PAN, which applies to the normal year of entry. **An individual Admission Authority should not admit above the PAN for Reception Year entry once the number has been legally determined unless the LA has been notified in good time to allow coordination to be delivered effectively.**

e) **By 21 January 2028** Sefton primary schools will forward any paper applications received at the school, to Sefton Admissions Team.

f) **By 4 February 2028** Sefton LA will **aim** to exchange preference information with other LA's. This applies where residents of other LA's have named Sefton schools, or where Sefton residents have named schools outside of Sefton.

g) **18 February 2028 is the FINAL date** for which families moving house, or other changes to existing applications will be considered. For house moves, evidence that the removal has taken place **MUST** be submitted by this date, for the new address to be taken into consideration in time for National Offer Day in April. Evidence of disposal of the previous property may also be requested.

h) **By 28 February 2028** application and preference information submitted to the LA for Sefton VA and academy faith schools (church schools who apply their own admissions criteria), will be made available to the relevant schools.

i) **Governing Bodies should arrange meetings of their Admissions Committee between Monday 28 February 2028 and Friday 10 March 2028, in order to submit the ranked application data to the LA on time.**

j) **17 March 2028 is the final date by which all Sefton VA and academy faith schools MUST submit rankings to Sefton LA via the online Provider Portal.** Each school (Governing Body) will have made decisions on each application listed for their school, according to the agreed admissions policy. VA and academy faith schools must complete their ranking decisions on the Provider Portal by this date, **at the latest**.

k) If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN it **MUST** notify the LA by **18 February 2028** to allow the LA enough time to deliver its coordination responsibilities effectively.

Stage 3 Allocation of primary school places

a) **By 5 April 2028** Sefton LA will inform other LA's of places in Sefton primary schools that can be offered to their residents.

b) **By 18 April 2028** each Sefton primary school will be able to access online, via Sefton's Provider Portal, a list of pupils offered places at their school.

c) **18 April 2028 is National Offer Day**. Parent(s)/carer(s) will be notified via email of the school place that can be offered to their child (if they applied online and selected this option for notification). Applicants will also be able to log into their account on the Citizen Portal to view their offer of school place. For all other applicants who did not apply online, offer letters will be posted to parent(s)/carer(s) on this day.

d) The LA will automatically contact applicants on behalf of the Governing Body of all Sefton schools. Where an applicant cannot be offered their highest preferred school, they will be informed of their statutory right of appeal, and provided with information regarding the appeals process, and the deadline for submitting an appeal. Information is also available on the Sefton website, www.sefton.gov.uk/admissionappeals. For those appeals administered by the LA, there is an electronic (e-form) appeal form available online. Paper copies are also available upon request.

Stage 4 Late applications

a) The national closing date for applications for the primary admissions round is **15 January 2028.**

b) Applications naming a Sefton VA or academy faith school which are received after the closing date, will be forwarded to the school up until **18 February 2028**. The school will be informed that the application has been received late. The admission authority must then decide how it wishes to respond to the late application.

c) If parent(s)/carer(s) apply after **15 January 2028**, the LA may still be able to consider the application providing we receive it by **18 February 2028.**

d) For families moving into the area after 15 January, their application will be considered if it is received by **18 February 2028 with evidence that the removal has taken place** and where appropriate, evidence of disposal of the previous property.

e) For late applications or late changes that are received after **18 February 2028** but before **18 April 2028**, they will be processed AFTER the 18th of April, once the allocation of places has been completed for national offer day. All late applications and late changes will be processed in the date order they were received by Sefton LA and will have the admissions criteria applied to them in the normal manner. **The processing period for these applications will be dependent on the number of late applications/changes received.**

f) For late applications or late changes that are received on or after **18 April 2028**, they will be processed in the date order they are received by Sefton LA, and after the applications described in e) above have been dealt with. **The processing period for these applications will be dependent on the number of late applications or changes received**.

Stage 5 Waiting lists

a) Any applicant who is not offered a place at their highest preferred primary school will automatically be placed on the waiting list of that school.

b) Sefton Admissions Team will operate a waiting list for every oversubscribed included within this scheme, from the time that places are allocated in April, until the end of the first term of the **2028** academic year (end of December 2028). The waiting list will be maintained in accordance with the school's admission criteria and if a place becomes available, it will be offered to the next child on the list.

c) The offer of any place from a waiting list will be made via telephone, email, or letter. If no response **is received within 1 week**, the applicant will be removed from the waiting list as a declined offer, and the next applicant will be contacted automatically and offered the place.

d) The governing bodies of voluntary aided (or academy) faith schools, which are not included within this scheme, may maintain an individual waiting list for their school.

e) **Waiting lists MUST, by law*, be held and maintained in priority order, using the school's admissions criteria**. **A waiting list <u>cannot</u> be ordered based on the date an application was submitted. Waiting lists are subject to change at any time as other applications are added, removed or re-ordered due to changes of a child's circumstances. Therefore, a child can move up or down on a waiting list. If a place becomes available, it will be offered to the next child on the waiting list. Inclusion on a school's waiting list does NOT guarantee that a place will eventually become available.** ***As per the School Admissions Code 2021.**

f) All other applications that are made outside of the normal admissions round (In Year admissions) should be submitted directly to Sefton Admissions Team. These applications, where appropriate, will be added onto a school's waiting list (in admissions criteria order, as above). If a place becomes available, it will be offered to the next child on the waiting list. The applicant will be contacted as described in part c) above.

Timetable for Coordinating **Primary School** Admissions 2028

Table 1: Timetable for Coordinating Primary Admissions 2028

Date	Activity
15 January 2028	The **NATIONAL** closing date for primary applications.
21 January 2028	Any paper application forms submitted directly to primary schools, MUST be sent to Sefton LA by this date.
By 4 February 2028	Sefton LA will exchange application information with other local authorities.
18 February 2028	**FINAL date to receive any changes to applications** No changes can be made to existing applications after this date.
28 February 2028	Sefton LA will aim to make available the application and preference information to Sefton VA & academy faith schools (church schools who apply their own admissions criteria) by this date.
17 March 2028	Date by which all VA & academy faith schools must complete and submit their rankings to Sefton LA. **If rankings are not completed by this date, there is no guarantee they can be included in the initial allocations for national offer day.**
By 5 April 2028	Date by which decisions will be sent to other local authorities.
By 18 April 2028	Sefton LA will ensure Sefton primary schools can view a list of the children offered places at their school on the online Provider Portal.
18 April 2028	**National Offer Day** Parent(s)/carer(s) who applied online on the **Citizen Portal** can view the offer of a school place using their portal account. Email notifications will also be sent to those applicants who requested it. For applicants who did not apply via the Citizen Portal, an offer letter will be posted out to the home address (by first class mail) by Sefton LA.
From 19 April 2028	Processing begins of any late applications/late changes received on or after 19 February 2028.
22 May 2028	**Final date** for admission appeal requests to be submitted to Sefton LA.
Summer Term 2028	**Admission appeal hearings will take place with an independent appeal panel.**

Sefton Community and Voluntary Controlled Primary Schools Admission Criteria & Admission Number (PAN) for schools without a catchment area

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at these schools:

Table 2: Community and Voluntary Controlled schools & Admission Numbers

School Name	PAN	School Name	PAN
Birkdale Primary	60	Christ Church CE Primary	60
Farnborough Road Infant	**90**	Freshfield Primary	30
Green Park Primary	30	Hudson Primary	30
Hatton Hill Primary	30	Kings Meadow Primary	30
Larkfield Primary	30	Linacre Primary (Bootle)	30
Lydiate Primary	30	Marshside Primary	30
Northway Primary	45	Netherton Moss Primary	30
Redgate Primary	30	Norwood Primary	90
St John's CE Primary (Southport)	30	Rimrose Hope CE Primary	45
St Philip's CE Primary (Litherland)	30	St Luke's CE Primary (Formby)	60
Summerhill Primary	60	Springwell Park Primary	60
Woodlands Primary	45		

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *

2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])

3) **Children of staff** where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Admissions Criteria for Sefton Community Schools (with a catchment area)

Table 3: Schools with catchment areas & admission numbers

School Name	PAN
Aintree Davenhill Primary	60
Melling Primary	30

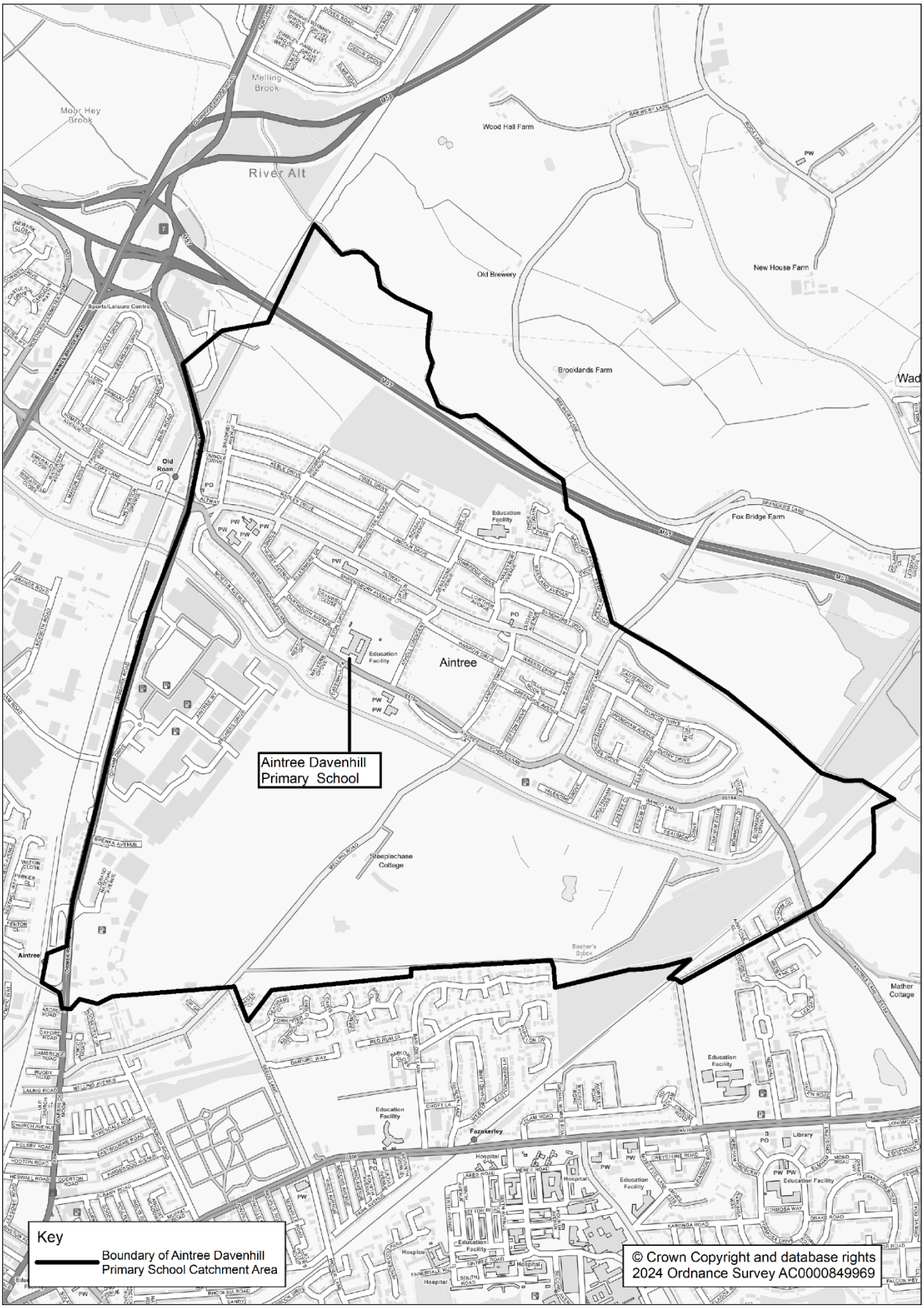
After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at these schools.

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *
2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])
3) **Children of staff** where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.
4) **Catchment Area** - Children who live in the areas for which the schools are designated to serve (as shown on enclosed maps). The schools should normally be able to offer places to all pupils living in the area. If, however, it cannot do so, priority is given to those pupils living closest to the school, measured as per the tie breaker clause shown below. ([1])
5) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

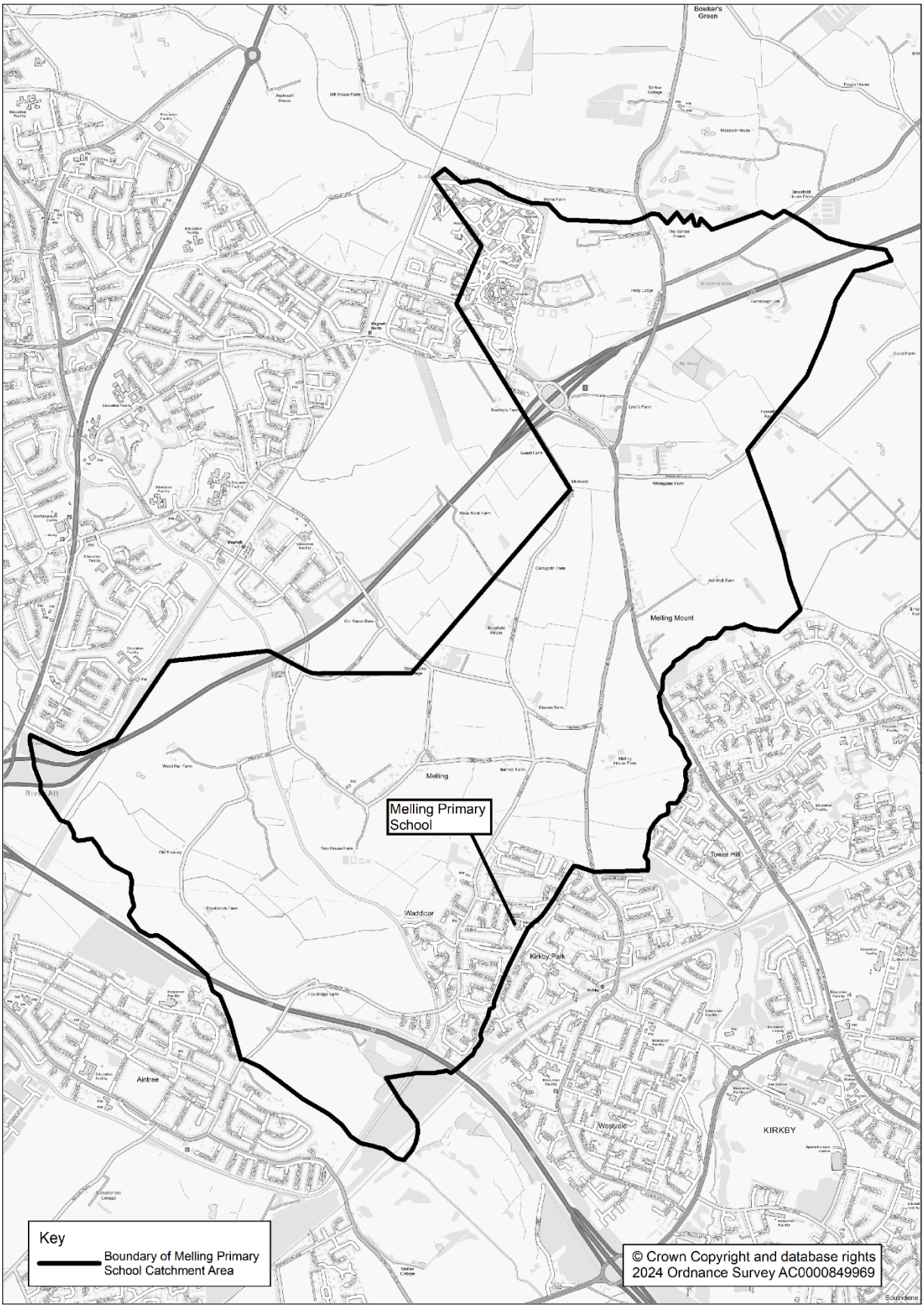
Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Aintree Davenhill Primary School Catchment Area



Melling Primary School Catchment Area



Primary academy schools

Table 4: Primary academies & admission numbers

School Name	PAN
Litherland Moss Primary	30
St Andrew's Maghull CE Primary	30

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at these academy schools, on behalf of the school's Governing Body (or Multi Academy Trust):

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *

2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])

3) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Bedford Primary School

Published Admission Number 60

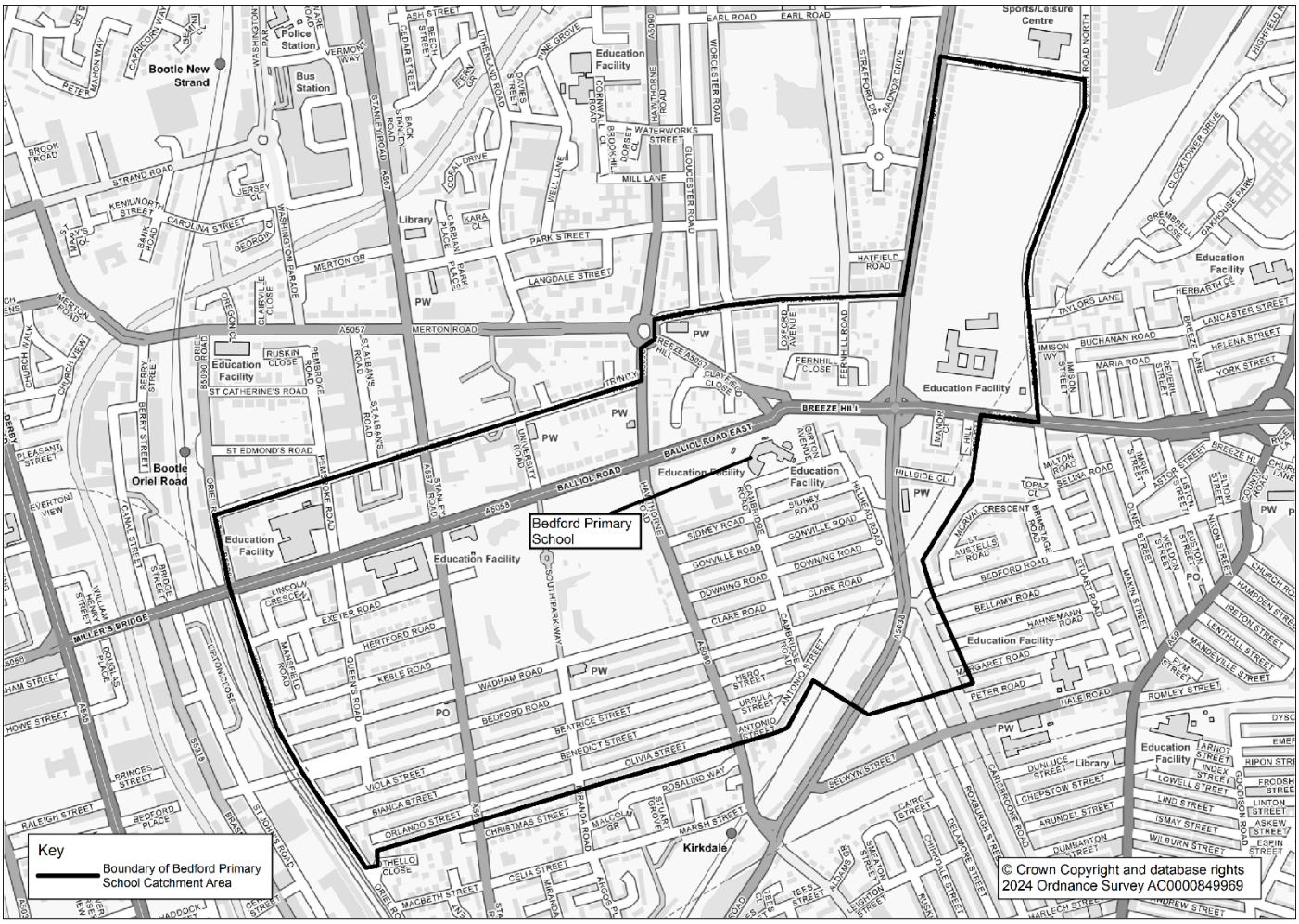
After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at the school on behalf of the school's Governing Body (or Multi Academy Trust):

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *
2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])
3) **Children of staff** where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.
4) **Catchment Area** - Children who live in the area for which the school is designated to serve (as shown on the map). The school should normally be able to offer places to all pupils living in the area. If, however, it cannot do so, priority is given to those pupils living closest to the school, measured as per the tie breaker clause shown below. ([1])
5) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Bedford Primary School Catchment Area



Churchtown Primary School

Published Admission Number 90

When the Academy is oversubscribed, after the admission of pupils with Education Health and Care Plans naming the academy, priority for admission will be applied by the local authority on behalf of the Trust, following the criteria set out below:

1) **Looked after children, previously looked after children,** and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order. *

2) **Children with proven and exceptional medical, and/or social needs** which are directly relevant to the school. The application must be supported by appropriate professional advice in writing (letter from doctor or social worker) as to why the child has an exception medical and / or social need which requires admission to Churchtown Primary School as it is assessed to be the school which can meet those needs. **Any request under this criterion will be assessed and validated directly by the school.**

3) **Siblings** of children who will be attending the school on the date when the child would be admitted. The term siblings include brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for school admission purposes. This is defined by the Trust as the home in which the child lives for most of the school week (i.e. for four nights or more per week).

4) **Distance** - Any other children. ([1])

Tie Breaker Clause ([1]) Where there are more applications received than places available under any of the above criteria then the distance between the school and the home (the address which the child lives at for most of the week) will be used as the final determining factor. Priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The distance will be measured from the property's address point to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
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.
A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Forefield Infant School

Published Admission Number 90

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at these academy schools, on behalf of the school's Governing Body (or Multi Academy Trust):

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *

2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])

3) **Children of staff** where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Children who attend Forefield Infant School nursery** for at least one term before their admission to reception. ([1])

5) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Kings Lander Primary Academy

Published Admission Number 30

Where more applications are received than there are places available, after consultations and admission of pupils with an EHCP naming King's Lander Primary Academy, applications will be considered in accordance with the school's published oversubscription criteria and applied in the following order, by the local authority on behalf of the Trust:

1) **Looked after children, and all previously looked after children,** including those 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 (or became subject to a child arrangements order, or special guardianship order.) *

2) **Siblings -** Children who have a sibling who already attends the Academy, provided they will still be in attendance at the Academy in September 2028. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, stepbrother or sisters, foster brothers and sisters and half-brothers and sisters, adopted brothers and sisters or children of the parent/carer's partner, living in the same family unit at the same address.

3) **Children of permanent staff members** currently employed at the academy provided the staff member has been employed for at least two years at the time of the application and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Children who attend Kings Lander Primary Academy nursery** for at least one term before their admission to reception. ([1])

5) **Distance** – Children in order of proximity of their home address to the Academy, measured as per the tie breaker clause below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The distance will be measured from the property's address point to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
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.
A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Linaker Primary

Published Admission Number 60

When the Academy is oversubscribed, after the admission of pupils with Education Health and Care Plans naming the academy, priority for admission will be applied by the local authority on behalf of the Trust, following the criteria set out below:

1) **Looked after children, previously looked after children,** and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order. *

2) **Children with proven and exceptional medical, and/or social needs** which are directly relevant to the school. The application must be supported by appropriate professional advice in writing (letter from doctor or social worker) as to why the child has an exception medical and / or social need which requires admission to Linaker Primary School as it is assessed to be the school which can meet those needs. **Any request under this criterion will be assessed and validated directly by the school.**

3) **Siblings** of children who will be attending the school on the date when the child would be admitted. The term siblings include brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for school admission purposes. This is defined by the Trust as the home in which the child lives for most of the school week (i.e. for four nights or more per week).

4) **Distance -** Any other children. ([1])

Tie Breaker Clause ([1]) Where there are more applications received than places available under any of the above criteria then the distance between the school and the home (the address which the child lives at for most of the week) will be used as the final determining factor. Priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The distance will be measured from the property's address point to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
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.
A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Shoreside Primary School

Published Admission Number 30

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at the school, on behalf of the school's Governing Body (or Multi Academy Trust):

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *

2) **Sibling** - Children who have a **sibling** at the school when they are due to start the school. The definition of sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, adopted brother, adopted sister, living in the same family unit at the same address. ([1])

3) **Children of staff** will be considered where:
   i) The parent has a permanent contract of employment, and they were recruited to fill a vacant post for which there is a demonstrable skill shortage.
   ii) The parent has a permanent contract of employment, and their employment contract has been in place for two or more years at the time of the closing date for application for admission.

   They can work at any site with Rainbow Education Multi Academy Trust. Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Distance** – All other applicants who have expressed a preference for the school. ([1])

Tie Breaker Clause ([1]) if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the primary 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 shortest walking distance between the child's permanent home address and the main entrance gate of the academy. 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 Trust 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.

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Thomas Gray Primary School

Published Admission Number 30

If the number of applications exceeds the Published Admission Number (PAN), places will be allocated (by Sefton LA on behalf of the school's Governing Body or Multi Academy Trust) using the following criteria in the order of priority listed below.
A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

1) **Looked after children** and **children who were previously looked after**, but immediately after being looked became subject to adoption, a child arrangements order, or special guardianship order including those 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.

2) **Sibling -** Priority will next be given to children who are siblings of pupils on roll at this school, provided they will still attend the school in September 2028. ([1])

3) **Children who attend Thomas Gray Primary nursery -** Priority will next be given to children attending Thomas Gray Primary School Nursery at the time of the application deadline. ([1])

4) **Children of members of staff -** Priority will next be given to children of members of staff who have been employed by Northern Schools Trust for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school. ([1])

5) **Distance -** Children living nearest to school measured as the shortest walking distance between the child's normal home address and the main entrance of the school using the Council's Geographical Information System. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. The distance will be measured from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Other Primary Academy Schools

Table 5: Other primary academies & admission numbers

School Name	PAN	School Name	PAN
The Grange Primary	30	Kew Woods Primary	60
Valewood Primary	30	Waterloo Primary	60

After the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, and where there are more applications than places available, the following admissions criteria will be applied in order, by Sefton LA, to allocate places at these academy schools, on behalf of the school's Governing Body (or Multi Academy Trust):

1) **Looked after children** and all **previously looked after children**, including those 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 (or became subject to a child arrangements order, or special guardianship order). *

2) **Sibling** - Children who have a **brother or sister** living in the same house who already attends the primary school of their choice, provided they will still be in attendance at the school in September 2028. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address. ([1])

3) **Children of staff** where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Distance** - Children in order of proximity of their home to school, measured as per the tie breaker clause shown below. ([1])

Tie Breaker Clause ([1]) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the local authority at the time of measurement).

* A looked after child is a child who at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). This includes children who were previously looked after but ceased to be so because they became subject to a child arrangements order or special guardianship order. 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.

Proposed changes to admission arrangements for 2028

The changes listed below are the only proposed changes for 2028 from the previously published arrangements for Sefton primary schools (which are included within this scheme).

Table 6: Schools with changes to admission arrangements for 2028

School	Change to Admission Arrangements
Farnborough Road Infant School	Published Admission Number reduction to 90 (from 120). Please note this change will also come into effect for Farnborough Road Junior School from September **2031.**

Any comments regarding the proposed arrangements included within this consultation can be made to the Education Excellence Service Manager for Inclusion, Admissions, Sufficiency and Pupil Place Planning) Louise.veney@sefton.gov.uk and cc to the Principal Admissions Officer helen.johnson@sefton.gov.uk by **18 December 2026**.

Once this scheme has been determined (legally agreed) by 28 February 2027, any objections to the arrangements can be submitted to the Office of the Schools Adjudicator (OSA) by 15 May 2027. The contact details for the OSA are:

Website: https://www.gov.uk/government/publications/objection-to-school-admission-arrangements

Email: osa.team@schoolsadjudicator.gov.uk

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Sefton Council