Secondary School Admissions Coordination Scheme

Proposed Admission Arrangements September 2028



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 Year 7 in September 2028 (secondary admissions round). Parent(s)/carer(s) can express up to three preferences for admission to **all schools**, which have community, 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 secondary admission round is for children starting secondary school for the first time. For the 2028-29 school year this will include **children born between 01/09/2016 – 31/08/2017**.

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 **1 March 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 10-11 of this scheme.

Applying for a school place

Children transfer from primary to secondary school in the September following their eleventh birthday. 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 offer 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) has the role of coordinating the admissions for all secondary schools within Sefton. All secondary schools in Sefton are now either academies or voluntary aided faith schools.

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/Multi Academy Trust to determine their admission arrangements and admission 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 secondary 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 secondary admissions round this is the number of places available in the Year 7 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 secondary school (included within this scheme) is shown on pages 15-28.

Appeals

If an applicant cannot be offered a place at any of their higher 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.

For the academy schools (included within this scheme) the LA will apply the admissions criteria on behalf of the Governing Body/Multi Academy Trust. Some schools include in their oversubscription criteria pupils who are resident within a catchment area boundary or named local areas, contributory/feeder primary schools, and proximity (distance) from home to school as part of their admission arrangements. Each school also uses proximity to decide how many places can be offered under each individual criterion.

The exception to this is **St Michael's CE Academy**, whose governing body will apply their own admission criteria to any applications for Year 7 admission.

Children of staff admissions criterion

The majority of Sefton secondary 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 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).

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 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 to existing applications (see page 12). 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 page 12), 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 page 12), 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 the Government website.

UK or Irish Nationals who are resident overseas and are planning to move or return to the UK, 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 pages 4 & 5. If you are not **resident** in England by the published deadline date for changes (see page 12) 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.

Admission of children outside of their normal (chronological) age group

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".**

Parents 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. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, has missed schooling due to illness, or has exceptional talent or ability. Requests will be considered on an individual basis and a decision will be made in the best interests of the child. This will include taking account of:

- The parents' 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 outside of the normal year group.
- Whether they may naturally have been in a lower age group if it were not for being born prematurely.
- The opinion of the Head Teacher of the school concerned.

Before making a request parent(s)/carer(s) should consider the following:

- A child ceases to be of statutory school age on the last Friday of June in the school year in which they become 16 years of age. If a child is educated outside of the normal age group (i.e., is in year 10 when this date is reached) the child will no longer be of compulsory school age during the school year in which most children will be taking their GCSE examinations.
- All children are now required to continue in education, training or employment until they reach their 18th birthday. This could potentially mean that a child could legally leave school once the statutory leaving age is attained.
- 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 **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.

There is no expectation that children who are admitted out of their normal age group should be moved to their normal age group. **As with other children, they should remain in the age group to which they were admitted unless there are sound educational reasons to do otherwise.**

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 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 the guide **'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 Year 7 age group receives information relating to the application process and national closing dates. This will include providing information to all schools within the borough, highlighting the application process and associated deadlines. 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 secondary schools, in order of preference. Secondary 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 and secondary 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 secondary admissions round) should be **handed into the child's current primary 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 academy faith secondary 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 31 October 2027.**

i) Any paper application forms that are handed in directly to schools must be forwarded to the LA no later than **5 November 2027**. If a school is sending multiple applications at the same time, please scan each form separately and provide a list of each pupils' name on the accompanying email.

Stage 2 Consideration by Admission Authorities

a) Admission applications processed for the secondary 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 secondary 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 secondary admissions round this is the number of places available in the Year 7 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 Year 7 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 5 November 2027** Sefton primary schools will forward any paper applications received at the school, to Sefton Admissions Team.

f) **By 19 November 2027** 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) **By 3 December 2027** 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.

h) **Governing Bodies should arrange meetings of their Admissions Committee between early December 2027 (see above) and Friday 7 January 2028, in order to submit the ranked application data to the LA on time.**

i) **7 January 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 March. Evidence of disposal of the previous property may also be requested.

j) **14 January 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 their 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 admissions authority decides that it is able to admit above its PAN it **MUST** notify the LA by **7 January 2028** to allow the LA enough time to deliver its coordination responsibilities effectively.

Stage 3 Allocation of secondary school places

a) **By 31 January 2028** Sefton LA will inform other LA's of places in Sefton secondary schools that can be offered to their residents.

b) **By 1 March 2028** each Sefton secondary school will be able to access online, via Sefton's Provider Portal, a list of pupils offered places at their school.

c) **1 March 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.

e) **By 1 March 2028** each Sefton primary school will also be able to access online, via Sefton's Provider Portal, information about the secondary school offered to each of their Year 6 pupils.

Stage 4 Late applications

a) The national closing date for applications for the secondary admissions round is **31 October 2027.**

b) Applications naming a Sefton VA or academy faith school that are received after the closing date, will be forwarded to the school up until **7 January 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 **31 October 2027**, the LA may still be able to consider the application providing we receive it by **7 January 2028**.

d) For families moving into the area after 31 October, their application will be considered if it is received by **7 January 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 **7 January 2028**, but before **1 March 2028,** they will be processed AFTER the 1st of March, 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 which are received on or after **1 March 2028**, they will be processed in the date order they are received by Sefton LA, and after the applications described in e) 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 secondary school will automatically be placed on the waiting list of that school.

b) Sefton Admissions Team will operate a waiting list for every oversubscribed school included within this scheme, from the time that places are allocated in March, 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) After the closing date **for receiving appeals**, the waiting list will be amended **to only include those pupils for whom appeals have been submitted.**

d) 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.

e) 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.

f) **Waiting lists MUST, by law*, be held and maintained in priority order, using the school's admissions criteria. A waiting list cannot 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.**

g) 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 d) above.

Timetable for Coordinating **Secondary School** Admissions 2028

Table 1 Timetable for Coordinating Secondary Admissions 2028

Date	Activity
31 October 2027	The **NATIONAL** closing date for secondary applications.
5 November 2027	Any paper application forms submitted directly to primary schools, MUST be sent to Sefton LA by this date.
By 19 November 2027	Sefton LA will exchange application information with other local authorities.
3 December 2027	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.
7 January 2028	**FINAL date to receive any changes to applications** No changes can be made to existing applications after this date.
14 January 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 31 January 2028	Date by which decisions will be sent to other local authorities.
By 1 March 2028	Sefton LA will ensure Sefton secondary schools can view a list of the children offered places at their school on the online Provider Portal. All Sefton primary schools will also be able to view online, via the Provider Portal, the name of the secondary school offered to each of their Year 6 pupils.
1 March 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 2 March 2028	Processing begins of any late applications/late changes received on or after 8 January 2028.
28 March 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.**

Admissions Criteria for Sefton Academy Secondary Schools

Birkdale High School (Boys) – Admission Number 190

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 with a brother** living in the same house who already attends the school as long as they will still be at the school in September 2028. ([1]) Sibling is defined in these arrangements as: Brothers including step-brothers, foster brothers, half-brothers, adopted brothers or sons of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028.

3) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust for two or more years at the time at which the admissions 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** - Other requests that name the school as a preference, with priority for admission given to children in order of proximity of their home to school, as 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.

Chesterfield High School – Admission Number 270

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority will be given to those children who meet the criteria set out below in order, by Sefton LA, on behalf of the schools 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) ***C*hildren who have a brother or sister living in the same house who already attend the Academy as long as they will still be at the academy in September 2028.** Brothers and Sisters include step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028. ([1])

3) **Children who, at the start of the Spring Term 2028,** are on the roll of either Forefield Junior School, Rimrose Hope CE Primary School, Valewood Primary or Waterloo Primary School. ([1])

4) **Children of staff** where the member of staff has been employed by or at a school within the Mersey View Learning Trust for two or more years at the time at which the admissions application for the school is made, and/or where a 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.

5) **Proximity** - This is measured by taking the shortest walking distance to the Academy. The shortest walking route will be that determined using recognised routes known to the local authority. The distance is measured from the property's address point, to the nearest school gate. This will be measured using the LA's computerised measuring system. If the proximity value is equal then random allocation will be used as a tie-breaker. Any process of random allocation will be independently supervised. ([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.

Deyes High School – Admission Number 240

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 attend the academy as long as they will still be at the academy in September 2028**. Brothers and sisters include step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028. ([1])

3) **Named Areas** - Children who live in the Maghull, Lydiate, Melling or Aintree parish areas. ([1]).

4) **Children of staff** - Where the member of staff has been employed at one of the Lydiate Learning Trust's schools for two or more years at the time at which the admissions application for the school is made, and/or where a member of staff is recruited to fill a vacancy where there is a demonstrable skill shortage. ([1]). Parents and carers **must** state the employee's name on their admission application form. Details will be validated by the school.

5) **Contributory Primary** - Children who, at the start of the Spring Term 2028, are on the roll of a Lydiate Learning Trust primary school in Sefton.

6) **Distance (proximity)** - Other requests that name the school as a preference. ([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.

Formby High School – Admission Number 172

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:

1) **Cared for 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 school as long as they will still be at the school in September 2028. ([1]) Brothers and sisters include step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address who attend Formby High School, as long as they will be at the school in September 2028.

3) **Contributory Primary Schools** - Children who, at the start of the Spring Term 2028, are on the roll of either Freshfield Primary School, Redgate Primary School or Trinity St Peter's Church of England Primary School. ([1])

4) **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 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.

5) **Named areas** - Other children living in Formby, Hightown or Ince Blundell. ([1])

6) **Distance** - Other requests that name the school as a preference. ([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.

Greenbank High School (Girls) – Admission Number 210

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 with a sister** living in the same house who already attends the school as long as they will still be at the school in September 2028. ([1]) Sibling is defined in these arrangements as: Sisters including step-sisters, foster sisters, half-sisters, adopted sisters or daughters of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028.

3) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust 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** - Other requests that name the school as a preference. ([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.

Hillside High School – Admission Number 175

Where a pupil has an Education, Health and Care Plan (EHCP) which names a particular mainstream school as provision, the child will normally be admitted. Where such pupils are known about at the time of the annual allocation procedures, they will be placed within the admission number with priority over others thus reducing the number of places available to other applicants. Where more applications are received than places available the following oversubscription criteria will be used by Sefton LA, on behalf of the school's Governing Body (or Multi Academy Trust), to determine the allocation of places:

1) **Looked After Children** – A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England* and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

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

3) **Children of staff** – Where the member of staff has been employed at Hillside High School for 2 or more years at the time of application, or the member of staff was 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) **Contributory Primary Schools** - Children who, at the start of the Spring Term 2028, are on the roll of Bedford Primary School, Christ Church CE Primary School or Thomas Gray Primary School. ([1])

5) **Distance** - Other requests that name the school as a preference. ([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 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.

King's Leadership Academy Hawthornes – Admission Number 130

Where more applications are received than there are places available, after consultations and admission of pupils with an EHCP naming King's Leadership Academy Hawthornes, applications will be considered in accordance with the school's published oversubscription criteria and applied in the following order by the LA, 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 staff** - Children of permanent staff members currently employed by the academy, provided the staff member has been employed for at least two years at the time of the application. ([1]) Parent(s)/carer(s) **must** state the employee's name on their admission application form. Details will be validated by the school.

4) **Contributory Primary School** - Children attending King's Lander Primary Academy (Litherland) at the time of the application during the normal admissions round.

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

Tie Breaker Clause
(*) 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.

Litherland High School – Admission Number 150

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 **children who were previously looked after** but immediately became subject to adoption, child arrangements order, or a special guardianship order. This includes children who **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 with a sibling already attending the preferred school and who will still be attending at the time of admission. ([1]) Sibling is defined in these arrangements as: Brothers and sisters including step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028.

3) **Children on roll at Litherland Moss Primary** - Children who, at the start of the Spring Term 2028 are on the roll in Year 6 at Litherland Moss Primary School.

4) **Contributory (Feeder) Primary Schools** - Children who, at the start of the Spring Term 2028, are on the roll of either: The Grange Primary School; Hatton Hill Primary School; Kings Lander Primary Academy; Netherton Moss Primary School; St Oswald's CE Primary School or St Philip's CE Primary School, Litherland. ([1])

5) **Distance** – Distance from the child's home to the school measured as per the tie breaker clause shown below. Those living nearest to the school have priority. ([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.

Maghull High School – Admission Number 210

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). *

   Children identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility difficulty. We will require details from parent(s)/carer(s), supported by medical evidence in order to assess each situation depending on circumstances.

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

3) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust 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 Maghull, Lydiate, Melling or Aintree parish areas. ([1]).

5) **Distance** - Other requests that name the school as a preference. ([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.

Meols Cop High School – Admission Number 185

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 either a **brother or sister** living in the same house who already attends the school as long as they will still be at the school in September 2028. ([1]) Sibling is defined in these arrangements as: Brothers and sisters including step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2028.

3) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust for two or more years at the time at which the admissions application for the school is made, and/or where a member of staff is recruited to fill a vacancy where 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 served by the school which is:- The area of Southport bounded by a straight line which runs West from the borough boundary passing through Meols Hall then along Peets Lane, Bibby Road, Churchgate, Kings Hey Drive, Coudray Road, Allerton Road, Cambridge Road then south along Park Avenue, Roe Lane, Disused Railway, Manning Road, Oak Street, Balfour Road, Scarisbrick New Road, Everard Road, Southbank Road, borough boundary running parallel with Stamford Road, Benthams Way to the junction with Birkdale Cop then following the borough boundary northwards along Boundary Brook to the northern point of the boundary line. ([1])

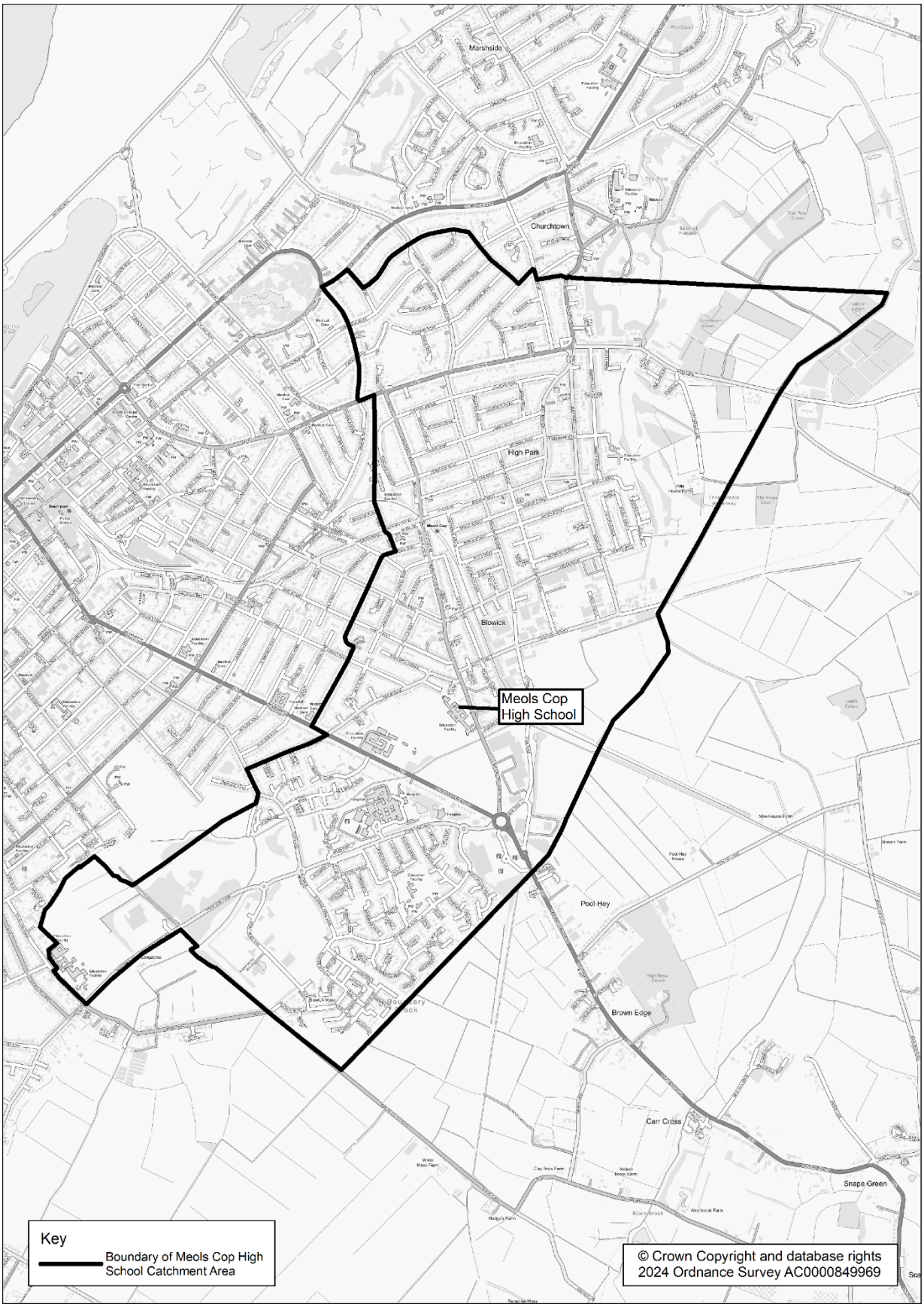
5) **Distance** - Other requests that name the school as a preference. ([1])

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.

Meols Cop High School Catchment Area



Range High School – Admission Number 150

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). *

   Children identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility difficulty. We will require details from parent(s)/carer(s), supported by medical evidence in order to assess each situation depending on circumstances.

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

3) **Contributory Primary Schools** - Children who, at the start of the Spring Term 2028, are on the roll of either Woodlands Primary School or St Luke's CE Primary School, Formby. ([1]).

4) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust 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.

5) **Named areas** - Other children living in Formby, Hightown or Ince Blundell. ([1])

6) **Distance** - Other requests that name the school as a preference. ([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.

Stanley High School – Admission Number 120

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). *

   Children identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility difficulty. We will require details from parent(s)/carer(s), supported by medical evidence in order to assess each situation depending on circumstances.

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

3) **Children of staff** where the member of staff has been employed at a school within the Southport Learning Trust 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** - Other requests that name the school as a preference. ([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.

St Michael's CE Academy – Admission Number 125

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):

First Priority 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). *

Second Priority (Sibling *1): Children who have a **brother or sister** living in the same house who already attends the school, as long as they will still be at the school in September 2028. (*1 see glossary Second Priority for full definition).

Third Priority (Contributory Primary Schools): Children who, at the start of the Spring Term 2028 are on the roll of: St John's Church of England (Waterloo), St Luke's Halsall Church of England, St Nicholas' Church of England, Valewood or Waterloo Primary Schools. ([1])

Fourth Priority (Faith Criteria *2): If parent(s)/carer(s) are applying under this priority please read the criteria carefully before completing the application form. When completing the form (available from school) make sure that parent(s)/carer(s) give full and accurate answers. When the form has been completed, take it personally to the vicar/priest/minister/lay eucharist minister/deacon or church warden to complete the designated clergy form. ([1])

The following criteria will be applied using a points system to decide which pupils will be offered a place. The scoring system will be applied separately to the child and to the parent(s)/carer(s).

The maximum possible score for attendance would be 60 points for three years' weekly attendance at an Anglican church. The maximum possible score for other Christians would be 48 points for three years' weekly attendance. The minimum score would be 0 for Anglicans and other Christians for no attendance at any church. **Christian applicants parent/carer is only applicable if the attendance is with the child.**

The points scoring system is outlined on the next page.

***2 Allocation of points for: Christian Route**

Table 2 St Michaels CE Academy faith criterion points scoring system.

	Student Attendance		**Parent/ Carer Attendance**	
	Anglican (a)	Other Christians (b)	Anglican (a)	Other Christians (b)
	Points awarded	Points awarded	Points awarded	Points awarded
Attendance for the period 1st January 2027 until application date				
Weekly attendance	20	16	20	16
Attendance 3 times a month	15	12	15	12
Fortnightly	10	8	10	8
Monthly	5	4	5	4
Occasionally	2	2	2	2
Never	0	0	0	0
Attendance for the year 2026				
Weekly attendance	20	16	20	16
Attendance 3 times a month	15	12	15	12
Fortnightly	10	8	10	8
Monthly	5	4	5	4
Occasionally	2	2	2	2
Never	0	0	0	0
Attendance for the year 2025				
Weekly attendance	20	16	20	16
Attendance 3 times a month	15	12	15	12
Fortnightly	10	8	10	8
Monthly	5	4	5	4
Occasionally	2	2	2	2
Never	0	0	0	0

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Christian applicants – child.
a) Children who are regular worshippers in Anglican Churches.
b) Children who are regular worshippers in other Christian Churches.

Christian applicants – parent(s)/carer(s) is only applicable if the attendance is with the child.
a) Parent(s)/carer(s) who are regular worshippers in Anglican Churches.
b) Parent(s)/carer(s) who are regular worshippers in other Christian Churches.

The Governors have defined 'Christian Church' as follows: 'Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.'

The maximum points for attendance for parent/carer is 60 points (Anglican) / 48 points (other Christian).

Points are awarded for parental attendance (with the child). The Governors would define the word 'parent' as including any parent/carer, step-parent or biological grandparent of the child concerned. However, if points are being awarded on the basis of a child's biological grandparents' church attendance, the biological grandparent must have attended church with the child in question. The Governors reserve the right to seek clarity on this point from the church leader completing the form in cases where there is reasonable doubt that this is the case.

Fifth Priority Distance: Other requests that name the school as a preference. ([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). If you require an explanation of how the distance from your home to school has been measured, please contact the School's Admissions Officer.

Glossary

*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.

***1 (Second Priority Sibling) Brothers and Sisters** – Includes step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s) partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2028.

Twins/Multiple Births – Where there are twins or children from multiple births, and one of the siblings has been allocated the last remaining place at a school, the other siblings will be admitted.

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 secondary schools (which are included within this scheme).

Table 6: Schools with changes to admission arrangements for 2028

School	Change to Admission Arrangements
Birkdale High	Published Admission Number increase to 190 (from 182).
Deyes High	Changes to oversubscription criteria: 1) Sibling criterion is adjusted 2) Removal of school catchment area 3) Addition of named local parish areas as criterion 3 4) Children of staff criterion is adjusted.
Greenbank High	Published Admission Number increase to 210 (from 206).
Litherland High	Change to oversubscription criteria for feeder schools: Litherland Moss Primary becomes a higher priority feeder school as criterion 3. Some minor changes to wording within other oversubscription criteria.
Maghull High	Published Admission Number increase to 210 (from 186). Changes to oversubscription criteria: 1) Removal of school catchment area 2) Addition of named local parish areas as criterion 3.
Meols Cop High	Published Admission Number increase to 185 (from 180). Oversubscription criteria for 'Staff child' adjusted to include staff employed at a school within Southport Learning Trust.
Range High	Published Admission Number reduction to 150 (from 168). Oversubscription criteria for 'Staff child' adjusted to include staff employed at a school within Southport Learning Trust.
Stanley High	Published Admission Number reduction to 120 (from 170).

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

END OF DOCUMENT

Sefton Council