KIRKBY CHURCH of ENGLAND PRIMARY SCHOOL

Admissions Policy 2027/2028

The arrangements for the admission of children to school are under the control of the Governors, normally operating through their Admission's Committee.

The school's Admission Number is 40 and the Governors will not normally admit more than that number of children, on the basis that to do so would be prejudicial to the quality of education provided by the school.

The Governors abide by the Knowsley primary co-ordinated admissions scheme and Parents/carers wishing to apply for a place in the 2027/28 reception class of the school should complete the Knowsley common application form, which is available from September 2026 online on the Knowsley Council website and as a hard copy on request from school.
The national closing date for applications is 15th January 2027. An offer of a place is subject to the parent/carer providing relevant proof documents of information they have stated on the application form e.g. Child Benefit notification letter, Council Tax. If the documents cannot be provided or if false information has been given, the offer of a place may be withdrawn.

Where there are 40 or fewer applicants all will be admitted. Where there are more than 40 applicants, the following criteria will be applied in priority order:

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)

2. Children with a brother or sister in school at the time of application and **at the time of admission**. (NB: this includes half brothers & sisters, foster children & stepsiblings living at the same address.)

3. Children of Parents/legal guardian who are regular worshipping members of the churches of the Kirkby Team Ministry (St Chad's, St Martin's and St Andrew's.) (See note 2)

4. Children of Parents/legal guardian who are resident in the ecclesiastical parish of Kirkby **and** are regular worshipping members of a Church or faith for which no denominational education is available within the ecclesiastical parish of Kirkby. (See note 2)

5. In the event of places still being available, children living the shortest *distance from* the school will have priority. This will be measured from the school to the child's home address in a straight line "as the crow flies". The measurement is completed by the Authority's computerised measuring system based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

.

Note 1

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). 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. Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.

Note 2

Parents/legal guardian are asked to substantiate their Church connection by filling in a supplementary form, which can be collected from school and is available on the Knowsley Council website, primary admissions page. Parents are required to have their regular attendance confirmed by a member of the clergy. "Regular is defined as 2 out of 4 weeks in a month, excluding vacations for a minimum of 12 months prior to admission.) If a tiebreak within this category is needed, priority will be given to those who have been regular worshipers for the longest period of time.

Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the criteria listed above. These waiting lists will be maintained to the end of the academic year that your child has applied for.

Tie Break Arrangements

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by person's independent from the School, and from the Children, Families and Wellbeing Directorate.

Final Tie Break Arrangements
Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

APPEALS
Under the terms of the 1998 Education Act you have the right to appeal to an Independent Appeal Panel against any decision made by the School.

IN-YEAR ADMISSION INTO NURSERY – YEAR 6 DURING THE ACADEMIC YEAR SEPTEMBER 2027-2028
This section applies to applicants applying for places outside the normal admissions process:
• Pupils wishing to change schools
• Pupil moving into the area
• Pupils excluded from their school

Waiting lists are maintained for these year groups and any places that become available will be awarded strictly in accordance with the School's published Admissions Policy at that date with the nearest person being awarded the place irrespective to how long they have been on the waiting list. These waiting lists will be maintained to the end of the academic year (September – July) that your child has applied for.
All applicants for in-year places at Kirkby CE Primary School **must** contact the school in writing or by completing the In-Year Transfer form available on our website under https://www.kirkbycofe.co.uk the Admissions section.

Kirkby CE Primary reserves the right to withdraw a place, at a later date, if it is discovered that false or in-correct information has provided in order to secure a place.