Liverpool City Council

Primary school co-ordinated admission arrangements for September 2027

Children's Services



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1 Reception class co-ordinated admission arrangements for September 2027

The School Admissions Code requires all local authorities to co-ordinate admission arrangements for admission to reception class in September 2027. The aim of co-ordinated admission arrangements is to ensure parents receive a single offer of a school place for their child on the same day in order to facilitate an objective, clear and fair admission process.

Liverpool Local Authority has agreed with Liverpool schools, the Liverpool Schools' Admission Forum, Diocese, Archdiocese and neighbouring local authorities to coordinate admissions to reception class and to use an equal preference scheme to allocate places in Liverpool primary schools.

1.1 Choosing schools

There are several other sources that you can use to find out more about schools. These include the following:

- The Liverpool City Council website liverpool.gov.uk/admissions will have all the necessary information available online and links to all Liverpool schools individual websites, along with links to neighbouring local authorities for information on their schools.
- Most schools and academies have open days or open evenings which parents can attend to find out more about the school. Please contact the relevant school or academy to find out more details.
- All schools have to produce a prospectus which gives more information about the school. In addition schools can provide you with copy of the last Ofsted Report. There may be a small charge for the Ofsted Report to cover the cost of photo copying.
- The Parent Partnership Service can provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools at admissions@liverpool.gov.uk .

- The Department for Education (DfE) has a web site which you can use to find out more about schools and admissions.
- If you are thinking of applying for schools in other local authority areas you can contact the local authority for a copy of their admissions booklet or browse their website for further information.

1.2 Applying for schools

Before making an application it is important to make a realistic assessment of your child's chances of gaining a place in your preferred school(s). The information on the council website at liverpool.gov.uk/admissions will help you with this. If you require further advice please contact the Liverpool Local Authority on 233 3006. Some schools will receive more applications for places than they have places available. If this is the case it will not be possible to offer all applicants a place.

It is very important that you read all of the admissions information on the website before you make an application and that you make a realistic assessment of your child's chances of gaining a place in the school, based upon the relevant school's admissions policy and your own family circumstances.

- You can apply online at liverpool.gov.uk/admissions or request a paper application form by calling 233 3006.

- On the online or paper form (Common Application Form) you can express a preference for a maximum of three schools including Liverpool community, voluntary controlled, voluntary aided, Foundation schools, Academies and schools and Academies based in other local authority areas. The schools must be listed in your preferred order of preference. Information which is relevant to a school's admission arrangements will be sent to the school or the other local authority which maintains the school. **To apply for a school you must name the school as one of your preferences on the Preference Form.**

- Non-Liverpool residents must apply for Liverpool schools on their home local authority Common Application Form.

- The closing date for receipt of applications is 15 January 2027. Up to this date you can change your preference order. After the closing date unless there has been a material change to your circumstances changing preferences could reduce your child's chances of being offered a place in your preferred school.

- Own admission authority schools require you to complete their own school application form in addition to completing the Online Preference Application Form issued by Liverpool Local Authority. It is very important that if you are applying for an own admitting authority school that you must complete and submit both of these forms prior to the relevant closing dates. If you fail to do so your application may be considered under a lower criterion of the school's admission policy. You should contact the relevant own admission authority school to obtain a school application form or you can download a copy from the Liverpool City Council admissions web pages. The completed school application form must be returned to the school by the school's closing date.

- The school application form is used by the governing body of the school when they apply their admissions criteria. The information you give on the form relates to the school's admission criteria and it helps the governors to assess under which criterion your application will be considered.

1.3 How places are allocated

Every primary school has an admission policy, the admission criteria in the policy is used to decide which children are admitted.

- If the school receives more applicants for places than the school has places available (i.e. the school is over-subscribed) it will not be possible to offer all applicants a place.

- If the school receives fewer applicants for places than it has places available all applicants will be admitted (i.e. the school is under-subscribed).

- The admission policy for community and controlled Church of England primary schools is determined by Liverpool City Council. The admission policy for voluntary aided, Academies and Foundation schools is determined by the governing body of the school. As far as possible Liverpool Local Authority and schools will try to comply with your preferences for a school place.

- The three schools you name on the online or paper application form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools listed on the Preference Form. If this is the case your child will be allocated a place at the school you placed as the highest preference.

- If the school is over-subscribed the admission criteria for the school will be used to determine whether or not your child will be offered a place. It is vitally important that you understand the admission policy for the school(s) to which you apply and that you make a reasonable assessment of your child's chances of being allocated a place.

- If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Local Authority will allocate a place at the school closest to your child's permanent home address which has places available at the time of allocation. In these circumstances, Local Authority officers will try wherever possible to identify a school with places available that most closely matches those schools that you have expressed a preference for. However, this cannot be guaranteed.

1.4 Liverpool residents applying to schools in other Local Authorities

Liverpool residents may apply to schools maintained by other local authorities.

If you wish to do this you should contact the local authority which maintains the school to request a copy of their admissions booklet. It is important that you follow the guidance given in this booklet.

As well as following the guidance from the other local authority you must also list the school(s) in preference order on the online or paper application form available via Liverpool Local Authority.

You can apply online at liverpool.gov.uk/admissions.

- Liverpool Local Authority will co-ordinate admission arrangements with other local authorities. Details of your application will be sent to the appropriate authority.

- If your child is not allocated a place in one of your preferred schools Liverpool Local Authority will be responsible for allocating your child a place in a school.

- If your child is allocated a place in a school maintained by another local authority Liverpool Local Authority will write to you to offer your child a place.

1.5 Applications from families who live outside Liverpool

Liverpool Local Authority will co-ordinate the reception class admission arrangements with other local authorities in the area.

If you live outside the Liverpool Local Authority area and you wish to apply for a Liverpool school, you should complete the online or paper application form (Common Application Form) available via your home local authority listing the Liverpool school(s) in preference order. Your home local authority will send us details of your application.

If you are applying for an own admission authority school in Liverpool you must also complete the school's application form, where this is required. If you do not complete this form and return to the school before their closing date then your application may be considered under a lower criterion.

If your child is not offered a place in a Liverpool school, your home local authority will be responsible for allocating your child a school place. Your home local authority will write to you to inform you why your child was not allocated a place and advise you about your right to appeal to an independent appeals panel.

You must return the online or paper application form (Common Application Form) by your home local authority's closing date.

1.6 Applications received after the closing date

Applications received after the closing date of 15 January 2027, will be considered as late applications unless there is a valid reason for the application being received late e.g. change of address, change in a medical condition; or exceptional social reasons.

If an application is received after 12 March 2027 Liverpool Local Authority cannot guarantee to send the email/offer letter on National Offer Day, 16 April 2027.

The Governors of some schools in Liverpool have determined their own policy for dealing with late applications. Where this is the case the school's policy will be used.

1.7 Changing preferences and withdrawing applications

If you have completed your application online you can change the school preferences or preference order online up to the closing date for applications of 15 January 2027.

If you have submitted a paper form you can change the school preferences or the preference order you have made up to the closing date for applications of 15 January 2027, by contacting Liverpool Local Authority at admissions@liverpool.gov.uk or call 0151 233 3006.

If you wish to change preferences, alter preference order, or withdraw your application for a school after 15 January 2027, you will be required to complete another preference form. This form will be considered in line with the provisions stated in 'Preference forms received after the closing date'.

1.8 Infant class size legislation

For admission to infant classes i.e. Reception class, Year 1 and Year 2, government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided and Trust schools adhere to this legislation when allocating places in schools.

1.9 Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent government legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an independent appeal panel.

If the primary school to which you apply is over-subscribed and if you wish to appeal against the decision not to admit your child the following arrangements apply:

- Community schools and controlled Church of England schools – details of the appeals procedure are available from Liverpool Local Authority on 0151 233 3006, or online at liverpool.gov.uk/admissionappeals
- Voluntary Aided and Foundation schools – details of their appeals procedure are available from the school, Catholic Archdiocese or Church of England Diocese.

It is important to note that if your child has an Education, Health and Care Plan that the admission appeals procedure is not the appropriate procedure to follow. Please

contact the Special Educational Needs Service on 0151 233 5957 to discuss this matter further.

1.10 Home address and change of address

When deciding school allocations the child's permanent home address will be used. Liverpool Local Authority defines this as the address of the child's parent(s) or legal guardian(s).

If parents or legal guardians live at different addresses and both have parental responsibility the address of the parent or legal guardian claiming Child Benefit may be used to determine the child's permanent home address. The Local Authority reserves the right to request appropriate evidence to determine the child's permanent home address. Please see refer to Section 4 of this document for more information on providing proof of permanent home address.

If you change your child's permanent home address before the 12 March 2027, please inform the council's contact centre on 0151 233 3006. The permanent home address at which a child resides is an important criterion in determining the allocation of school places, because of this if your child's permanent home address alters it may affect the allocation of a school place for your child.

If a change of address notification is received after 12 March 2027 Liverpool Local Authority cannot guarantee that the new address will be given criterion consideration in advance of national offer day, 16 April 2027.

1.11 Fraudulent or misleading information

Sections 2.13 of the current School Admissions Code allows admitting authorities to withdraw places from children whose parents / guardians have given fraudulent or intentionally misleading information in order to obtain a place in an over- subscribed school. If a school or Liverpool Local Authority receives information that this is the case the parents / guardians will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided the place may be withdrawn.

Please note the Local Authority reserves the right to undertake all necessary investigations and request any additional information that may be required in the event that it has reason to believe that there are concerns about the validity of an application.

1.12 Delaying or deferring entry

1.12.1 Delaying entry to Reception class within the same academic year

The Local Authority is required to provide for the admission of all children to school in the September following their fourth birthday and in Liverpool most children do start school in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age which is following their fifth birthday. The School Admissions code does allow for parents/carers to make a request to delay their child's entry to reception class until later on in the academic year or until the term in which the child reaches compulsory school age. Parents and carers can also request that their child should take up a reception class on a part time basis until their child reaches compulsory school age.

If a parent wishes to delay their child's entry to reception class or take up a part time reception class place until the child reaches compulsory school age then they should make an appointment with the Head teacher (s) of the school (s) that they wish to apply for so that they can discuss this matter in more detail.

1.12.2 Deferring entry to Reception class until the next academic year for summer born children

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children, those born between 1st April and 31st August, this is almost a full school year after the point at which they could first be admitted.

The main points of the Department for Education's guidance concerning school admissions for summer born children are summarised as follows:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for those parents that may feel that their child is not ready to begin school at this point.
- Paragraph 2.17 of the admissions code enables a parent to request that their child is admitted outside of their normal age group.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but they are required to make a decision taking in account the individual circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

A copy of the actual guidance note can found on the Department for Education's website.

1.12.3 Reception class deferral

In light of the DfE's introduction of sections 2.17, 2.17A and 2.17B of the School Admissions Code, Liverpool local authority has decided to operate an automatic right, upon request, for parents of summer born children to defer their child's reception class start for an academic year.

However, please be aware of the following important points related to the admissions process and your reception class deferral request:

- The decision taken by Liverpool local authority to automatic reception class deferral for summer born children only applies to community and voluntary controlled schools for which the local authority is the admission authority. For deferral requests to own admission authority schools such as faith schools, academies and free schools it is essential that a request to defer your application is made to the relevant school directly. This is to enable each admission authority to consider the request to defer in accordance with the School Admissions Code.

- Although your request for reception class deferral has been approved you may still wish to consider delaying your child's reception class application. This would mean that you could still apply and accept a reception class place for your child in their natural national curriculum year group but not take up that place until later on in the academic year.

- Reception class entry options include delaying your offer of place until a January/April start date or even taking up the place on a part time basis for a period of time before taking up the place on a full time basis from the beginning of the summer term in which your child turns 5.

- If you wish to exercise any of the two above options then it is advised that you submit your application before each admissions round annual closing date of 15th January. This is in order to maximise your chances of securing a school an offer of place at a school of your choice. This is because, unless there is a valid reason for the late application, i.e. change of address, late applications are considered after those applications that are received on time.

- However, if you wish to defer your child's entry to reception class then you must not apply for a reception class place until the following September's admissions round application window opens.

1.13 Communicating offers to parents

All Liverpool primary schools have agreed not to disclose information to parents about the offer of places until the National Offer Day on 16th April 2027.

1.14 Timetable for primary school co-ordinated admissions for September 2027

Table 1 Timteable for primary co-ordinated admission arrangements

Phase	Date
Applications open	1st September 2026
Applications close	15th January 2027
List of applicants for schools outside Liverpool to be sent to the local authority maintaining the school by	5th February 2027
List of applicants sent to own admission authority schools	12th February 2027
Own admission authority schools to send lists of pupils to be offered places to the local authority	5th March 2027
Local authority applies Equal Preference Scheme for own schools, informing other local authorities of offers to be made to their residents	12th March 2027
Allocation lists to schools for approval	2nd April 2027
Liverpool Local Authority sends email/letters to parents/carers	16th April 2027
Appeals	June & July 2027

2 Community primary school admission policy for September 2027

Community Primary schools will follow the coordinated admission arrangements determined by Liverpool Local Authority. If a Community Primary School is not oversubscribed all children who apply will be admitted. Children with an Education, Health and Care Plan, where the school is named in the Plan, will be admitted. Some schools receive more applicants for places than they have places available. When this situation occurs it may not be possible to meet all requests for places. If a Community Primary School receives more applications for places than the school has available, places will be allocated in the following priority order:

2.1 Priority order

2.1.1 Priority 1 - Looked after children

- Looked after children in the care of the local authority, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption.
- Children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2.1.2 Priority 2 - Children with exceptional medical or social needs

Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Local Authority at admissions@liverpool.gov.uk or call 0151 233 3006.

2.1.3 Priority 3 – Siblings

Children who will have a sibling at the school when they are due to start the school (see 'Definitions')

2.1.4 Priority 4 – All other applicants who have expressed a preference for the school

In priorities 1 to 4 if there are more applicants than there are places available, distance from the child's permanent home address to the Community 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 Community Primary School will be given preference.

The distance will be measured by straight line distance between the child's permanent home address and the Community Primary School using the local authority's computerised measuring system.

Parents will be required to provide relevant proof of residence at the address applied from e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased.

All addresses are initially checked against Liverpool City Council records and records held for your child to confirm that addresses given are genuine. If parents or legal guardians live at different addresses documentary evidence of your child's home address may be requested, for example, but not limited to, Council Tax Bill, Benefits such as child benefit or child maintenance, Utility Bills, mortgage statement or tenancy agreement.

Where the local authority is unable to determine a child's permanent address following investigation, the address which is held by LCC and verified will be used. The local authority will not consider a request for a community school place from an unverified address.

Future addresses, Tenancy agreement between family member, address of another relative, friend, childminder or a non-residential business address will not be accepted.

The Local Authority reserves the right to request any additional information that may be required in order to confirm proof of address.

If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which child is admitted.

2.2 Important information

2.2.1 Children of UK Service Personnel

For children of UK service personnel (UK Armed Forces) Liverpool LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria.

2.2.2 Waiting lists

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

2.2.3 Education, Health and Care Plan (EHCP)

The issuing of an Education, Health and Care Plan may override the offer of a school place under the Local Authority's admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to adequately support the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures.

2.2.4 Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to your

preferred school(s) you have the right to appeal against the decision to an Independent Appeal Panel.

2.2.4.1 For Community Primary Schools

Information about the appeal process together with appeal forms can be downloaded from liverpool.gov.uk/admissionappeals and can also be obtained by ringing 233 3006.

2.2.4.2 For Voluntary Aided Church of England Schools

Information about the appeals process and copies of the relevant appeals form are available from the school or the Church of England Diocese of Liverpool.

2.2.4.3 For Voluntary Aided Roman Catholic Schools

Information about the appeals process and copies of the relevant appeals form are available from the school or from the Catholic Archdiocese of Liverpool.

2.2.4.4 For Academies and Foundation schools

Please contact the relevant school directly

2.2.5 Number of permitted applications and appeals

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

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

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

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

3 Definitions for admissions purposes

The following are definitions of terms used in the admission process.

3.1 Definition of a sibling

The term sibling includes: brothers and sisters, foster brothers or sisters, half brothers or sisters and step brothers or sisters living at the same address and as a family unit.

3.2 Definition of exceptional medical need

The term ‘exceptional medical need’ means that the child’s health and welfare would be best served if they attended the school. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best / only school to serve their child’s needs. They would also need to state why other schools could not provide the appropriate support for their child.

3.3 Definition of exceptional social need

The term ‘Exceptional Social Need’ means that the child’s welfare would be best served if they attended the school. Parents would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children’s welfare to support their case. They would have to establish that the school was the best / only school to service their child’s needs. They would also need to state why other schools could not provide the appropriate support for their child.

3.4 Definition of parent

A parent is any person who has parental responsibility or care of the child.

3.5 Definition of home address

When determining admissions the child’s permanent home address is used. This is defined as the permanent home address of the parent or legal guardian. If parents or

legal guardians live at different addresses and both have parental responsibility the correspondence address for child benefit may be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

If an applicant is successful in obtaining a place at an oversubscribed school, a parents/legal guardian's offer will explain that their offer is provisional subject to providing proof of residence at the address they have received the offer from in the form of the following categorised documentation:

Category 1

• Council tax bill within the last 6 to 12 months

Category 2

• Tenancy agreement within the last 6 to 12 months

• Mortgage Statement within the last 6 to 12 months

Or in the situation where a property is being purchased, proof of exchange of contracts is required to prove that applicants will be living at the address.

Category 3

Utility Bill from within the last three months, which must be one of the following utilities:

• Gas

• Water

• Electricity

This list is not exhaustive and the Local Authority reserves the right to request any additional documentation that may be required to evidence a child's permanent home address . Failure to be able to provide this documentation will result in further investigation by the school and local authority where applicable. Parents/Legal

Guardians will be given 10 school days to provide this information and if the information is not forthcoming after 10 school days then the offer of place may be withdrawn in accordance with Section 2.13 of the School Admissions Code.

Where the local authority is unable to determine a child's permanent address following investigation, the address which is held by LCC and verified via Council tax records will likely be used.

The local authority will not consider a request for a community & voluntary controlled school place from an unverified address.

Future addresses, Tenancy agreement between family member, address of another relative, friend, domestic arrangements, childminder or a non-residential business address will not be accepted.

The local authority has noted an increase in fraudulent address applications over the previous years. Parents/Legal Guardians must be aware that offers have previously been withdrawn in accordance with Section 2.13 of the School Admissions Code.

Decisions to withdraw offers of places have been subsequently upheld in the Local Authority's favour at independent appeal hearings.

3.6 Distance from home to school

Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to the school using the local authority's computerised measuring system with those living closest to the school being given preference in the event a school receives more applicants than it has places available in a particular year group.

The local authority carries out straight line measurements to calculate the distance from home to school. Direct distance routine calculates the straight line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem, based on the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address".