Liverpool City Council

Community secondary school admission arrangements for September 2027

Children's Services



Contents

1 Secondary school co-ordinated admission arrangements for September 2027 .. 3
1.1 Choosing a school 3
1.2 Applying for a school 4
1.3 How places are allocated 6
1.4 Applications from families who live outside Liverpool 7
1.5 Liverpool residents applying to schools in other Local Authorities 8
1.6 Applications received after the closing date 9
1.7 Changing school preferences and withdrawing applications 9
1.8 Independent appeal procedure 10
1.9 Home address and change of address 10
1.10 Fraudulent or misleading information 11
1.11 Communicating offers to parents 11
1.12 Induction day 12
2 Community secondary school Year 6 to 7 transfer admission policy for September 2027 12
2.1 Priority order 12
2.1.1 Priority 1 - Looked after children 12
2.1.2 Priority 2 - Children with exceptional medical or social needs 13
2.1.3 Priority 3 - Children who require education at a single sex school because it is an essential requirement of their culture 13
2.1.4 Priority 4 - Siblings 13
2.1.5 Priority 5 – All other applicants 13
2.2 Important information 14
2.2.1 Children of UK Service Personnel 14
2.2.2 Waiting lists 15
2.2.3 Education, Health and Care Plan (EHCP) 15
2.2.4 Independent Appeal Procedure 15

2.2.5 Number of permitted applications and appeals 15
2.3 Timetable for secondary school co-ordinated admissions to Year 7 in September 2027 16
2.4 Community secondary schools admission number for September 2027 18
3 Community secondary school sixth form admission policy for September 202719
3.1 Priority order 19
3.1.1 Priority 1 – Looked after children 19
3.1.2 Priority 2 - Children with exceptional medical or social needs 19
3.1.3 Priority 3 - All other applicants 20
3.2 Independent Appeal Procedure for 6th Form 20
4 Definitions for admission 21
4.1 Definition of a sibling 21
4.2 Definition of exceptional medical need 21
4.3 Definition of exceptional social need 21
4.4 Definition of parent 21
4.5 Definition of home address 21
4.5.1 Category 1 22
4.5.2 Category 2 22
4.5.3 Category 3 22
4.6 Distance from home to school 23

1 Secondary school co-ordinated admission arrangements for September 2027

The School Admissions Code requires all local authorities to have co-ordinated admission arrangements for admission to Year 7 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. The result will be more objective, clearer and fairer admission arrangements. Liverpool Local Authority have agreed with Liverpool schools, the Liverpool Schools' Admission Forum, Diocese, Archdiocese and neighbouring local authorities to use the following coordinated admission arrangements and equal preference scheme to allocate places in Liverpool secondary schools.

1.1 Choosing a school

There are several 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, including this booklet in an electronic format 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.

- All schools have to produce a prospectus which gives more information about the school. In addition schools can provide you with a copy of their latest 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 schools admissions at admissions@liverpool.gov.uk or call 0151 233 3006.

- The Department for Education has a web site which you can use to find out more about schools and admissions, including Liverpool Secondary Schools examination results.

- If you are thinking of applying for schools in other local authority areas you can contact the relevant local authorities for a copy of their composite prospectus or check their websites.

1.2 Applying for a school

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 Liverpool City Council website at liverpool.gov.uk/admissions will assist you with this.

If you require further advice please contact 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 personal circumstances.

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

- On the online/paper application form, Liverpool residents can express a preference for a maximum of five schools (including academies, community schools, voluntary aided schools, foundation schools and schools maintained by other local authorities). These schools must be listed in your preferred order of preference. Information which is relevant to a school's admission

policy will be sent to the school or the local authority which maintains the school. To apply for a school you must name the school as a preference on an online application or paper preference form you make to your home local authority.

- Non-Liverpool residents apply for Liverpool schools via their home local authority.

- The closing date for receipt of applications is **31 October 2026**. Up until this date you can amend your preferences or change your preference order. It is important to note that making changes after this closing date could reduce your child's chances of being offered a place in your preferred school.

- Many own admitting schools require parents to complete their own school application form or supplementary information 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 this then your application may be considered under a lower criterion of the school's admission policy. This is because 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. The schools requiring parents to apply to them are clearly indicated in this booklet and at liverpool.gov.uk/admissions.

- You can contact academies, voluntary aided or foundation schools to obtain a school application form. The completed school application form must be returned to the school or academy by the school's specific closing date. The Local Authority advises all parents and carers to check these closing dates very carefully as failure to submit these forms by the deadline could result in your application being considered under a lower admissions criterion.

- Local Authority applications must be completed by **31 October 2026**. If you are an out of city resident applying for a Liverpool school you must make your application via your home local authority.

- Some schools will receive more applicants 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 the information online and in the admissions booklet before you express a preference and that you make a reasonable assessment, based on the school's admission policy of your child's chances of gaining a place in the school.

1.3 How places are allocated

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. Every school has an admission policy which is used to decide which children are admitted

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 secondary schools is determined by the Local Authority. The admission policies for the academies, voluntary aided and foundation schools are decided by the Governing Body of the individual school.

- As far as possible Liverpool Local Authority and schools will try to comply with your preference for a school place. If a school is oversubscribed it will not be possible to offer all applicants a place.

- The five schools you may name on your local authority online application/paper preference 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 your online/paper preference form. If this is the

case your child will be allocated a place at the highest preference school which offered a place.

- If the school is oversubscribed 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 you make a reasonable assessment of your child's chances of being allocated a place.

- If the school is under-subscribed at the time of allocation, all applicants will be offered places.

- If it is not possible to offer your child a place in one of your preferred schools, Liverpool Local Authority will offer 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 Applications from families who live outside Liverpool

Liverpool Local Authority will co-ordinate secondary 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 an application via your home local authority choosing Liverpool school(s) in your 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 apply to the school directly using the school's own application form where this is required. If you do not complete this form and return it to the

relevant school before their closing date your application may be considered under a lower criterion of the schools admission policy.

- Your home local authority will e-mail/write to you to let you know the outcome of your application. 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 e-mail/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 submit the online/paper application form (Common Application Form) by your home local authority's closing date.

1.5 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 via their website or to request a copy of their admissions booklet / composite prospectus. It is important that you follow the guidance online/given in this booklet. This will give you information about the school's admission arrangements.

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

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

- Liverpool Local Authority will e-mail/write to you to let you know the outcome of your application. 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. Liverpool Local Authority will e-mail/write to you to offer your child a place.

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

1.6 Applications received after the closing date

Applications received after the closing date of **31 October 2026**, 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.

Liverpool Local Authority cannot guarantee to send out offer e-mails/letters on 1 March 2027 to parents / guardians who apply after 29 January 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 school preferences and withdrawing applications

If you have completed your application form online you can change your school preferences or the preference order online until the closing date for applications of **31 October 2026**.

If you have submitted a paper form you can change the school preferences of the preference order you have made up until the closing date for applications on **31 October 2026** by contact 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 the **31 October 2026** closing date, you can only do so by contacting Liverpool Local Authority at admissions@liverpool.gov.uk or call 0151

233 3006. This application will be considered in line with the provisions stated in ‘Preference forms received after the closing date’.

1.8 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.

- If your child is transferring from primary to secondary school full appeals guidance will be provided to parents when the e-mails/letters offering children places are sent on 1 March 2027.

- It is important to note that if your child has an Education, Health & Care Plan, the admission appeals procedure is not the appropriate procedure to follow. You should contact the Special Educational Needs Section, 0151 233 5957 to discuss this matter further.

1.9 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 a child’s permanent home address. Please 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 29 January 2027, please inform Liverpool Local Authority by calling 233 3006 or email admissions@liverpool.gov.uk. 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 29 January 2027 Liverpool Local Authority cannot guarantee that the new address will be given criterion consideration in advance of national offer day, 1 March 2027.

1.10 Fraudulent or misleading information

Section 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 receive 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.

1.11 Communicating offers to parents

All Liverpool secondary schools have agreed not to disclose information to parents about the offer of places until after 1 March 2027. Those who make an online application will receive electronic confirmation about their offer on 1 March 2027. Letters will be sent by 1st class mail on 1 March 2027.

1.12 Induction day

Liverpool secondary schools have agreed to have a common Induction Day for primary schools pupils starting secondary school in September 2027. This will be Wednesday 30th June 2027.

2 Community secondary school Year 6 to 7 transfer admission policy for September 2027

Community Secondary schools will follow the coordinated admission arrangements determined by Liverpool Local Authority. If a Community Secondary 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 Secondary 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 being 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 (see 'Definitions') 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 call Liverpool Local Authority on 233 3006 or email admissions@liverpool.gov.uk

2.1.3 Priority 3 - Children who require education at a single sex school because it is an essential requirement of their culture

A letter from a person of standing in the community e.g. a religious leader supporting the application on this basis must be enclosed with the completed Preference Form. This applies to Holly Lodge (Girls) College only.

2.1.4 Priority 4 - Siblings

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

2.1.5 Priority 5 – All other applicants

All other applicants who have expressed a preference for the school.

In priorities 1 to 5, if there are more applicants than there are places available, distance from the child's permanent home address to the Community Secondary 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 Secondary School will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the Community Secondary 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 Secondary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term, 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 cope with 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.

For Community Secondary Schools details of the appeals procedure and how to lodge an appeal are available at liverpool.gov.uk/admissionappeals. For Voluntary Aided schools details are available from the school, Catholic Archdiocese or Church of England Diocese.

For Academies and Foundation schools please contact the school.

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 has agreed to reconsider your application and the school 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 for a school 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.

2.3 Timetable for secondary school co-ordinated admissions to Year 7 in September 2027

Liverpool Local Authority and schools cannot give any indication about which school a child has been allocated until after offer emails and letters have been sent to parents and guardians on 1st March 2027.

These dates may be subject to amendment.

Table 1 Timteable for secondary co-ordinated admission arrangements

Phase	**Date**
Applications open	1st September 2026
Applications close	31st October 2026
List of applicants for schools outside Liverpool to be sent to the local authority maintaining the school	6th November 2026
List of applicants sent to the Academies, Foundation and Voluntary Aided schools	27th November 2026
Academies, Foundation and Voluntary Aided schools send lists of pupils to be offered places to the local authority	18th December 2026
Local authority applies Equal Preference Scheme for own schools, informing other local authorities of offers to be made to their residents	29th January 2027
Schools informed of the final results, which may include offers to pupils living in other local authorities	22nd February 2027
Emails/Offer letters sent to parents	1st March 2027
Appeals	May, June and July 2027
Liverpool secondary schools induction day for Year 6 children	30th June 2027

2.4 Community secondary schools admission number for September 2027

- Calderstones 265
- Holly Lodge 189

3 Community secondary school sixth form admission policy for September 2027

If a school is undersubscribed all applicants will be admitted. If a school has more applicants than places students already in the school will be admitted. When necessary these students must meet any minimum academic requirement determined by the school. It is not necessary for students already in the school to apply for a place. Admission to the sixth form will be decided following a discussion with the student to decide the most appropriate courses available for them to study.

Applicants from outside the school are required to apply to the school. The number of places available in the sixth form for outside applicants is decided by the school. If the school is oversubscribed places will be allocated in the following priority order:

3.1 Priority order

3.1.1 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 being 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).

3.1.2 Priority 2 - Children with exceptional medical or social needs

Applicants wishing to be considered under this criterion should submit documentary evidence with to the school by the closing date. The governors 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 the school.

3.1.3 Priority 3 - All other applicants

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

3.2 Independent Appeal Procedure for 6th Form

Students refused admission to the sixth form have the right of appeal to an independent appeal panel. Information about the appeal process can be obtained from the school or the Local authority.

4 Definitions for admission

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

4.1 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.

4.2 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.

4.3 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.

4.4 Definition of parent

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

4.5 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 will 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 an offer of 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 dated pre

National Offer Day 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 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 2.12 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 2.12 of the School Admissions Code and further upheld in the local authority favour when challenged at an independent appeal hearing by parents/legal guardians.

4.6 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".