



ADMISSIONS POLICY 2026/2027

1. School Context & Core Aims

Liscard Primary School is situated in a densely populated urban area of Wallasey, Wirral. With a rising pupil population exceeding 700 children, it is one of the largest primary schools in the country. The Governing Body maintains a Standard Published Admission Number (**PAN**) of **90 pupils** per year group for Foundation Stage 2 (Reception).

Our Core Aims:

- To ensure a smooth, supportive transition from home to school and across key stages.
- To provide every child and family with a safe environment, essential school knowledge, and confidence as they begin their education.
- To apply clear, transparent, and legally compliant criteria for allocating places when the school is oversubscribed.
- To maintain full compliance with local authority co-ordinated schemes and statutory Department for Education (DfE) regulations

2. Statutory Timelines & Website Requirements for 2026/2027

In compliance with DfE statutory publication requirements, Liscard Primary School publishes its determined admission arrangements on the school website by **15 March** each year.

Milestone / Statutory Action	Date / Deadline for 2026/2027 Entry
Primary School Applications Open (Wirral Local Authority Portal)	1 September 2026
National Closing Date for Primary Applications	15 January 2027
National Offer Day (Primary Places Announced)	16 April 2027

3. Early Years Admissions (Pre-School & Foundation Stage 1 / Nursery)

Liscard Primary School operates an integrated Early Years department providing early education for 2-year-old and 3-to-4-year-old children.

3.1 Two-Year-Old Provision

Priority for admission to our 2-year-old pre-school class is given to children entitled to 2-year-old funding (including 15 hours early learning support). Children remain in pre-school until ready for full-time education in Reception (F2). Parents must complete a separate Wirral Local Authority primary admission application for Reception preference.

3.2 Foundation Stage 1 (Nursery / 3-Year-Old Provision)

Children are offered places the term after their third birthday (Autumn, Spring, or Summer term). Foundation Stage 1 (F1) offers part-time morning or afternoon sessions, as well as 30-hour full-time funded places. Staffing ratios strictly maintain at least **1 adult per 13 children**.

3.3 Early Years Oversubscription Criteria

Where applications for Early Years exceed capacity, places are allocated under the following priority guidelines:

1. **Medical / Special Provision Grounds:** First priority is granted to children with compelling medical reasons, specifically where these relate to specialized provision available at Liscard Primary School (e.g., physical or sensory impairment facilities).
2. **In-Zone Catchment Area:** Applications from families residing within the designated Liscard Primary School catchment zone.
3. **Sibling Connection:** Consideration is given to children with a sibling registered and attending Liscard Primary School on their date of entry, regardless of whether the child resides in or out of zone.
4. **Shortest Distance Tie-Breaker:** Remaining places are offered to children living nearest to the school, measured by the shortest available walking route from home to school via Local Authority Pupil Services guidelines.

Statutory Notice on Nursery Transitions: Admission to Early Years (Pre-School or F1 Nursery) does **not** give any degree of priority or guarantee admission to Foundation Stage 2 (Reception). A separate formal application must be submitted to Wirral Local Authority for Reception entry.

4. Foundation Stage 2 (Reception) Admissions & Oversubscription Criteria

Children who turn 4 years old on or before 31 August 2026 are eligible for full-time entry to Reception (F2) in September 2026. The Published Admission Number (PAN) is **90**.

4.1 EHCP Mandate

In accordance with statutory law, any child with an Education, Health and Care (EHC) Plan that names Liscard Primary School **must be admitted**. This duty takes precedence prior to the allocation of oversubscribed places.

4.2 Reception Oversubscription Criteria

When applications exceed the 90 available places, the Governing Body applies the following criteria in order of priority:

1. **Looked After Children (LAC) and Previously Looked After Children (PLAC):** Highest priority is legally granted to children in care or who have previously been in public care (including adopted children or those subject to special guardianship orders).
2. **Medical / Exceptional Social Reasons:** Priority is granted to children with documented medical or social needs where clear evidence demonstrates that Liscard Primary School is the specific school required to meet those needs.
3. **Catchment Zone Area (In-Zone):** Children whose primary address lies within the defined Liscard Primary School catchment zone.
4. **Sibling Connection:** Children who have a brother or sister (including step-siblings or legally adopted siblings residing at the same address) attending Liscard Primary School at the time of entry.
5. **Distance Tie-Breaker:** Children residing closest to the school, measured by the shortest available walking route from the home address to the school gates using Wirral Local Authority measuring systems.

5. School Starting Age, Deferred Entry & Class Sizes

5.1 Infant Class Size Legislation

Liscard Primary School complies with national Infant Class Size regulations. In Reception (F2), Year 1, and Year 2, class sizes are strictly limited to a maximum of **30 pupils** per qualified teacher.

5.2 Deferred Entry & Part-Time Options

While Wirral children are admitted on a full-time basis at the start of the Autumn Term following their fourth birthday, compulsory school age is not reached until the term following a child's fifth birthday (31 December, 31 March, or 31 August). Parents have the legal right to:

- Request that their child attend **part-time** until reaching compulsory school age.
- **Defer entry** until later in the school year, but not beyond the point at which the child reaches compulsory school age and not beyond the start of the final (Summer) term.
- Request entry outside their normal age group (e.g., summer-born children), subject to agreement by the Headteacher and Governing Body

6. In-Year Admissions & Out-of-Zone Applications

- **In-Year Admissions:** Applications made mid-year or outside the normal admission round are managed in accordance with local authority procedures. Details of in-year

application schemes and space availability are published on our website by 31 August each year.

- **Out-of-Zone Applications:** Enquiries from families residing outside our catchment zone require an out-of-zone application form. Recommendations evaluate current age group numbers, class structures, and statutory PAN limits.

7. School Waiting Lists

If the school is oversubscribed in Reception, an official waiting list is maintained by the Admission Authority (in coordination with Wirral Council) for **at least the first term of the academic year (until 31 December 2026)**.

Children on the waiting list are ranked strictly according to our published oversubscription criteria, regardless of when the application was received. Position on the list may shift if higher-priority applicants are added.

8. Statutory Appeals Procedure

Parents or carers whose application for a place at Liscard Primary School is refused have the statutory right to appeal to an **Independent Appeal Panel**.

- **Notice to Appeal:** Parents will be given at least **20 school days** from the date of the decision letter to lodge an appeal.
- **Hearing Notice:** The Admission Authority will provide at least **10 school days'** notice of the appeal hearing date.
- **Hearing Schedule:** Appeals will be heard by an independent panel of 3 or more members within **40 school days** of the appeal deadline.
- **Decision Confirmation:** Written decision letters will usually be dispatched within **5 school days** of the hearing.
- **Appeals Timetable:** A full timetable for organizing and hearing admission appeals will be published on the school website by **28 February** each year.