



Liverpool College

Liverpool College Admissions Policy for September 2020 entry

1. Liverpool College is an all-through academy for pupils aged 4 to 19 years old. It serves the local and wider community, and welcomes applications from parents both within and outside the Liverpool area. The College is built on high aspirations, inclusion and excellence which are the hallmarks of the school.
2. This document sets out the admission arrangements for Liverpool College in accordance with the agreement between the Academy Trust and the Secretary of State.

3. Reception Admission Arrangements

3.1 Application Process and Admission Number:

- 3.1.1. Applications for places at Liverpool College are part of the Coordinated Admissions Arrangements operated by Liverpool's Local Authority. Applications for places in Reception in September 2019 should be made to the home local authority using the Preference Form (Common Application Form). The national closing date for applications is **15th January 2020**.
- 3.1.2. Liverpool College has an agreed admission number of 84 pupils in Reception. It will accordingly admit 84 pupils if sufficient applications are received.

3.2 Oversubscription Criteria for Reception Admissions

- 3.2.1. Where the number of applications for admission is greater than the published admission number, and after the admission of pupils whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names Liverpool College applications for Reception will be considered against the criteria set out below, in priority order:

- (i) Children who are 'looked after' in accordance with section 22 of the Children Act 1989 and previously looked after children.

In the following criteria children of multiple births (twins, triplets etc) will have priority¹:

- (ii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to Liverpool College) in years Reception-13 of the Academy. Proof of the sibling relationship will be required.

¹ This means that when random allocation is used to allocate places in the oversubscription criteria, if one of the twins/triplets (etc) is selected through the random allocation process, the other twin/triplets etc will then be allocated a place.

- (iii) Pupils whose parents are employed by Liverpool College and who have been employed continuously by the College for two years or more, at the time of application.
- (iv) Four (4) places will be allocated to children eligible to be registered for free school meals² who live within a two (2) mile radius of the main entrance gates of the Liverpool College site (situated on Molyneux Road). The two (2) mile distance is measured as a straight line. Parents/guardians will be required to provide evidence of eligibility by completing the supplementary admission form (available from Liverpool College) and the school may request confirmation from the applicant's home local authority. All applicants who seek a place under this criterion but to whom an offer is not made will be considered under criteria (v) and (vi).
- (v) 50% of the remaining places will be offered to pupils who live within a two (2) mile radius of the main entrance gates of the Liverpool College site (situated on Molyneux Road) by random allocation³. The two (2) mile distance is measured as a straight line. If there is an uneven number of remaining places, an additional place will be offered to a pupil who lives within a two mile radius of the main entrance gates. Proof of residence will be required (council tax bill, utility bill).
- (vi) the remaining places, after places offered to pupils who live within a two mile radius of the main entrance gates as outlined above, will be offered on the basis of random allocation⁴.

3.2.2. If there are more applicants than places available in criteria (i) to (iv), the tie-break will be via a random allocation process⁵. This will be supervised by someone independent of the school.

3.2.3 Late applications (those received after the closing date for applications) will be considered after applicants who applied on time, unless there is a valid reason for the application being received late eg. change of address.

3.2.4. If false or misleading information is used to gain entry to Liverpool College, the application will be reconsidered and the correct level of priority given which may result in the offer of a place being withdrawn.

3.2.5. Children in Year 6 of the Primary School (Preparatory School) are entitled to transfer to the Secondary school without applying further.

4. Year 7 Admission Arrangements

4.1 Application Process and Admission Number

4.1.1. Applications for places at Liverpool College are part of the Coordinated Admissions Arrangements operated by Liverpool's Local Authority. Applications for places in Year 7 in September 2019 should be made to the home local authority using the Preference Form (Common Application Form). The national closing date for applications is **31st October**

² See appendix D for further information about eligibility to be registered for free school meals

³ See appendix A to this policy for further detail on the random allocation procedure

⁴ As above

⁵ As above

2019.

- 4.1.2 In addition, parents or guardians must complete a supplementary Liverpool College application form (available from Liverpool College) in order to register for the fair banding test outlined in 4.2.4 below. This supplementary application form is to be completed and returned to Liverpool College by 4.00pm on **20th September 2019**.
- 4.1.3 In addition to completing the supplementary application form outlined in 4.1.2 to register for the fair banding test, for those who wish to register for the music aptitude test outlined in 4.2.3 below, a separate Musical Aptitude Form (available from Liverpool College) must also be completed and returned to Liverpool College by **4.00pm on 20th September 2019**.
- 4.1.4 Liverpool College has an agreed admission number of 91 pupils. The College will accordingly admit at least 91 pupils into Year 7 each year if sufficient applications are received. The admission number applies only to those being admitted from outside of Liverpool College. If fewer than 54 pupils intend to transfer from Year 6, the College will admit over the admission number up to the overall size of the Year 7 group (i.e. 145), should sufficient applications be received.

4.2 Oversubscription Criteria for Year 7 Admissions

- 4.2.1 Pupils in Year 6 in the Preparatory School will have an option to transfer to Year 7. If fewer than 54 of the College's Year 6 pupils choose to progress, the College will admit more pupils into Year 7 up to the capacity of 145 pupils.
- 4.2.2 Where the number of applications for admission for available places is greater than the published admission number, applications will be considered against the criteria set out below. Where the number of applications for admission is greater than the published admission number, and after the admission of pupils whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names Liverpool College applications for Year 7 will be considered against the criteria set out below, in priority order:
- 4.2.3 In accordance with its first specialism, Liverpool College will select 10% of the published admission number on their aptitude for music, as demonstrated by the school's Music Aptitude Test. There will be one date for the test which will be set out on the Liverpool College website. The places will be allocated in test score order. In the event that there is a tie for the last place(s) available, the tie-break will be via a random allocation process⁶, supervised by someone independent of the school. All applicants who seek a place under the music criterion but to whom a music aptitude offer is not made will be considered against the remaining oversubscription criteria. All applicants, including those sitting the aptitude test, will sit the fair banding ability test, in accordance with the Fair Banding procedure set out in section 4.2.5 and 4.2.6 below. Where Liverpool College is oversubscribed the successful music criterion applicants will not be allocated a place until after all Looked After Children, or children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) have been allocated a place within their relevant band.

⁶ See appendix A to this policy for further detail on the random allocation procedure

- 4.2.4. All applicants will take a non-verbal reasoning assessment. The non-verbal reasoning assessment will not be used for determining offers under the music criterion. There will be one date for the test which will be set out on the Liverpool College website. All applicants will be offered fair access to the test and reminded of the date, time and location of the test.
- 4.2.5. Liverpool College will admit the required number from each of the five ability bands based on the following percentage guidelines:
- Band 1 20%
 - Band 2 20%
 - Band 3 20%
 - Band 4 20%
 - Band 5 20%

It is possible that the number of places to be determined by Banding will not be a multiple of five, in which case the following will apply:

If the number of places to be determined by banding leaves:

- (a) a remainder of 1 when divided by 5, the place will be allocated to band 3;
- (b) a remainder of 2, when divided by 5, the places will be allocated to bands 2 and 4;
- (c) a remainder of 3, when divided by 5, the places will be allocated to band 2, 3 and 4
- (d) a remainder of 4, when divided by 5, the places will be allocated to band 1, 2, 4 and 5.

- 4.2.6. Once banding is applied, applications for Year 7 within each band will be considered against the criteria set out below, in priority order:

- (i) Children who are 'looked after' in accordance with section 22 of the Children Act 1989 and previously looked after children.
- (ii) Next, we will admit - from each band - the pupils allocated a music aptitude place who are placed within that band.

In the following criteria children of multiple births (twins, triplets etc) will have priority⁷:

- (iii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to Liverpool College) in years Reception-13 of Liverpool College. Proof of the sibling relationship will be required.
- (iv) Pupils whose parents are employed by Liverpool College and who have been employed continuously by the College for two years or more, at the time of application.
- (v) 50% of the remaining places will be offered to pupils who live within a two (2) mile radius of the main entrance gates of the Liverpool College site (situated on Molyneux Road) [see map], by random allocation⁸. The two (2) mile distance is measured as a straight line. If there is an uneven number of remaining places, an additional place will

⁷ This means that when random allocation is used to allocate places in the oversubscription criteria in each band, if one of the twins/triplets etc is selected through the random allocation process, the other twin/triplets etc will then be allocated a place if they are in the same band as the applicant selected.

⁸ See appendix A to this policy for further detail on the random allocation procedure

be offered to a pupil who lives within the two miles of the main entrance gates. Proof of residence will be required (council tax bill, utility bill).

- (vi) the remaining places, after places offered to pupils who live within a two mile radius of the main entrance gates as outlined above, will be offered on the basis of random allocation⁹.

- 4.2.7. If there are more applicants than places available in criteria (i), (iii) and (iv), the tie-break will be via a random allocation process¹⁰. This will be supervised by someone independent of the school.
- 4.2.8 Liverpool College will take all reasonable steps to inform parents by email of the outcome of the selection tests outlined in 4.2.3 and 4.2.4 before the closing date for secondary applications (31 October).¹¹
- 4.2.9. Applications from children who do not sit the school's chosen Fair Banding Test will not be considered for places until after applications from children who have sat the banding test. It is therefore unlikely that applications in the initial admissions round from children who do not sit the banding test will be successful, although children being considered for vacancies that subsequently occur will not be required to sit the banding test. Children who are looked after and previously looked after children will always have priority for admission.
- 4.2.10. If false or misleading information is used to gain entry to Liverpool College, the Application will be reconsidered and the correct level of priority given which may result in the offer of a place being withdrawn.

5. Sixth Form Admission Arrangements

5.1 Admission Numbers

- 5.1.1 Applications for place in the Sixth Form should be made directly to Liverpool College using the Liverpool College Application Form (available from Liverpool College) by **28th February 2020**. Pupils from Year 11 in Liverpool College will automatically progress to the Sixth Form provided they meet the entry requirements set out in 5.2.1 below.
- 5.1.2 Liverpool College has an agreed admission number for Post 16 provision of 25 pupils, 10 of which are day pupils, 15 boarding pupils. The College will accordingly admit at least 25 pupils into Year 12 each year if sufficient applications are received. The admission number applies only to those being admitted from outside of Liverpool College. If fewer than 125 pupils intend to transfer from Year 11, the College will admit over the admission number up to the overall size of the Year 12 group (i.e. 150).
- 5.1.3. The College offers boarding in the sixth form. A maximum of 15 places in Year 12 are available to pupils resident in the UK and EEA nationals (including UK nationals) resident overseas who wish to board at the College and they will be counted against the agreed

⁹ As above

¹⁰ As above

¹¹ See appendix C to this policy for further details about results of the banding test

admission number. The maximum number of boarders at the College in Years 12 and 13 is limited to 30.

5.2 Oversubscription criteria for Sixth Form Admission

- 5.2.1. External and internal pupils wishing to enter the Sixth Form will be expected to have met the minimum academic entry requirements. These are at least 6 GCSE passes at Level 5 (or Grade C) or above, including English and Mathematics.
- 5.2.2 In addition to the sixth form's minimum academic entry requirements internal and external candidates will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements for the course they wish to study they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually on the school's website.
- 5.2.3 When the sixth form is undersubscribed all external applicants meeting the minimum academic entry requirements will be admitted.
- 5.2.4 When there are more external applicants that satisfy the minimum academic entry requirements than places available, and after children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan which names Liverpool College have been placed, priority, will be given in the following order:
- (i) Eligible children who are looked after and previously looked after children.
 - (ii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to Liverpool College) in years Reception-13 of Liverpool College. Proof of the sibling relationship will be required.
 - (iii) Pupils whose parents are employed by Liverpool College and who have been employed continuously by the College for two years or more, at the time of application.
 - (iv) The remaining places will be allocated on the basis of random allocation¹².
- 5.2.5. If there are more applicants than places available in criteria (i) to (iii) above, the tiebreak will be via a random allocation process¹³. This will be supervised by someone independent of the school.
- 5.2.6. An offer of a place will be made on the basis of predicted grades.
- 5.2.7. Where there is space within Year 13 (i.e. where there are fewer than 125 pupils in the year group) the Liverpool College will admit additional pupils up to this number using the oversubscription criteria above in 5.2.4.

¹² See appendix A to this policy for further detail on the random allocation procedure

¹³ As above

6. Operation of waiting lists:

- 6.1. Subject to any provisions regarding waiting lists in Liverpool Authority co-ordinated admission scheme, Liverpool College will operate a waiting list. Where in any year Liverpool College receives more applications for places than there are places available, a waiting list will operate for the rest of the academic year until July 2020. This will be maintained by Liverpool College and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 6.2. The waiting list will not be banded. Only the oversubscription criteria will apply. In the event that a vacancy arises, all applicants on the waiting list will be ranked against the oversubscription criteria and the place allocated accordingly. In the event that a place needs to be allocated via a random allocation process¹⁴, all applicants considered under that criterion will be included in a fresh round of random allocation.
- 6.3. Except for admission to Year 12 and 13, in the event that place(s) remain to be allocated after oversubscription criteria (i) to (iv) are applied as outlined above, place(s) will be allocated under criteria (v) and (vi) as outlined above in the following way: if there is 1 place available it will be allocated under criterion (v) on the basis of random allocation¹⁵. If there are 2 or more places available, 50% of the available places would be allocated to applicants under criterion (v) via random allocation and the remainder of the places allocated on the basis of random allocation¹⁶ to applicants under criterion (vi).
- 6.4. Waiting lists will apply for all years.

7. Admission for Boarding:

- 7.1. A pupil must be 16 of age by the end of their proposed first term of boarding at Liverpool College to apply for a boarding place.
- 7.2. Pupils must fill in a Boarding Application and return it to Liverpool College by February 1st of the year they hope to begin their boarding.
- 7.3. Boarders must meet the academic criteria for external applicants into the Sixth Form, except in the case where the applicant is already enrolled as a day pupil at Liverpool College. For EEA nationals the school will set appropriate equivalence qualifications depending on the country in which the candidate has been educated and the curriculum pursued here.
- 7.4. The suitability test:
 - 7.4.1. All boarding applicants will be subject to an assessment of boarding suitability. This will involve the pupil being interviewed to assess whether he/she is psychologically suitable to board. Evidence will also be sought from the child's home local authority and predecessor

¹⁴ See appendix A to this policy for further detail on the random allocation procedure

¹⁵ As above

¹⁶ As above

school.

7.4.2. Only those children considered to be suitable for boarding will be admitted.

7.5. Oversubscription criteria for Boarding:

7.5.1. Where the number of applications for admission for available places is greater than the published admission number, applications will be considered against the criteria set out below. Where the number of applications for admission is greater than the published admission number, and after the admission of pupils whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names Liverpool College applications will be considered against the criteria set out below, in priority order:

(i) Looked after children, and previously looked after children

(ii) Children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

(iii) Children with a boarding need, allocated to the following sub-categories in order:

(a) Children of members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;

(b) Children of serving members of the UK Armed Forces normally resident in the area but posted abroad;

(c) The children of key workers and Crown Servants working abroad whose work dictates that they spend much of the year overseas.

7.5.2. If any of the sub-categories in 'iii' are oversubscribed priority will, first, be given to the siblings of pupils within Years 7- 10 who are already on roll and who will continue to be on roll when the child is admitted.

7.5.3. The remaining places will be allotted by random allocation¹⁷.

8. Casual admissions: i.e. in year applications to all year groups and 'normal admission round' applications to year groups other than Reception, Year 7 and Year 12:

8.1. If existing pupils leave during the course of an academic year, or between academic years, or places are available within the year groups listed above, places will be offered to applicants. If there are more applicants than places Liverpool College will apply the oversubscription criteria set out below. There will be no banding of such candidates.

- For Reception, Year 1-Year 2: oversubscription criteria used for Reception Admission (set out in 3.2)

¹⁷ See appendix A to this policy for further detail on the random allocation procedure

- For Year 3-Year 11: oversubscription criteria used for Year 7 Admissions (set out in 4.2.6), excepting criterion (ii) as no music aptitude places will be allocated. There will be no banding of candidates.
- For Year 12-13: oversubscription criteria for Sixth Form admissions (set out in 5.2)
- For Boarding: oversubscription criteria for boarding admissions (set out in 7.5)

8.2. Notwithstanding the above, Liverpool College may refuse admission to particular applicants in the specific circumstances described in paragraph 3.10 (children who have been permanently excluded two or more times) of the statutory School Admissions Code or any like provision in any subsequent Code.

Appendix A

Random Allocation Procedure:

1. The Registrar allocates each applicant within the oversubscription criterion a number starting with 1;
2. Random numbers within a set range are generated using an Excel macro;
3. Numbers drawn are matched to the applicant's name on the list and recorded by the note-taker;
4. This process is supervised by someone independent of the school.

Those present will be: a Governor, the Registrar, the relevant Head of School, a note taker and a person independent of the school (usually an employee of the local authority). Applicants are not entitled to be present at the random allocation process.

Appendix B

1. Admission of children below compulsory school age and deferred entry to school

Admission authorities must provide for the admission of all children to school in the September following their fourth birthday and the majority of 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.

Parents may choose *deferred entry* at the school they have been offered a place until later on in the academic year (but not beyond the beginning of the final term of the school year for which the offer of a place was made) or until the term in which the child reaches compulsory school age. Parents may also opt for their child to take up a reception class place on a *part time basis* until their child reaches compulsory school age.

The Process

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, they should contact Liverpool College directly to speak to the Principal to arrange the deferred entry or make clear their choice of a part time place as soon as possible after receiving notification of a place at Liverpool College and before September.

Important things that parents may wish to consider about deferred entry:

- Parents still need to apply for school places as if for September entry but once a place is allocated at Liverpool College the place will be held open until January/April (Lent/Summer term) if requested.
- Liverpool College works within the Early Years Foundation Stage statutory framework and we are therefore very aware of the needs of young children, especially those starting school soon after their fourth birthday.
- Summer born children¹⁸ can defer until the following September but the offer of the place will be withdrawn and parents will need to reapply for a place in Year 1. This will be treated as a new application and there is no guarantee that a place will be available. Parents may decide to request a place in reception class rather than Year 1 in September (having deferred the place for a year) – this is a request covered by the procedure for the admission of children outside their normal age group outlined below.

2. Admission of children outside their normal age group (including summer born children)

Parents can request that their child is admitted outside of their normal age group, for example if a child is gifted and talented or has experienced problems such as ill health. There is no statutory

¹⁸ The term 'summer born' is used to refer to children born from 1 April to 31 August.

barrier to children being admitted outside their normal year group, but parents do not have the right to insist that their child is admitted to a particular age group.

The decision on which year group a child should be admitted to rests with the admission authority of the school. Admission authorities decide whether or not the individual child's circumstances make admission outside of their normal age group appropriate.

Admission of summer born¹⁹ children outside their normal age group

Admission authorities are required to provide for the admission of all children to school 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 that point. Parents of summer born children may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1.

Parental Request Process

If a parent wishes to request that their child is admitted outside of their normal age group at Liverpool College they should contact the school directly, initially via the College's Admissions Office.

For relevant age groups (Reception, Year 7), parents should still make an application for their child's normal age group at the usual time and then submit the request for admission outside the normal age group at the same time.

Parents will be expected to provide information to support their request but there is no expectation that parents will obtain professional evidence they do not already have. The supporting information might simply be the parents' statement on why they have made the request.

The Governing Body (admission authority) will carefully consider the request and make their decision on the basis of the circumstances of each individual case, and in the best interest of the child concerned. This will include taking account of:

- the parents' views;
- the views of the Principal of Liverpool College;
- 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 been previously educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will then inform the parent(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

¹⁹ The term 'summer born' is used to refer to children born from 1 April to 31 August.

In the case of relevant age groups the Governing Body will make a decision on the request before the Primary or Secondary national offer date, if at all possible.

Please Note:

- If your request is accepted, **this does not give a higher priority for admission** for the year group you are applying for. Your application will be considered in the normal admissions process and in line with the published admission arrangements only, including the application of oversubscription criteria where applicable, along with all other applicants for this year group.
- Admission authorities **are not** required to honour a decision made by another admission authority on admission outside of the normal age group. Parent(s) should consider whether to request admission out of the normal year group at all their preference schools.
- Parents may wish to consider the fact that:
 - Liverpool College works within the Early Years Foundation Stage statutory framework and we are therefore very aware of the needs of young children, especially those starting school soon after their fourth birthday. Teachers are experienced and skilled at differentiating the curriculum to meet a diverse range of needs.
 - Pupils who have been educated a year behind their normal age group may become eligible to leave school before completing the examination courses.
 - If the child leaves Liverpool College and had been educated outside their normal age group, receiving schools on transition (ie. into junior school or secondary school) are free to review and reconsider the placement outside the normal age group and the continuing placement of the child outside their normal age group cannot be guaranteed on transition into a new school (although decision-makers must take the previous placements outside the normal age group in to account).

Appealing the Decision

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. You do not have the right of appeal if you have been offered a place and it is not in the year group you would like. However you may make a complaint and this should be made under the College's complaint procedure.

Appendix C

Year 7 Banding Test

The School Admissions Code (2014) states that banding is a permitted form of selection.

Although in practical terms the school bands to ensure a mixed ability intake and the results of the banding test have no real bearing on your child's likelihood of getting a place, the school admissions code requires schools to make all reasonable efforts to inform parents of the results of any selection tests undertaken.

The College will therefore take all reasonable steps to inform parents by email of the outcome of the banding test before the closing date for secondary applications (31 October).

Please note:

The banding test is **not** something you pass or fail and places are **not** allocated on the basis of how an applicant does in the banding test. Rather the result in the test is used to place applicants in one of five ability bands and then the criteria described in our admissions policy is used to allocate places within each of the bands.

The band your child is placed in has no real bearing on their likelihood of getting a place. The number of places in each band to be allocated under each criterion varies from year to year. These numbers **cannot** be known in advance of application.

Appendix D

Free School Meals Admission Priority (Reception admissions only)

For the purposes of the school's admission policy you are considered to be eligible to be registered for free school meals if you or your child receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit