



Liverpool College

RECEPTION ADMISSIONS 2020 INFORMATION BOOKLET



Tel: 0151 724 4000
www.liverpoolcollege.org.uk

INTRODUCTION FROM THE HEAD OF PRE PREP

The early years are critical in terms of successful intellectual, social, emotional, physical, spiritual and creative development. It is our aim to provide a solid foundation on which all future learning is based. Our planning ensures that a broad and well-balanced curriculum, based on the Early Years Foundation Stage and the National Curriculum, contributes to all round child development. This curriculum and extensive extra-curricular programme means that visitors to the school find classrooms and playing fields buzzing with happy children engaged in purposeful activities.

By the time children leave the Pre-Prep Department and move to the Prep School we would expect they would:

- Read with enjoyment and see value and pleasure in acquiring this skill
- Use books as a source of information
- Write clearly, neatly and legibly and show knowledge of spelling patterns
- Apply a good grasp of basic mathematical concepts to problem solving situations
- Understand and value the process of learning so they enter the Prep school with an enthusiasm for learning
- Be self-confident and articulate

We strive to provide a happy, secure environment where the children feel valued as individuals and develop a positive attitude towards learning. Children are encouraged to ask questions and to develop lively and enquiring minds. We have high expectations and aim to foster a sense of pride in their achievements.

The Pre-Prep is situated in its own secure building with play areas at the rear. However, it also enjoys the advantage of sharing many of the impressive facilities of the Prep and Senior Schools, including the Chapel and Sports Complex, whilst retaining the distinctive character and identity of its own site within the College campus.

Gail Gannon

Head of Pre Prep

Our Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community

CORE VALUES

- We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess.
- We believe that the development of spirituality, character, intellect and creativity are the primary aims of education.
- We work together to create a happy and caring school community which is engaged in our local community and the wider world.
- We pursue high standards in every area of school life.

COLLEGE MOTTO

Non Solum ingenii verum etiam virtutis
(Not only the Intellect but also the Character)

The School day

The gate to the playground opens at 8.15 a.m. and children are supervised from then until the school day begins at 8.35 a.m.

The school day in Pre-Prep finishes at 3.30 p.m.

Wraparound care is available on site as follows :

- Breakfast Club from 7.30am – 8.15am
- After School Club from 3.30pm – 5.30pm

Places for these are limited and registration is essential. Payment must be made termly and a term's notice of any changes must be given in writing.

Inspection Report

We had a one day Ofsted Inspection in January 2019.

The letter received from the Chief Inspector included the following comments:

- Enabling all pupils to achieve their academic and personal potential is the school's raison d'être.
- Particularly impressive is your commitment to providing disadvantaged and vulnerable pupils with a high-quality education. These pupils benefit enormously from the school's nurturing environment. The combination of genuine care and high expectations means that they thrive and achieve at Liverpool College
- The ethos of the school is embodied in its mission, 'Learning with Character'. This culture imbues all aspects of school life.
- The school provides a safe, caring and orderly environment in which pupils can learn, play and flourish. Pupils who spoke with inspectors said that they feel safe. They know that they can talk to staff if they are having difficulties or are worried about anything

Admissions Arrangements for entry to Reception September 2020

(taken from the full Admission Policy available from the website www.liverpoolcollege.org.uk)

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 2020 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.
- (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

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.

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

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 As above

⁵ As above

Map showing a 2 mile radius from the main gates of the Liverpool College site situated on Molyneux Road (as referred to in the admissions policy).

Liverpool College 2 mile radius from main gate on Molyneux Road



Frequently Asked Questions

1. How can we find out more information about Liverpool College?

We are holding two Open events that will give you an opportunity to look around the school, meet members of staff and find out more about Liverpool College and the admissions procedure. These events take place on:

Wednesday 2nd October	Open Evening	4.00pm – 6.00pm
Saturday 23rd November	Open Morning	10.00am – 12.00pm

The College website also has information and up-to-date news about the school:
www.liverpoolcollege.org.uk

2. How many places are there in Reception in 2020?

Liverpool College has an agreed admission number of **84** pupils.

3. Who can apply to Liverpool College?

While we remain a Church of England foundation, admissions are non-denominational and are not faith based. We will consider all applications for a place.

Liverpool College serves the local and wider community, and welcomes applications from parents both within and outside the Liverpool area.

4. How do we apply to join Reception at Liverpool College in 2020?

You put Liverpool College as one of your choices on the Preference Form that is submitted to the Local Authority by 15th January 2020. Further information on Admissions is available on each local authority website for example www.liverpool.gov.uk. Please note that if you wish to apply for consideration under the Free School Meals Eligibility criteria you must complete a Supplementary Form available from the school in addition to the common Preference Form and return to Liverpool College by 15th January 2020.

5. When do we find out if we have a place at Liverpool College?

As we are part of the Coordinated Admissions Arrangements of the Local Authority, you will be informed by email/letter from the Local Authority on **16 April 2020** if you have been allocated a place at Liverpool College.

6. Can we appeal an admissions decision?

Parents or guardians will have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Liverpool College. The Appeal Panel will be independent of the College. The arrangement for appeals will be in line with the School Admissions Appeals Code published by the Department for Education as it applies to Academies. The determination of the Appeals Panel will be made in accordance with the School Admissions Appeals Code and is binding on all parties. Liverpool College will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

7. What are the deadlines for applications?

If you wish to apply for a place at Liverpool College, please list Liverpool College as one of your choices on the Common Application Form (Preference Form) which is submitted to the Local Authority by **15th January 2020** for Liverpool (other authorities may have a different closing date).

8. How can we access the Liverpool College Admissions Policy?

The Admissions Policy is available to view and download on the Liverpool College website. You can also request that a printed copy be sent to you by contacting the admissions office at Liverpool College. A copy of the admission arrangements for entry to Reception September 2020 is also printed in this booklet.

9. How does the Random Allocation Procedure work?

- The Registrar allocates each applicant within the oversubscription criterion a number starting with 1
 - Random numbers within a set range are generated using an Excel macro
 - Numbers drawn are matched to the applicant's name on the list and recorded by the note-taker
 - 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
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10. What is Free School Meals Admission Priority?

Four places will be allocated to children who are eligible to be registered for free school meals who live within a 2 mile radius of Liverpool College (under oversubscription criteria iv). You will need to complete a **Supplementary Form : Free School Meals Eligibility Priority** which is available to download from the admissions page of our website : <http://www.liverpoolcollege.org.uk/our-admissions> . The Supplementary Form also sets out the criteria for children who would be eligible to register for free school meals.

For any queries about admissions please contact Sally Loveridge (Registrar) –

sloveridge@liverpoolcollege.org.uk or 0151 724 1611

The College website also has information regarding the admissions procedure as well as up to date news and information about all parts of the College.

www.liverpoolcollege.org.uk

Reminder of Key Dates for Reception Admission 2020

Wednesday 2nd October 2019	Open Evening - 4pm – 6pm
Saturday 23rd November 2019	Open Morning – 9.30am – 12 pm
15th January 2020	Local authority closing date for applications (Common Application/Preference Form) Closing date for Supplementary Form : Free School Meals Eligibility Priority
16th April 2020	Offer emails and letter sent to parents by the Local Authority

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