



KING'S LEADERSHIP
ACADEMY LIVERPOOL

Admissions Policy 2015-2016

Due to be reviewed: June 2016

KLAL ADMISSIONS POLICY 2015-2016

Applications for Year 7 Places

King's Leadership Academy Liverpool is an 11-18 Academy. GST the Academy sponsor is the admissions authority and the admission limit for September 2015 is 150 places.

The admission policy on the allocation of places at King's Leadership Academy Liverpool follows the Local Authority model and therefore the co-ordinated admission arrangements. Advice on the procedures including appeals should be taken from the Local Authority website www.liverpool.gov.uk.

Procedures where the King's Leadership Academy Liverpool is oversubscribed

Admissions to Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the King's Leadership Academy Liverpool is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) **Looked after children** (as defined by s22 of the Children Act 1989) and previously Looked after children.
- b) **Children who have a valid medical or social reason for a specific placement.** Details must be given on the preference form and this may be checked by a relevant officer. A letter in support from a senior health care or social care professional will be required as evidence when the preference form is submitted with a statement on why the Academy is the only educational placement appropriate for the child's needs.
- c) **Siblings** - Children who have a sibling on roll at the time of their entry to the King's Leadership Academy Liverpool. "Sibling" is defined as a full or half brother or sister; a step brother or sister; an adoptive brother or sister, the children of parents/carers living together in the same family household.
- d) **Distance** - Priority will be given to those children who live nearest to the Academy. A computer mapping system based on Ordnance Survey maps will be used to measure the distance from the child's home* to the Academy gate2 using the shortest road route, unless it is possible to use a footpath which is considered as a safe walking route.

* A child's home is deemed as the permanent address which (s)he lives with a person of parental responsibility as the main carer (as defined by the Children's Act 1989). Where a child spends time with more than one parent the place of residence of the parent/carer who receives Child Benefit will be deemed to be the child's home.

A Looked after child is a child who is a) in the care of a Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Where a school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion five.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the King's Leadership Academy Liverpool receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Academy Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Late applications for admission

Where extenuating circumstances have been stated on an application and GST consider that there are good reasons for the application having not been received before the closing date and it is before GST have established their list of pupils to be admitted, then it will be considered alongside all the other 'on time' applications. Otherwise, applications which are received after the last date will be considered after all 'on time' applications, and placed on the waiting list in order according to the criteria.

Address of pupil

The address used on the application form must be the current one (at the time of application). If the address changes subsequently, the parents should notify the school and Local Authority. Where the parents live at different addresses, the current (at the time of application), and normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If a child has two addresses that they reside equally they will consider main residence as being the address at which the child is registered for child benefit.

Parents may be asked to show evidence of the claim that is being made for the address, utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, it will be the responsibility of the parent or carer to provide appropriate written documentation for consideration due to data protection. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Appeals

In all admissions cases, parents who have been unsuccessful in securing a place for their child will have the right to appeal. Where an offer of a place cannot be granted, parents/ carers have the right to appeal to an independent admission appeal panel set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify GST within 20 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Fraudulent applications

Where GST discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent. The application will be considered afresh and a right of appeal offered if a place is refused.