



KING'S LEADERSHIP  
ACADEMY LIVERPOOL

SCHOOLS OF CHARACTER  
MAKING GREAT LEADERS

# ADMISSIONS POLICY 2023-24



GREAT SCHOOLS  
TRUST

## Document Control

<b>This document has been approved for use within</b>	King's Leadership Academy Liverpool
<b>This document has been approved by</b>	Trust Board
<b>On</b>	03.03.2022
<b>Date effective from</b>	03.03.2022
<b>Date of next review</b>	March 2023
<b>Review period</b>	Annual
<b>Status</b>	Approved and active
<b>Owner</b>	Executive Head Teacher, Mr M O'Hagan
<b>Version</b>	N/A

---

**King's Leadership Academy Liverpool**  
Admissions Policy 2023-24

## **Contents**

<b>Introduction</b>	4
<b>Aims</b>	4
<b>Who is responsible for this policy?</b>	4
<b>Definitions</b>	4
<b>Applications for Year 7 Places</b>	5
<b>Operation of waiting lists</b>	5
<b>Address of pupil</b>	5
<b>Appeals</b>	6
<b>Fraudulent Applications</b>	6
<b>Equality Impact Assessment</b>	6
<b>Race Disparity Audit</b>	6
<b>Monitoring, Evaluation and Review</b>	6
<b>Linked Policies</b>	6
<b>Other Related Documents</b>	7
<b>Summary of Changes in this Version</b>	7

---

## Introduction

Although King's Leadership Academy Liverpool is a 'Free School' it is committed to maintaining its status as a comprehensive school, serving the whole community, with no use of selection in its admission arrangements and policies. In line with this ethos the Academy Trust will provide admission arrangements which are fair and reflect the needs of the whole community which the academy serves.

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Who is responsible for this policy?

The Great Schools Trust, Board of Trustees are responsible for determining the school's Admission Policy. In undertaking this responsibility, Trustees will be guided by the requirements of the law and will conform fully to the national admissions code.

The Board ensures that the academy complies with school admissions legislation requiring local authorities to co-ordinate admissions arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a local authority receives an offer of one, and only one, school place on the same day. We are a member of Liverpool City Council Local Authority Admissions Scheme. All applications should be made through of Liverpool Local Authority's on-line admissions system at:

[School admissions - Liverpool City Council](#)

Parents should have regard to the contents of the Secondary Admissions Information Booklet issued by the local authority.

## Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

---

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.

## Applications for Year 7 Places

King's Leadership Academy Liverpool is an 11-18 Academy and the admission limit for September 2023 is 180 places.

## 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.

## 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.

## 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 by emailing Executive Principal, Mr O'Hagan ([m.ohagan@kingsliverpool.com](mailto:m.ohagan@kingsliverpool.com)) outlining reasons supporting the admission enclosing any supporting documentation within 20 days of receiving the letter refusing a place. Parents will then 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.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## Monitoring, Evaluation and Review

This policy will be reviewed annually by the Principal/Executive Head Teacher and submitted to the Trust Board for approval. The Trust will ensure that the schools nominated Local Authority admissions department also receives a copy of the policy by their set deadlines.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## Linked Policies

- Safeguarding Policy
- Equality and Diversity Policy

---

## Other Related Documents

This policy is based on the following advice from the Department for Education (DfE):

- [School Admission Appeals Code](#)
- [School Admissions Code 2021](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our Funding Agreement and Articles of Association.

**In addition, the following documentation is also related to this policy:**

- Searching, Screening and Confiscation (DfE)
- Use of Reasonable Force – advice for headteachers, staff and governing bodies Behaviour and Discipline in Schools (DfE)
- Behaviour and Discipline in Schools – advice for head teachers and school staff (DfE)
- Information Commissioner for advice on the Data Protection Act (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

## Summary of Changes in this Version

Page Number	Paragraph Number	Information
		N/A