



Liverpool College

Liverpool College Admissions Policy for September 2022 entry

1. Liverpool College is a state-funded academy for pupils aged 4 to 19 years old, serving the local and wider community. As an all-through, co-educational day and boarding school it welcomes applications from parents both within and outside the Liverpool area. The boarding school is only for pupils aged 11-19.
2. We intend for every pupil, whatever their background or ability to leave Liverpool College not only with the best possible academic qualifications and skills for university and further education and training but also with the character, love of learning and confidence to lead a happy, productive and fulfilling life.
3. This policy sets out how places are allocated to pupils who apply to Liverpool College as day pupils (Reception, Year 7, Year 12 and Other Year/In-Year admissions) and boarding pupils (Year 7, Year 12 and Other Year/In-Year admissions). Admission will be entirely separate for each type of place.

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Admission Arrangements for Day Places

4. Reception 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 Reception in September 2022 should be made to the home local authority using the Preference Form (Common Application Form). The national closing date for applications is **15th January 2022**.

4.1.2. Liverpool College has an agreed admission number of 84 pupils in Reception. It will accordingly admit 84 pupils if sufficient applications are received.

4.2 Oversubscription Criteria for Reception Admissions

4.2.1. 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 admission², 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 meals³ 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).

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 Date of admission is 1 September 2022.

³ See appendix D for further information about eligibility to be registered for free school meals

- (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 allocation⁴. 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 allocation⁵.
- 4.2.2. If there are more applicants than places available in criteria (i) to (iv), the tie-break will be via a random allocation process⁶. This will be supervised by someone independent of the school.
- 4.2.3 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.
- 4.2.4. 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.
- 4.2.5. Children in Year 6 of the Primary School (Preparatory School) are entitled to transfer to the Secondary school without applying further.

5. Year 7 Admission Arrangements

5.1 Application Process and Admission Number

- 5.1.1. 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 2022 should be made to the home local authority using the Preference Form (Common Application Form). The national closing date for applications is **31st October 2021**.
- 5.1.2 In addition, parents or guardians must complete a supplementary Liverpool College application form in order to register for the fair banding test outlined in 4.2.4 below. This supplementary application form is to be completed online (link accessed via the school website Admissions page) by 4.00pm on **24th September 2021**. For those unable to access the application online, a paper form (available from Liverpool College) should be completed and returned to Liverpool College by 4.00pm on **24th September 2021**.
- 5.1.3 In addition to registering for the fair banding test outlined in 5.1.2, those who wish to register for the music aptitude test outlined in 5.2.3 below should complete the relevant section on the online supplementary form. For those unable to access the supplementary application form online, a separate Musical Aptitude paper form (available from Liverpool College) should be completed and returned to Liverpool College by 4.00pm on **24th September 2021**.

⁴ See appendix A to this policy for further detail on the random allocation procedure

⁵ As above

⁶ As above

5.1.4. Liverpool College has an agreed admission number of 87 pupils. The College will accordingly admit at least 87 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 84 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. 171), should sufficient applications be received.

5.2 Oversubscription Criteria for Year 7 Admissions

5.2.1. Pupils in Year 6 in the Preparatory School will have an option to transfer to Year 7. If fewer than 84 of the College's Year 6 pupils choose to progress, the College will admit more pupils into Year 7 up to the capacity of 171 pupils.

5.2.2. 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:

5.2.3. 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. The test takes place in two parts with candidates who achieve the score required in the first part (listening test) invited to take the second part (aural test). There will be one date for each of the test parts 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 process⁷, 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 5.2.5 and 5.2.6 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.

5.2.4. 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.

5.2.5. 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%

⁷ See appendix A to this policy for further detail on the random allocation procedure

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.

5.2.6. 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 priority⁸:

- (iii) Pupils who, on the date of admission⁹, 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 allocation¹⁰. 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 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 allocation¹¹.

⁸ 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.

⁹ Date of admission is 1 September 2022.

¹⁰ See appendix A to this policy for further detail on the random allocation procedure

¹¹ As above

- 5.2.7. If there are more applicants than places available in criteria (i), (iii) and (iv), the tie-break will be via a random allocation process¹². This will be supervised by someone independent of the school.
- 5.2.8 Liverpool College will take all reasonable steps to inform parents by email of the outcome of the selection tests outlined in 5.2.3 and 5.2.4 before the closing date for secondary applications (31 October).¹³
- 5.2.9. 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.
- 5.2.10. 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.

6. Sixth Form Admission Arrangements

6.1 Admission Numbers

- 6.1.1 Applications for place in the Sixth Form should be made directly to Liverpool College by completing the Liverpool College Application Form online (link accessed via the school website Admissions page) by **25th February 2022**. For those unable to access the application online, a paper form (available from Liverpool College) should be completed and returned to Liverpool College by **25th February 2022**. Pupils from Year 11 in Liverpool College will automatically progress to the Sixth Form provided they meet the entry requirements set out in 6.2.1 below.
- 6.1.2 Liverpool College has an agreed admission number for Post 16 provision of 5 pupils. The College will accordingly admit at least 5 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 145 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).

6.2 Oversubscription criteria for Sixth Form Admission

- 6.2.1. 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 5 GCSE passes at Grade 5 or above to include at least a 5-4 combination from one English subject and Mathematics
- 6.2.2 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

¹² As above

¹³ See appendix C to this policy for further details about results of the banding test

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.

- 6.2.3 When the sixth form is undersubscribed all external applicants meeting the minimum academic entry requirements will be admitted.
- 6.2.4 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 admission¹⁴, 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 allocation¹⁵.
- 6.2.5. If there are more applicants than places available in criteria (i) to (iii) above, the tiebreak will be via a random allocation process¹⁶. This will be supervised by someone independent of the school.
- 6.2.6. An offer of a place will be made on the basis of predicted grades.
- 6.2.7. 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 6.2.4.

7. 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:

- 7.1. 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 4.2)

¹⁴ Date of admission is 1 September 2022.

¹⁵ See appendix A to this policy for further detail on the random allocation procedure

¹⁶ As above

- For Year 3-Year 11: oversubscription criteria used for Year 7 Admissions (set out in 5.2.6), 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 6.2)

7.2. 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.

8. Operation of waiting lists:

- 8.1. 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 2023. 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.
- 8.2. 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 process¹⁷, all applicants considered under that criterion will be included in a fresh round of random allocation.
- 8.3. 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 allocation¹⁸. 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 allocation¹⁹ to applicants under criterion (vi).
- 8.4. Waiting lists will apply for all years.

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

¹⁸ As above

¹⁹ As above

Admission Arrangements for Boarding Places

9. Boarding places will only be available from Year 7 onwards with boarding applicants needing to be assessed for boarding suitability prior to offers being made. Information on boarding fees is available on the school's website.

9.1 Boarding Suitability Assessment

Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Liverpool College will assess all pupils for boarding suitability. A child must be deemed 'suitable for boarding' before he or she is admitted. Detail on the assessment for suitability process can be found in Appendix E to this policy. Only those children considered to be suitable for boarding will be admitted.

Application Process and Admission Number:

9.2. Year 7

- 9.2.1 The Governors have agreed to admit up to 3 boarding pupils into Year 7 for September 2022.
- 9.2.2 Applications for boarding places should be made directly to the school via the boarding application form available to download from the schools' website (or a copy can be obtained from the Registrar). Completed applications should be sent to The Registrar, Liverpool College, Queen's Drive Liverpool L18 8BG by 4pm on **31st October 2021**.
- 9.2.3 Places for those suitable to board will be considered for admission in accordance with the oversubscription criteria as set out below (9.5).
- 9.2.4 Applications will be considered after this date, subject to the availability of places.

9.3 Year 12

- 9.3.1 The Governors have agreed to admit up to 3 boarding pupils into Year 12 for September 2022.
- 9.3.2 Applications for boarding places should be made directly to the school via the Sixth Form boarding application form available to download from the schools' website (or a copy can be obtained from the Registrar). Completed applications should be sent to The Registrar, Liverpool College, Queen's Drive Liverpool L18 8BG by 4pm on **25th February 2022**.
- 9.3.4 Places for those suitable to board who have met the minimum academic entry requirements for Sixth Form (set out in section 6.2.1) will be considered for admission in accordance with the oversubscription criteria as set out below (section 9.5).
- 9.3.5 Applications will be considered after these dates, subject to the availability of places.

9.4 Other Year Groups and In-Year

- 9.4.1 Admission in other year groups, and in-year, will be dependent on the overall number of boarders, which should not exceed 21 and on the boarding facilities available at the time.
- 9.4.2 The actual spaces available depend on the configuration of dormitories and in some years there are fewer places than in others for certain year groups.
- 9.4.3 Applications for boarding places should be made directly to the school via the application form available to download from the schools' website (or a copy can be obtained from the Registrar). Completed applications should be sent to The Registrar, Liverpool College, Queen's Drive Liverpool L18 8BG.
- 9.4.4 Places for those suitable to board will be considered for admission in accordance with the oversubscription criteria as set out below (section 9.5).

9.5 Oversubscription Criteria for Boarding Places:

- 9.5.1 All pupils with an Education, Health and Care plan naming the school will be admitted.
- 9.5.2 Where the school is undersubscribed by applicants deemed suitable for boarding, Liverpool College will admit all suitable applicants.
- 9.5.3 Where the number of applications for admission is greater than the published admission number, applications deemed suitable for boarding 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) 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 need²⁰, allocated to the following sub-categories in order²¹:
 - a. Children identified by their local authority as being at risk or with an unstable home environment
 - b. Children of former members of the UK Armed Forces who have died while serving or who have been discharged as a result of attributable injury;
 - c. Children of serving members of the UK Armed Forces normally resident in the area but posted abroad
 - d. Children of parents with whom they normally reside in the UK but whose work dictates that they spend much of the year overseas or working away from home

²⁰ Parents and carers are advised to consider the oversubscription criteria carefully when completing their application for a boarding place. A "boarding need" is not to be confused with a family's preference for a child to board.

²¹ in each case it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination

(iv) Children who, on the date of admission²², 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.

(v) The remaining places will be allocated by random allocation²³.

9.5.4 If there are more applicants than places available in criteria (i), (ii), (iii) or (iv), the tie break will be via a random allocation process²⁴. This will be supervised by someone independent of the school.

9.6 Operation of Waiting Lists

9.6.1 Liverpool College will operate a separate waiting list for day and boarding places for each year group.

9.6.2 Where in any year Liverpool College receives more boarding applications for places than there are places available, a waiting list will operate for the rest of the academic year until July 2023. 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.

9.6.3 In the event that a vacancy arises, all applicants on the waiting list will be ranked against the oversubscription criteria (set out in 9.5) and the place allocated accordingly. In the event that a place needs to be allocated via a random allocation process²⁵, all applicants considered under that criterion will be included in a fresh round of random allocation.

9.6.4 Pupils assessed to be unsuitable for boarding will not be placed on a waiting list for a boarding place. Their parents/carers may reapply and the pupils be reassessed for each year of entry.

10. Applications to Change Boarding/Day Status:

10.1 There is no automatic transfer between categories for pupils already in the school. Changing status will be subject to there being a vacancy in that category and for a boarding place that there is also accommodation available.

10.2 Applications will need to be made following the procedures set out in this policy for the relevant category and will be considered alongside, and in competition with all other applications for a place in that Year and in that category.

10.3 Applications to change status to become a boarder will be subject to the applicant being assessed as suitable to board.

²² Date of admission is 1 September 2022.

²³ See appendix A to this policy for further detail on the random allocation procedure

²⁴ As above

²⁵ See appendix A to this policy for further detail on the random allocation procedure

Appendix A

Random Allocation Procedure:

1. The Registrar creates two lists of applicants in Excel:
 - (i) For applicants living within a 2 mile radius of the school
 - (ii) For applicants living within and outside a 2 mile radius of the school
2. A combination of functions in Excel for Office 365 is then used to randomise these lists and then rank the applicants in each list.
3. 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 children²⁶ 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 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.

²⁶ The term 'summer born' is used to refer to children born from 1 April to 31 August.

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 born²⁷ 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.

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.

²⁷ The term 'summer born' is used to refer to children born from 1 April to 31 August.

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

Appendix E

The Boarding Suitability Assessment

We recognise our responsibility under the Children Act 1989 to safeguard and promote the welfare of boarders and accordingly applicants who wish to board are necessarily assessed to determine their suitability for boarding.

This assessment includes the following:

- An interview;
 - A reference from the applicant's present school and/or a previous school where the applicant is not currently at school or has recently changed school to confirm whether the pupil is suitable to board or would present a danger to him/herself or others were they to board;
 - Consideration of any other information about the child's suitability to board that the parent/carer of the applicant may wish to provide or which may be provided at the request of the parent/carer by another person;
 - Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.
- In determining whether or not an applicant is suitable to board, Liverpool College has regard to the following questions in the interview²⁸:
- Does the applicant wish to board?
 - Does the applicant have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
 - Does the applicant show evidence of self-reliance and independence?
 - Does the applicant show evidence of understanding and relishing the challenges of a communal life?
 - Does the applicant show understanding of the responsibilities of being a member of a boarding community?
 - Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

Liverpool College will inform parents/carers whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been complete. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria. Liverpool College will not apply any form of selection by aptitude or ability and will not give priority to children on the grounds of comparative suitability.

NB. Where a pupil wishing to board is the subject of an Education, Health and Care Plan, arrangements to confirm suitability to board will be managed in discussion with the Local Authority during the process of drawing up the statement.

²⁸ The oversubscription criteria will be applied as set out in section 9.5 though the essence of suitability is fundamental to the process and the child must be allowed to state separately from their parents or guardians whether they wish to board. The interview will seek to determine whether the applicant will be able to cope with and benefit from the boarding environment, without prejudice to others who have already been admitted.