



Liverpool College

Reception Admissions 2025: Frequently Asked Questions

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

We have planned two Open Events to give families the opportunity to tour the school and meet staff and pupils. The dates are:

Wednesday 2nd October 5.00pm – 7.00pm

Wednesday 20th November 4.00pm – 6.00pm

Further details on the admissions page of our website www.liverpoolcollege.org.uk

2. How many places are there in Reception in 2025?

Liverpool College has an agreed admission number of 90 pupils. The College will accordingly admit at least 90 pupils into Reception if sufficient applications are received.

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 can we access the Liverpool College Admissions Policy?

The Admissions Policy is available to view and download on the College website. You can also request that a printed copy be sent to you by contacting the admissions office at the College.

5. I live within 2 miles of the school. Which oversubscription criteria will my child be considered under?

If you live within two miles (and the application hasn't been considered under higher criteria), your child will be considered under oversubscription criterion 4.2.1 (v) of the Liverpool College Admission Policy and then also under oversubscription criteria 4.2.1 (vi) if a place was not allocated under criterion (v). Please note that the distance within the 2 miles is not taken into account – if you live 0.1 miles or 1.99 miles you will be within the same category.

6. Can I still apply if I live more than 2 miles away from the school?

Yes. If you live more than two miles away from the school your child will be considered under oversubscription criterion 4.2.1 (vi).

7. How do we apply to join Reception at Liverpool College in 2025?

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 2025 at Liverpool College should be made to the home local authority using the Preference Form (Common Application Form).

The Liverpool Local Authority will start to accept applications from 2nd September 2024 and the closing date for application is 15th January 2025. (other local authorities may have a different closing date).

8. How are places in Reception allocated?

(taken from Liverpool College Admission Policy section 4)

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).
- (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 and calculated by Liverpool City Council. 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. 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.

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 2025.

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

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

⁵ As above

⁶ As above

- 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 e.g. 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.

Note: Siblings – (Admission Policy 5.2.6(iii)) – the date of admission referred to in this criteria is 1st September 2025 so if your child has a sibling who will still be on roll at Liverpool College on that date they will be considered under that criteria. If the sibling will have left by that date they will not be considered under that criteria.

Note: Multiple birth - 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.

Note: Education Health Care Plan – children with an Education Health Care Plan that names Liverpool College will have priority for admission.

9. 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 receive an email from them on 16th April 2025 to tell you which school your child has been allocated a place in.

10. 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.

11. 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 2025 for Liverpool Local Authority (other local authorities may have a different closing date).

12. What are the timings of the school day?

- The school day for children in Reception to Year 2 is from 8.25am – 3.25pm every day
- When your child moves up to Year 3 the school days until Year 6 are as follows:
Monday, Wednesday, Thursday & Friday from 8.25 am – 3.15pm; Tuesday from 8.25am– 4.00pm

13. If my child is allocated a place in Reception and has brothers or sisters at another school will they be able to join too?

- If you have other children in different schools you will, if you wish, be able to place them on our waiting list as siblings BUT it is unlikely that they will be able to join the College during primary phase as all year groups are full and it is rare for anyone to leave. This has proved a frustration for many families who would like their children to be in the same school so it is important for you to bear this in mind. We can't agree to late arrival times or early collection times as punctuality is important for your child's learning.

14. Who can I talk to at the College who will answer queries about admissions?

For queries regarding admissions to Liverpool College, please contact Mrs Sally Loveridge (Registrar) – sloveridge@liverpoolcollege.org.uk or 0151 724 4000 ext 3228

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

KEY DATES FOR RECEPTION ADMISSIONS 2025

2 September 2024	Application window opens to Parents / Guardians to apply to their local authority https://www.liverpool.gov.uk/schools-and-learning/school-admissions/transfer-from-primary-to-secondary-school/
20 October 2024	Open Evening – 5.00pm – 7.00pm
20 November 2024	Open Evening – 4.00pm – 6.00pm
15 January 2025	Liverpool Local authority closing date for applications (Common Application or Preference Form). Other local authorities may have a different closing date.
January – March 2025	Local authority coordinates admissions arrangements with schools to allocate places.
16 April 2025	Offer emails sent to parents by the local authority

For more detailed information on the curriculum, routine and timetable at Liverpool College, please visit our website:

www.liverpoolcollege.org.uk

If you have any questions please don't hesitate to contact Sally Loveridge
sloveridge@liverpoolcollege.org.uk.