**[Admission Policy](http://hollylodge.liverpool.sch.uk/policies/school-policies-2/admissions" \o "Permalink to Admission Policy)**

**ADMISSION TO COMMUNITY SECONDARY SCHOOLS**

**Admission Policy**

This section of the booklet details the admission arrangements for Year 7 for community secondary schools in September 2009. Please would you read all the information and if you require any further advice or assistance contact Liverpool Direct Limited.

Maps of community school admission areas are shown in this booklet. Most parents / guardians should be able to identify the admission area in which they live from these maps. If you require help to identify the admission area in which you reside, officers in Liverpool Direct Limited will be pleased to help you.

The transfer procedures for community secondary schools are administered by officers in the Pupil Admissions Team. This booklet explains how places will be allocated to children whose parents /guardians apply to community secondary schools. It also contains the community secondary schools’ admission numbers. Information about how places were allocated in the previous two years is also shown in this booklet.

Children with a Statement of Special Educational Need, where the school is named in the Statement, will be admitted. If a community secondary school is not over-subscribed, all children who apply will be admitted.

Some schools receive more applicants for places than they have places available. When this situation occurs it may not be possible to meet all requests for places. If a community secondary school receives more applications for places than the school has available, places will be allocated in the following priority order:

**Priority 1**- ’Looked After Children’. These are children in the care of the Local Authority.

**Priority 2-** Children with exceptional medical / social needs. This includes children in need, as determined by Section 17(10) of the Children Act 1989.

*Priority 3*- Children who require education at a single sex school because it is an essential requirement of their culture. A letter from a person of standing in the community e.g. a religious leader supporting the application on the basis must be enclosed with the completed Preference Form. This applies to Holly Lodge (Girls) College and West Derby (Boys) School only.

**Priority 4**- Children who have an older brother or sister at the school when the younger child is due to start in September 2009.

**Priority 5**- Children whose permanent residence, up to the date when places are allocated, is in the admission area for the school. Proof of permanent residence may be requested.

**Priority 6**- All remaining applicants. If there are more applicants than there are places available, in any of the above priorities, distance from the child’s permanent home address to the main entrance of the community secondary school will be used to determine which children are admitted. Those children living nearest to the community secondary school being given preference. The distance will be measured by the shortest suitable walking route between the child’s permanent home address and the main entrance of the community secondary school, as defined by Liverpool Children’s Services.

If two or more children live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.

**Important Notes:**

• If it is not possible to allocate a place at any of the schools listed by parents / guardians as a preference on the Preference Form, a place will be allocated at the nearest secondary school, which has places available at the time of allocation.

• Waiting lists for over-subscribed community secondary schools will be drawn up in accordance with the admission policy. This will be operated until the end of the academic year i.e. 31 August 2010.

• The issue of a statement of Special Educational Needs may override the offer of a school place under the Liverpool Children’s Services admission policy or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents / guardians apply may not be able to cope with the child’s individual needs. Parents / guardians will be consulted about a school placement via the statementing procedure.

**Definitions of Terms Used in this Booklet**

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

**Additional / supplementary forms**

All parents who list their preferred schools on the Local Authority’s Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools and for selective schools.

**Definition of brother or sister**

The term brother or sister includes: brothers or sisters, adopted and foster brothers or sisters, half brothers or sisters and step-brothers or sisters living at the same address and as a family unit.

**Definition of distance**

Distance will be measured by the shortest walking route from the front door of the child’s permanent home address (including flats) to the main entrance of the school, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority.

**Definition of exceptional medical need**

The term ‘Exceptional Medical Need’ means that the child’s health and welfare would be best served if they attended the school. Parents / guardians would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was

the best / only school to serve their child’s needs. They would also need to state why other schools could not provide the appropriate support for their child.

**Definition of exceptional social need**

The term ‘Exceptional Social Need’ means that the child’s welfare would be best served if they attended the school. Parents / guardians would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children’s welfare to support their case.

They would have to establish that the school was the best / only school to serve their child’s needs.

They would also need to state why other schools could not provide the appropriate support for their child.

**Definition of parents / family members**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent attendance at church’ it is sufficient for just one parent to attend. ‘Family members’ include only parents and siblings.