

# NORTH LIVERPOOL ACADEMY

## Admissions Policy

**Admissions 2024**

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<b>Author:</b>	EV
<b>Position of Author:</b>	Principal
<b>Approved by:</b>	Governing Body
<b>Date Approved:</b>	24 <sup>th</sup> January 2023
<b>Review Date:</b>	January 2024
<b>Status:</b>	North Liverpool Academy Specific Policy

## 1. INFORMATION ABOUT THE ACADEMY

THE NORTH LIVERPOOL ACADEMY (Mixed) ADMISSIONS POLICY 2023  
Heyworth Street, Liverpool, L5 0SQ Tel: 260 4044  
Email : [admin@northliverpoolacademy.co.uk](mailto:admin@northliverpoolacademy.co.uk)

Executive Principal: Mr P Lloyd  
Principal: Ms E Vernon

Admission Number - 230 Pupils (Yr 7) -100 Students (Yr 12)

The admission number 230 for years 7-11 and 250 for Years 12 and 13.

## 2. PROCESS OF APPLICATION

Applications for Year 7 places at the North Liverpool Academy (NLA) will be made on the LA portal and an additional information sheet will be completed for the school which can be obtained from:

- NLA
- Completed on line (application forms on school web site)
- From your primary school

The completed NLA form to be returned to NLA by 31<sup>st</sup> October 2023

When completing the local authority application, if North Liverpool Academy is your 1<sup>st</sup> choice it must be listed as your 1<sup>st</sup> choice on the preference form. The local authority preference form is to be completed by 31<sup>st</sup> October 2023.

NLA will consider all applications for places. Where fewer than 230 applications are received, NLA will offer places to all those who have applied.

For KS5 NLA will publish specific criteria in relation to minimum academic course entrance requirements and minimum attendance requirements for admission or transfer to the NLA sixth form.

Both internal and external applicants wishing to enter the sixth form will be expected to have met the minimum academic course entry requirements.

If either internal or external applicants fail to meet the minimum course entry requirements they will be given the option of pursuing an alternative course for which they do meet the minimum academic course entry requirements at NLA.

If the sixth form is undersubscribed, all applicants meeting the minimum academic course entry requirements and attendance requirements may be admitted.

The first date for offers for Key Stage 5 applications will be the 31st October 2023.

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### 3. PROCEDURES WHERE THE NLA IS OVERSUBSCRIBED.

Places will be allocated on the basis of fair banding in line with the Department for Education. All applicants naming NLA on their Preference Form must also complete the Academy's additional information form. All applicants will take a non-verbal reasoning assessment to be administered by the National Foundation for Educational Research.

The outcome of the test will be used to place applicants in the appropriate Band. It is very important that applicants take the assessment test. This is because applicants who do not sit the assessment test will be considered after applicants who sat the assessment test.

### 4. OTHER INFORMATION

In all Key Stages Children with an Education Health and Care Plan are admitted as a result of the academy being named in the Education Health and Care Plan and they are counted against the number of places available.

Each intake of NLA will be representative of the ability profile of the applicants on the basis of a fair banding process. To achieve this NLA will admit the required number from each of the five ability bands based on the following percentage guidelines:

Numbers in each band

Band 1 20% 46 pupils  
Band 2 20% 46 pupils  
Band 3 20% 46 pupils  
Band 4 20% 46 pupils  
Band 5 20% 46 pupils

Total 230 pupils

The percentage shown represents the percentage of applicants that will be allocated to each band and the percentage of places that will be allocated in each band. Within each band places will be allocated in the following order:

- 1) (i) Children in public care 'Looked After Children'  
(ii) 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).
- 2) Children with EHCP in place.
- 3) Students whose brothers or sisters attend NLA in September 2024
- 4) Children of staff in either or both of the following circumstances :
  - (i) Where the member of staff has been employed at the school for two or more years at the time at which the application is made.
  - (ii) Where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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5) Students living closest to NLA. The distance will be measured by straight line distance between the child's permanent home address and the North Liverpool Academy using the local authority's computerised measuring system.

Where priority cannot be determined at (5) on account of the prospective pupils living identical distances from NLA priority will be determined through the process of independently verified random allocation. This includes where perspective pupils live in the same block of flats or are twins/triplets or other multiple birth.

Applicants who do not sit the assessment tests will be considered after applicants who took the test. If places are available after all applicants who sat the assessment tests have been allocated places they will be offered in the following order:

- 1) Children in public care 'Looked After Children'
- 2) Children with EHCP in place.
- 3) Children whose brothers or sisters attend NLA in September 2024
- 4) Children of staff working at the school who meet the criteria stated above
- 5) Children living closest to NLA. The distance will be measured by straight line distance between the child's permanent home address and the main entrance to the Academy in Heyworth Street using the local authority's computerised measuring system.

Again where priority cannot be determined at (5) on account of the prospective pupils living identical distances from NLA priority will be determined through the process of independently verified random allocation. This includes where perspective pupils live in the same block of flats or are twins/triplets or other multiple birth.

Where the number of applications for admission in the sixth form is greater than the published admission number applications will be considered against the criteria set out below in priority order

- 1) Children in public care 'Looked After Children'
- 2) Children with EHCP in place.
- 3) Children who are transferring from NLA KS4
- 4) Children whose brothers or sisters attend NLA in September 2024
- 5) Children of staff working at the school under the criteria stated above
- 6) Children living closest to NLA. The distance will be measured by straight line distance between the child's permanent home address and the main entrance to the Academy in Heyworth Street using the local authority's computerised measuring system.

Again where priority cannot be determined at (6) on account of the prospective pupils living identical distances from NLA priority will be determined through the process of independently verified random allocation. This includes where perspective pupils live in the same block of flats or are twins/triplets or other multiple birth.

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## Definitions

Looked After Children in the care of the local authority and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Children with EHCP in place refers to an Educational Health Care Plan.

Siblings : Brothers and sisters includes foster brothers or sisters, half brothers or sisters and step-brothers or sisters living at the same address and as a family unit. When considering children from multiple births (e.g. twins, triplets etc.) these are to be considered as individual applications.

Distance to NLA is measured by straight line distance from the child's permanent home address (including flats and apartments) to the main entrance to the school in Heyworth Street. Direct distance routine calculates the straight line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem based on the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address.

## Allocating vacant places in bands

If there are places available in a band after all other applicants for the band have been admitted applicants will be admitted from the bands above and below. The first place will be allocated to a child from a higher band, the second from the lower band, the third from the higher band, and the fourth from the lower band and so on until the places have been filled. In Band 1 it will be the band below and in Band 5 it will be the higher band.

## Applications after the closing date

The application on the LA portal (via Liverpool Children and Young People's Services) is to be received by 31<sup>st</sup> October 2023. A paper submission to the LA would be accepted before this deadline, also. Any preference applications received after this date but before the first round of assessment tests in November will be considered but only if there is a valid reason for the application being late e.g. change of address, change in medical condition, exceptional social reasons. This decision is at the discretion of the principal.

The school additional information form is used to contact applicants in order to invite them in for the assessment. This is required in order for the applicant to be allocated to a band for the fair banding process. This needs to be done before the assessment test rounds begin in November.

Late applications without a valid reason will only be considered if there is a vacancy. They may be requested to sit the assessment and be placed on the waiting list.

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## Operation of waiting lists

NLA will operate a waiting list. Where in any year the NLA receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the NLA 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. This will involve the student taking the test in order to identify the correct band.

Students' positions on the waiting list will be determined in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria if places become vacant in some bands and there is no student on the waiting list in that band, they will be filled by children falling into the next nearest bands higher and lower alternately in that order.

The waiting list will be maintained until 31 December 2024.

## Year 7 and KS5 Appeals

NLA will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of School Admissions Code published by the Department for Education ('the codes') as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to 'admission authorities' shall be deemed to be references to the governing body of NLA.

Parents may submit an appeal to the independent appeal panel for unsuccessful applications.

For KS5 applications both the parent and pupil have a separate right of appeal.

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## In Year Admissions and Fair Access Protocol

North Liverpool Academy is required to participate in the local fair access protocol (FAP) operated by Liverpool City Council. It will work with the FAP Panel to accommodate additive and adequate placements. Where the Trustees do not accept that the school is an additive and adequate placement it will make its representations to Liverpool City Council. Due regard will be paid to the student's wellbeing when considering the placement of a student along with the wellbeing of other students in the school.

If a parent/carer is hoping to move their child from one secondary school to another within Liverpool they should contact their child's existing school to instigate an appropriate and adequate move, whether it be an 'In Year Transfer', 'School Move', 'Managed Move' or 'Permanent Move', dependent upon the suitability of the student. The most appropriate type of move will be suggested by the Liverpool Social Inclusion guidance documentation.

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Type of School Move	Behaviours	When it is appropriate
<b>In Year Transfer</b>	Occasional and rare low-level behaviour but nothing of significant concern and no repeat behaviours	These are for students who have moved in to the area and/or who do not require a school move according to the local authority model for behaviour, highlighted in this table, i.e. School Move, Managed Move, Permanent Move and Permanent Exclusion.
<b>School Move</b>	Low level behaviour and some repeat behaviours, requiring a 'fresh start'.	"A pupil is identified as possibly benefitting from a 'fresh start'.", "They are intended to provide a fresh start for a pupil who is displaying low level behaviour or who is unable to settle in school due to other issues" – Page 1, 'Liverpool Social Inclusion: School Move Advisory Note'.
<b>Managed Move</b>	Low and medium level concerns, some instances of failing to follow instructions, some detentions, failing to improve.	"Managed Moves can be used as an alternative to a Permanent Move or Exclusion in situations where giving a pupil a fresh start in a different school is likely to be successful. In most cases Managed Moves should be used when all other strategies have been exhausted" Page 1, 'Liverpool Social Inclusion: Managed Move guidance – To be used for the duration of the pilot pending review January 2020'
<b>Permanent Move</b>	Medium level concerns, instances of failing to follow instructions, regular detentions, incidents of poor behaviour, failing to improve.	"Permanent Moves can be used as an alternative to Permanent Exclusion in situations where a Managed Move is unlikely to succeed. Permanent Moves will only proceed when all other school-based strategies have been exhausted and the pupil cannot return to their home school. Although there may be times when a Permanent Move is considered to be appropriate after a single incident, this should be exceptional". Page 1, 'Liverpool Social Inclusion: Permanent Move Guidance To be used for the duration of the pilot pending review January 2020'.
<b>Permanent Exclusion</b>	High level concerns threatening the safeguarding of staff and other students. Consistent refusal to cooperate.	"A decision to exclude a pupil permanently should only be taken: in response to a serious breach or persistent breaches of the school behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school." Para 16, Page 10, 'Exclusion from maintained schools, academies and pupil referral units in England – Statutory guidance for those with legal responsibilities in relation to exclusion', September 2017, Department for Education.

### Different categories for students who move between Secondary schools

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The school will not usually admit over its PAN for in-year admission applications. All such applications will be considered by the school's admission panel. If your child is new to the city and you would like them to transfer from a school in another authority to a school in Liverpool, please apply online at [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions).

### **In Year Appeals**

NLA will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of School Admissions Code published by the Department for Education ('the codes') as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to 'admission authorities' shall be deemed to be references to the governing body of NLA.

Parents may submit an appeal to the Independent Appeal Panel for unsuccessful applications in the first week of a half term. They will then be able to attend an appeal meeting with the independent appeals panel in the fourth week of the same half term. NLA will process appeals in line with admissions code guidance on timescales.

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