



Heswall Primary School

Reception Admissions Policy for Admissions in September 2026

Prepared by:

Signature:

Date:

Tony Lacey

Chief Executive Officer

XX XX 202X

Approved by:

Claire Jackson

Chief Operating Officer

XX XX 202X

Jane Owens

Chair of Trustees

XX XX 202X

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1. Our school

Heswall Primary/Junior School is an Academy School which is part of Oak Trees Multi Academy Trust. We are a 2-11 co-educational academy with 249 pupils. currently on roll. We are an academy which genuinely welcomes children and parents/legal guardians into a partnership with a shared aim; to achieve the most possible, both academically and socially, for our students. We ensure our students enjoy learning; we ensure they value the rewards of hard-study and commitment. We are committed to the belief and expectation that our students, whatever their starting point, will make rapid, valuable progress.

2. About this policy

This policy sets out how admissions will be dealt with by the School. The Trust is the Admissions Authority and is responsible for the decisions on admission to the school. Our admissions procedure is co-ordinated by the Local Authority in accordance with the Wirral Co-ordinated Admissions Scheme. All deadlines within the scheme should be adhered to by applicants.

For further information, please go to:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions>

3. Admission criteria for Reception

For the school year starting September 2026, the published admissions number (PAN) for Reception is 30. This includes children with a statement of Special Educational (SEN) Needs or Education, Health and Care Plan (EHCP) which names the [Academy/School]

If more than 30 applications are made, places will be offered strictly in accordance with the order of the following criteria:

3.1. Category 1: Children Looked-After (CLA).

A Child Looked-After is a child who is a) in the care of a Local Authority, b) a child who, in the view of the Local Authority appears to have been in state care outside of England and ceased to be in state care as a result of being adopted or c) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under Section 22(1) of the Children Act 1989). This definition includes a 'previously Looked-After Child', which is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

3.2. Category 2: Siblings

Students' who have a **brother or sister** (siblings include half, adopted or step living in the same household) on roll at the school, and of statutory school age when it opens in September. Siblings MUST live in the same household, full time.

3.3. Category 3: Children of Current teaching, administrative or support staff

Students' whose **parents/legal guardians are currently teaching, administrative or support staff** at Heswall Primary School and have been employed for over 2 years at the time of application or less than 2 years when the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.4. Category 4: Distance from school

We will then take account of the distance from school to where your **child lives**. Those that live the closest distance will receive priority. The Local Authority uses a mapping system, based on Ordnance Survey maps, to measure the distance from your home to the school gate nearest to your child's home using the shortest road route, unless it is possible to use a footpath which we consider a safe walking route as determined under Local Authority guidelines. When a child lives between two households, the home address distance will be calculated from the address where the child lives more than 50% of the time.

3.5. Schools will automatically admit pupils with Education Health Care Plans (EHCPs) as long as the school has sufficient places.

4. Tie-breaker

Random allocation will be used as a tie-break in Category 4 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

5. Multiple Births

In the case of **twins, triplets**, etc. all the multiples will be admitted to the school even if this means that the Published Admissions number is exceeded.

6. Late applications

All applications received by the [Admission Authority/Local Authority] after the deadline for submitting an application will be considered a late application. These will be dealt with in accordance with the initial admissions criteria and arrangements applied by Wirral Local Authority.

7. In-year admissions

In-year requests will be considered by the school but will initially be co-ordinated by the Local Authority. An application can be made for a place for a child at any time outside the normal admissions round. An application will be considered 'in-year' if it is submitted on or after the first day of term of the relevant admission year. Any decisions with respect to admissions are made

with reference to the same criteria as point of entry for school placements. If the application is successful, arrangements will be made for the child to start school as soon as possible.

8. Requests for admission outside the normal age group

Parents/legal guardians are entitled to request a place for their child/ward outside of their normal age group. Requests for admission outside the normal age group should be made to the Local Authority.

Decisions on requests for admission outside the normal age group will be made by the Trust Executive Team on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views about why admission outside the normal year group should be made.
- Information about the child's academic, social and emotional development as supported by professionals.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements and oversubscription criteria laid out in this policy. Applications will not be treated as a lower priority if parents/legal guardians have made a request for a child to be admitted outside the normal age group.

If the application for entry outside the normal age group is rejected during the main admission round, the application will be considered for admission into the normal age group and subject to the admission arrangements and oversubscription criteria.

Parents/legal guardians will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/legal guardians do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9. Waiting lists

A waiting list for students who have not been offered a place in Reception will be kept by the Local Authority and will be ranked according to the admissions criteria. The waiting list will be maintained until 31st December 2026. For the avoidance of doubt, the Local Authority does not maintain waiting lists for any other year group.

10. Fair Access Protocol

We may admit a child where it is a decision taken by the Local Authority under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the school is allocated a child to be dealt with on its own individual circumstances the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

11. Transferring from Infant to Junior schools

All children on roll at an Infant School are eligible to transfer from Year 2 to Year 3 to the linked Junior school even if they do not live in the school's catchment area. Other children must apply for an in-year transfer and the admission criteria above will be applied in determining whether a place will be allocated (see above).

12. Appeals

If an application for admission has been refused, parents/legal guardians can appeal to an Independent Appeals Panel. Parents/legal guardians should contact Wallasey Town Hall (Parental Appeals) for the necessary paperwork. Appeals should be sent back to the Appeals Panel within the time specified on the refusal letter. Parents/legal guardians must give their reasons for appealing in writing. The decision of the Appeals Panel is binding on all of the parties.

13. Withdrawal of offer

As admissions authority, the trust reserves the right to withdraw the offer a school place where it has been issued in error, not responded to in a reasonable period of time or was obtained through a fraudulent or intentionally misleading application.

Further information on appeal criteria can be found at: <https://www.wirral.gov.uk/schools-and-learning/school-admissions/primary-education-information-parents>