

Matthew Arnold Primary School



Admissions Policy

Signed _____ Chair of Governors

_____ Head Teacher

Date: September 2025

Review date: September 2026

2 Year Old Provision (MAPS)

Introduction

Our 2 year old provision (MAPS) is a 32 place provision. We offer morning /afternoon places and a limited number of full time places (funding dependant). This provision forms part of our Early Years stage within the school. Places are offered 15 hours per week (morning or afternoon sessions of 3 hours per session) or 30 hours full time place. These are term time only. Funded places are available for parents / carers who meet set Government criteria (details available upon request).

Session Options

AM Session: 08.40am to 11.40am

PM Session: 12.30pm to 15.30pm

Full day: 8.40am to 15.30pm

Our aim is to ensure access and entitlement to the benefits of high quality child centred preschool education on a fair and equitable basis.

How Places are Allocated

Matthew Arnold Primary School is a Foundation school. This means that the governors are responsible for deciding the school admission arrangements. The admission arrangements have been determined in accordance with the School Admission Code.

<https://www.gov.uk/government/publications/school-admissions-code--2>

To apply for a place you can complete an 'Expression of Interest' form for the provision.

- Places will be offered the term following your child's second birthday.
- Places are allocated termly (September, January and April).
- If the school receives more applications for places than the provision has places available (i.e. the provision is over-subscribed) it will not be possible to offer all applicants a place.
- If the school receives fewer applicants than the provision has places available all applicants will be admitted (i.e. the provision is under-subscribed).
- If your child is not allocated a place, details will be placed on a 'waiting list'. The waiting list will operate on a 'first come, first served' basis.
- The 2 year old provision is part of the school and therefore children attending the provision will have priority for nursery places if any places are available.
- Parents / carers who accept a place will be expected to commit to taking up the place for the full year.

Leaving During the Year

If you wish to withdraw your child from the provision prior to their normal leaving date, we require a minimum of two weeks' notice if possible.

Attendance and Loss of Place

If attendance and punctuality is poor or erratic, staff will speak with parents / carers and remind them that for their child to benefit fully from preschool education, attendance needs to be regular and punctual. This information will be recorded and filed within their child's file.

If there is no improvement, following the above, a formal meeting will be arranged to discuss the situation. Within this meeting it will be highlighted that if there is no sustained improvement in their child's attendance within a two week period, then their child may lose their place. Parents / carers will be notified of the loss of the place in writing.

If a child is absent for a period of three weeks without any contact from the parents / carers and the nursery has been unable to make contact within this time, the child may lose their place. This will be decided by management, and a letter explaining the situation will be sent to parents / carers.

School Nursery

Introduction

Matthew Arnold Primary School is a Foundation School. This means that the governors are responsible for deciding the school's admission arrangements. The admission arrangements have been determined in accordance with the School Admissions Code.

Aim

Our aim is to ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.

Session Options

AM Session: 08.40am to 11.40am

PM Session: 12.30pm to 15.30pm

Full day: 8.40am to 15.30pm

Criteria for Admission to the Nursery

The Nursery Class at Matthew Arnold Primary School is a 52 place Nursery. We offer morning /afternoon places and a limited number of full time places (funding dependant). Places will be allocated to those children attending our 2 year old provision (MAPS) first as they are part of the school and naturally move across on the SIMS school system. The Governors of the school will also maintain a waiting list for admission to the school for those parents whose children do not attend MAPS. Nursery places will be offered in the term after the child's third birthday.

Allocation of Preferred Sessions

Parents/Carers will be asked for their preference with regards to the session options when they apply for a place e.g. AM / PM / full time. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session. It is preferred that children are allocated a place within their correct curriculum year group.

The Nursery "Waiting List"

- I. A waiting list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of interested parents.
- II. No child will be placed on the waiting list until they have reached their second birthday.
- III. The waiting list will not operate on a "first come, first served" basis. The lengths of time children are on the waiting list in no way influences the decisions about places.
- IV. Parents/Carers will be sent an expression of interest form accompanied by an information letter.

- V. Parents/Carers will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

Nursery Intake

- I. The Nursery Class has a major intake in September of children who will be 4 years old during that academic year. Intake is usually staggered in age order dependant on when a child reaches 3 years of age.
- II. The September intake will be staggered over the first few weeks of term.
- III. Next intake will be January. Again this is staggered over the first few weeks of term.
- IV. The next intake will be April. Again this is staggered over the first few weeks of term.
- V. Any spare places will be allocated during the year, as they become available, providing that the child has already passed his/her third birthday.

Decisions on Places

- I. Decisions will be made by the Admission Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.
- II. Decisions will be final and there is no right of appeal.
- III. The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the main school.
- IV. Parents/Carers who accept the place will be expected to commit to taking up the place for the rest of the academic year.

Nursery Open Days

Parents/Carers and Children are welcome to visit the school prior to attending Nursery. If parents/carers wish to visit the Nursery please contact the school to arrange a visit. A school readiness programme is also run in the summer term via the Children's Centre, in conjunction with the nursery class teacher. Parent/Carers will be invited to attend this if they wish.

Home Visits

If Parents/Carers are happy to allow our nursery staff to visit their children as part of a home visit, this can be arranged. Children often settle much faster if they are familiar with the adults from our nursery.

Leavers during the Year

If a child is withdrawn by their parents/carers from Nursery during the school year, parents/carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Nursery class will in no way influence the decision on being offered a place.

Attendance and Loss of Nursery Place

- I. If attendance and punctuality is poor or erratic the Nursery teacher will talk to parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- II. If after a period of **two weeks** attendance and punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Headteacher.
- III. If, following the meeting, there is no sustained improvement in attendance within a **two week** period, then the child may lose their place. Parents/Carers will be notified of the loss of their place in writing.
- IV. If a child is absent for a period of **three weeks** without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents/carers.

Transfer from Nursery into School

All parents and carers must be made aware that a place in the Nursery **does not** guarantee a place in the school and that they must go through the correct Liverpool Authority Admissions Procedure.

Reception Class

Admission Arrangements for September 2026

Introduction

The School Admissions Code requires all local authorities to co-ordinate admission arrangements for admission to reception class in September 2026. The aim of co-ordinated admission arrangements is to ensure parents receive a single offer of a school place for their child on the same day in order to facilitate an objective, clear and fair admission process.

Choosing Schools

There are several other sources that you can use to find out more about our school. These include the following:

Please look on our school website for the latest prospectus. This will provide all the information you require as a prospective parent.

- The Parent Partnership Service can also provide assistance if your child has special educational needs.
- The Pupil Admissions Team can answer queries about admissions to schools. They can be reached on 0151 233 3006.
- The Department for Education (DfE) has a web site which you can use to find out more about schools and admissions.

Applying for Schools

Before making an application it is important to make a realistic assessment of your child's chances of gaining a place in Matthew Arnold School. If you require further advice please contact Liverpool Local Authority on 0151 233 3006. Matthew Arnold School may receive more applications for places than they have places available. If this is the case it will not be possible to offer all applicants a place.

It is very important that you read all of the admissions information on the website and in this policy before making an application and that you make a reasonable assessment of your child's chances of gaining a place in the school, based upon the school's admissions policy and your own personal circumstances.

To apply for a Reception place you can apply online at Liverpool City Council website in the school admissions section at www.liverpool.gov.uk/admissions or request a Paper Application Form via Liverpool Local Authority on 0151 233 3006.

On the Liverpool Online/Paper Application Form (Common Application Form) you can express a preference for a maximum of three schools including Liverpool community, voluntary controlled, voluntary aided, Foundation schools, Academies and schools and Academies based in other local authority areas. The schools must be listed in your preferred order of preference. Information which is relevant to a school's admission arrangements will be sent to the school or the other local authority which

maintains the school. **To apply for a school you must name the school as one of your preferences on the Preference Form.**

Non Liverpool residents must apply for Liverpool schools on their home local authority Common Application Form.

The closing date for receipt of applications is **15 January 2026**. Up to this date you can change your preference order. After the closing date unless there has been a material change to your circumstances changing preferences could reduce your child's chances of being offered a place in your preferred school.

Matthew Arnold School is its own admission authority, however the Governors have agreed to follow the co-ordinated admission arrangements determined by the Local Authority.

Parents will follow the application process as normal and apply on line not to the school. www.liverpool.gov.uk/admissions The school works closely with the local authority and will seek advice when necessary.

How Places are Allocated

Matthew Arnold School is a Foundation School. This means that the governors are responsible for deciding the school admission arrangements. The admission arrangements have been determined in accordance with the School Admission Code.

<https://www.gov.uk/government/publications/school-admissions-code--2>

- If the school receives more applicants for places than the school has places available (i.e. the school is over-subscribed) it will not be possible to offer all applicants a place.
- If the school receives fewer applicants for places than it has places available all applicants will be admitted (i.e. the school is under-subscribed).
- The admission policy for Voluntary Aided, Academies and Foundation schools is determined by the governing body of the school.
- For the Reception Year Intake, the local authority will process the forms you submit. The three schools you name on the Online/Paper Application Form will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools listed on the Preference Form. If this is the case your child will be allocated a place at the school you placed as the highest preference.
- If the school is over-subscribed the admission criteria for the school will be used to determine whether or not your child will be offered a place. **It is vitally important that you understand the admission policy for the school(s) to which you apply and that you make a reasonable assessment of your child's chances of being allocated a place.**
- If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Local Authority will allocate a place at the school closest to your child's permanent home address which has places available at the time of allocation. In these circumstances, Local Authority officers will try wherever possible to identify a school with places available that most closely matches those schools that you have expressed a preference for. However, this cannot be guaranteed.

Liverpool Residents Applying to Schools in Other Local Authorities

Liverpool residents may apply to schools maintained by other local authorities.

- If you wish to do this you should contact the local authority which maintains the school to request a copy of their admissions booklet. It is important that you follow the guidance given in this booklet.
- As well as following the guidance from the other local authority you must also list the school(s) in preference order on the Online/Paper Application Form available via Liverpool Local Authority.
- You can apply online at Liverpool City council website in the school admissions section
- Liverpool Local Authority will co-ordinate admission arrangements with other local authorities. Details of your application will be sent to the appropriate authority.
- If your child is not allocated a place in one of your preferred schools Liverpool Local Authority will be responsible for allocating your child a place in a school.
- If your child is allocated a place in a school maintained by another local authority Liverpool Local Authority will write to you to offer your child a place.

Applications from families who live outside Liverpool

Liverpool Local Authority will co-ordinate the reception class admission arrangements with other local authorities in the area.

If you live outside the Liverpool Local Authority area and you wish to apply for a Liverpool school, you should complete the Online/Paper Application Form (Common Application Form) available via your home local authority listing the Liverpool school(s) in preference order. Your home local authority will send us details of your application.

If you are applying for an own admission authority school in Liverpool you must also complete the school's application form, where this is required. If you do not complete this form and return to the school before their closing date then your application may be considered under a lower criterion.

If your child is not offered a place in a Liverpool school, your home local authority will be responsible for allocating your child a school place. Your home local authority will write to you to inform you why your child was not allocated a place and advise you about your right to appeal to an independent appeals panel.

You must return the Online/Paper Application Form (Common Application Form) by your home local authority's closing date.

Applications Received after the Closing Date

Applications received after the closing date of **15 January 2026**, will be considered as late applications unless there is a valid reason for the application being received late e.g. change of address, change in a medical condition; or exceptional social reasons.

If an application is received after **13 March 2026** Liverpool Local Authority cannot guarantee to send the email/offer letter on National Offer Day, **16 April 2026**.

The Governors of some schools in Liverpool have determined their own policy for dealing with late applications. Where this is the case the school's policy will be used.

Changing Preferences and Withdrawing Applications

If you have completed your application online you can change the school preferences or preference order online up to the closing date for applications of **15 January 2026**.

If you have submitted a paper form you can change the school preferences or the preference order you have made up to the closing date for applications of **15 January 2026**, by contacting Liverpool Direct Contact Centre on **0151 233 3006**.

If you wish to change preferences, alter preference order, or withdraw your application for a school after **15 January 2026**, you will be required to complete another preference form. This form will be considered in line with the provisions stated in Preference Forms Received after the Closing Date.

Infant Class Size Legislation

For admission to infant classes i.e. Reception Class, Year 1 and Year 2 Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided and Trust schools adhere to this legislation when allocating places in schools.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent government legislation, if your child is refused admission to your preferred school(s) you have the right to appeal against the decision to an independent appeal panel.

If the primary school to which you apply is over-subscribed and if you wish to appeal against the decision not to admit your child the following arrangements apply:

Voluntary Aided and Foundation schools – details of their appeals procedure are available from the school.

It is important to note that if your child has an Education, Health & Care Plan that the admission appeals procedure is not the appropriate procedure to follow. Please contact the Special Educational Needs Section on **0151 233 5957** to discuss this matter further.

Home Address and Change of Address

When deciding school allocations, the child's permanent home address will be used. Liverpool Local Authority defines this as the address of the child's parent(s) or legal guardian(s).

If parents or legal guardians live at different addresses and both have parental responsibility the address of the parent or legal guardian claiming Child Benefit may be used to determine the child's permanent home address. The Local Authority/Matthew Arnold School reserves the right to request appropriate evidence to determine the child's permanent home address. **Please see refer to Section 4 of this document for more information on providing proof of permanent home address.**

If you change your child's permanent home address before the **13 March 2026**, please inform Liverpool Direct Contact Centre **0151 233 3006**. The permanent home address at which a child resides is an important criterion in determining the allocation of school places, because of this if your child's permanent home address alters it may affect the allocation of a school place for your child.

Fraudulent or Misleading Information

Sections 2.12 and 2.13 of the current School Admissions Code allows admitting authorities to withdraw places from children whose parents / guardians have given fraudulent or intentionally misleading information in order to obtain a place in an over-subscribed school. If a school or Liverpool Local Authority receives information that this is the case the parents/guardians will be required to provide appropriate proof to substantiate the information they have given. If this cannot be provided the place may be withdrawn.

Please note the Local Authority / Matthew Arnold School reserves the right to undertake all necessary investigations and request any additional information that may be required in the event that it has reason to believe that there are concerns about the validity of an application.

Delaying Entry to Reception Class within the same Academic Year

The Local Authority is required to provide for the admission of all children to school in the September following their fourth birthday and in Liverpool most 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. The School Admissions code does allow for parents/carers to make a request to delay their child's entry to reception class until later on in the academic year or until the term in which the child reaches compulsory school age. Parents and carers can also request that their child should take up a reception class on a part time basis until their child reaches compulsory school age.

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 then they should make an appointment with the Headteacher, Mrs Evans. They must state that they wish to apply so that they can discuss this matter in more detail.

Deferring Entry to Reception Class until the next Academic year for Summer Born Children

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children, those born between 1st April and 31st August, this is almost a full school year after the point at which they could first be admitted.

In July 2013, The Department for Education issued non-statutory guidance on the issue of school admissions for summer born children. The main points of the guidance are summarised as follows:

- School admission authorities are required to provide for the admission of all children 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 this point.
- Paragraph 2.17 of the admissions code enables a parent to request that their child is admitted outside of their normal age group.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but they are required to make a decision taking in account the individual circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

A copy of the actual guidance note can found on the Department for Education's website at www.gov.uk/government/organisations/department-for-education

Reception Class Deferral

In light of the DfE's introduction of sections 2.17, 2.17A and 2.17B of the School Admissions Code, Liverpool local authority has decided to operate an automatic right, upon request, for parents of summer born children to defer their child's reception class start for an academic year.

However, please be aware of the following important points related to the admissions process and your reception class deferral request -

- The decision taken by Liverpool local authority to automatic reception class deferral for summer born children only applies to community and voluntary controlled schools for which the local authority is the admission authority. **For deferral requests to own admission authority schools such as faith schools, academies and free schools it is essential that a request to defer your application is made to the relevant school directly. This is to enable each admission authority to consider the request to defer in accordance with the School Admissions Code.**

- Although your request for reception class deferral has been approved you may still wish to consider delaying your child's reception class application. This would mean that you could still apply and accept a reception class place for your child in their natural national curriculum year group but not take up that place until later on in the academic year.
- Reception class entry options include delaying your offer of place until a January/April start date or even taking up the place on a part time basis for a period of time before taking up the place on a full time basis from the beginning of the summer term in which your child turns 5.
- If you wish to exercise any of the two above options then it is advised that you submit your application before each admissions round closing date of **15 January 2025**. This is in order to maximise your chances of securing a school an offer of place at a school of your choice. This is because, unless there is a valid reason for the late application, i.e. change of address, late applications are considered after those applications that are received on time.

However, if you wish to defer your child's entry to reception class then you must not apply for a reception class place until the following September's admissions round application window opens.

Communicating Offers to Parents

All Liverpool primary schools have agreed not to disclose information to parents about the offer of places until the National Offer Day of **16 April 2026**.

TIMETABLE FOR PRIMARY SCHOOL CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2026

Application window opens to Parents / Guardians to apply on

01 September 2025

Closing Date for Applications

15 January 2026

List of applicants for schools outside Liverpool to be sent to the Local Authority
maintaining the school by

6 February 2026

List of applicants sent to own admission authority schools

13 February 2026

Own admission authority schools to send lists of pupils to be offered places to the Local
Authority

6 March 2026

Local Authority applies Equal Preference Scheme for own schools, informing other Local
Authorities of offers to be made to their residents

13 March 2026

Allocation Lists to Schools for Approval

3 April 2026

Liverpool Local Authority sends Emails/Letters to Parents / Carers

16 April 2026

Appeals

June & July 2026

Please note that Liverpool Direct Contact Centre and Matthew Arnold Primary School cannot give any indication about which school a child has been allocated until after the emails/letters have been sent to parents / carers on 16 April 2026.

2. Admission Policy for September 2026

Matthew Arnold School will follow the coordinated admission arrangements determined by Liverpool Local Authority. If Matthew Arnold School is not oversubscribed all children who apply will be admitted. Children with an Education, Health and Care Plan, where Matthew Arnold School is named in the Plan, 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 Matthew Arnold 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 in the care of the local authority

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).

Priority 2

Children with exceptional medical / social needs.

Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Direct Contact Centre on **0151 233 3006**.

All parents wishing to apply under this category must submit all supporting documents to the school.

Priority 3

Children who will have a statutory school age sibling currently at the school at the time of application and who will be there at the start of the new academic year. (See Definitions)

Priority 4

All other applicants who have expressed a preference for the school.

In priorities **1** to **4**, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of Matthew Arnold School will be used to determine which children are admitted. In all cases where distance from home to school is used to determine admission, those children living nearest to the Matthew Arnold School will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the main entrance gate of the Matthew Arnold School using the local authority's computerised measuring system. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof exchange of contracts if the property has recently been purchased. The Local Authority/Matthew Arnold School reserves the right to request any additional information that may be required in order to confirm proof of address. 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 information:

Children of UK Service Personnel

For children of UK service personnel (UK Armed Forces) Liverpool LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria.

Reception Waiting Lists

Waiting lists for oversubscribed Community Primary Schools will be drawn up in accordance with the admission policy. This will be operated until the end of the Autumn term of the relevant admission year. The list will then be monitored by Matthew Arnold School.

Education, Health and Care Plans (ECH Plans)

The issuing of an Education, Health and Care Plan may override the offer of a school place under the Local Authority's admission arrangements or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to adequately support the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedures.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent legislation, if your child is refused admission to Matthew Arnold School you have the right to appeal against the decision to an Independent Appeal Panel.

For Matthew Arnold School

Please contact the school directly.

Number of Permitted Applications and Appeals

If your application is unsuccessful you may ask the admitting authority to reconsider a second application but only if there has been a significant and material change to your circumstances since the time of your initial application.

If the admitting authority reconsiders your application and then refuses your child a place because the year group is full, you have the right to appeal against this decision.

If you are refused admission for your child to a school you may only appeal once in an academic year for a particular school.

If your application and appeal for a school are unsuccessful then you cannot submit another application or appeal during that same academic year. However, you can apply again and if necessary appeal for a place, in the next academic year.

Matthew Arnold School In Year Application Admission Arrangements from September 2026

Introduction

An In Year Application (IYA) is when parents or carers apply to transfer their child from one primary school to another primary school during the school year.

Matthew Arnold School's In Year Transfer arrangements dictate that parents or carers can make an application directly to us using the preferred IYA form provided by Matthew Arnold School. However, new residents to the City whose children are not registered at a Liverpool school and are applying for an In Year Transfer **must** fill out an online application at www.liverpool.gov.uk/admissions. Parents can contact Liverpool local Authority on 0151 233 3006 to ensure they receive appropriate guidance.

The LA is required to publish details of how parents can apply for schools in year and it must hold up to date list of schools with vacancies to help parents find schools and provide an application form if a school does not have one.

Making an In Year Application to a Community or Voluntary Controlled, Primary School.

Where a parent or carer makes an application to a Community or Voluntary Controlled Primary School then this application will be considered by Liverpool Local Authority, as the Admitting Authority for these schools, in accordance with the Community and Voluntary Controlled Primary School Admissions policy. If the application is successful then the relevant school will contact the parent or carer directly to discuss pre-admissions arrangements and agree a start date. If an application is declined then the Local Authority **must** inform the parent or carer in writing about the outcome of their application (clearly setting out the reason(s) for the decision) and their right to an appeal where appropriate.

Making an In Year Application to a Voluntary Aided or Foundation Primary School or a Primary Academy

Where a parent or carer makes an application to a voluntary aided, trust school or an academy then their application will be considered by the respective governing body. Matthew Arnold School **must** inform applicants in writing about the outcome of their application and their right to appeal.

Matthew Arnold School **must** also inform the LA about the numbers of applications that have been received, offered and declined via a termly data return template. Failure to comply with this mandatory requirement may result in the Local Authority referring the matter to the Department for Education.

Determining In Year Applications

The admitting authority for community and controlled schools is the local authority and as such the LA will determine in year applications.

Matthew Arnold School comes under the category of - The admitting authority for voluntary aided, Foundation schools and academies are the governing body. The governing body of Matthew Arnold School is responsible for determining admissions to their school. The governing body will have to ensure that the school's admission committee can meet as required to determine applications.

If the Local Authority or a school governing body refuse to admit a child they must include a full explanation of reasons for their decision e.g. the year group is full. The reasons for refusing admission must be compliant with the School Admissions Code. In the decision letter Matthew Arnold School has to give the reason for refusing admission to the parents and advise them about their right to appeal against the decision to an independent appeal panel.

If the year group is full applicants will usually be refused admission and if parents wish their child's name is added to the waiting list and are to be offered the right of appeal.

If there are more applicants for places than there are places in a year group the Matthew Arnold School's admission policy will be used to decide which children are admitted.

Refusing an In Year Admission

The Code requires that, as far as possible, admitting authorities have to comply with parental preference for a school place. Usually a place can only be refused if the appropriate year group is full.

In exceptional circumstances, Paragraph 3.12 of the Code allows schools to refuse to admit children with challenging behaviour.

Allocating Places in Schools

A place will be offered as soon as possible after the governors of Matthew Arnold School have agreed to admit the child. It is in the interests of both Matthew Arnold School and pupils that the pupil is able to start school at the earliest possible opportunity. However, if applicants apply at the end of term, it may not be possible for the Matthew Arnold School's Admission/Appeals panel to make an offer of a place or agree a start date until the beginning of the next term.

Parents applying for their child to attend a school outside of the Liverpool Local Authority Area will be offered places in accordance with the terms of the maintaining Local Authority In Year Applications arrangements.

If a child is refused a place the decision letter sent by schools will advise parents of the reasons why their child has not been admitted and inform them of their right to appeal to an independent appeal panel. The letter will have the relevant contact details if parents require further assistance.

The decision letter will require parents to accept/decline the school place offered within **10 school days**.

Schools will have to notify the local authority of the outcome of the application via the completion of an agreed template. Failure to comply with this may result in the Local Authority referring this matter to the Department of Education.

Infant Class Size Legislation

For admission to infant classes i.e. reception class, Year 1 and Year 2, Government legislation limits the size of these classes to 30 pupils per class. Liverpool Local Authority and the governors of Voluntary Aided, Trust and Academy schools adhere to this legislation when allocating places in schools.

Waiting Lists

Waiting lists will be maintained by our school. The Governors of Matthew Arnold School have decided that in year applications will be held until the end of the following term that the parent submitted the application.

Definitions for Admissions Purposes

The following are definitions of terms used in the admission process.

Definition of a Sibling

The term sibling includes: brothers and sisters, 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 Exceptional Medical Need

The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if they attended Matthew Arnold School. Parents 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 Matthew Arnold 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 Matthew Arnold School. Parents 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 Matthew Arnold School was the **best / only school** to service their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

Definition of Parent

A parent is any person who has parental responsibility or care of the child.

Definition of Home Address

When determining admissions the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the correspondence address for child benefit may be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

If an applicant is successful in obtaining a place at an oversubscribed school, a parents/legal guardian's offer letter will explain that their offer is provisional subject to providing proof of residence at the address they have received the offer from in the form of the following categorised documentation:-

Category 1

One of the following is required to evidence residence at the address the offer was made from:-

- Council tax bill from within the last three months Tenancy agreement from within the last three months
- Mortgage Statement

Or

- In the situation where a property is being purchased, proof of exchange of contracts dated pre National Offer Day is required to prove that applicants will be living at the address.

Category 2

Utility Bill from within the last three months, which must be one of the following utilities:-

- Gas
- Water
- Electricity

This list is not exhaustive and the Local Authority/Matthew Arnold School reserves the right to request any additional documentation that may be required to evidence a child's permanent home address. Failure to be able to provide this documentation will result in further investigation by Matthew Arnold School and local authority where applicable. Parents/Legal Guardians will be given 10 school days to provide this information and if the information is not forthcoming after 10 school days then the offer of place may be withdrawn in accordance with Section 2.12 of the School Admissions Code.

The local authority has noted an increase in fraudulent address applications over the previous years. Parents/Legal Guardians must be aware that offers have previously been withdrawn in accordance with Section 2.12 of the School Admissions Code. These decisions have been subsequently upheld in the Local Authority's at independent appeal hearings.

Distance from Home to School

Distance will be measured by straight line distance from the child's permanent home address (including flats and apartments) to Matthew Arnold School using the local authority's computerised measuring system with those living closest to the school being given preference in the event a school receives more applicants than it has places available in a particular year group.

The local authority carries out straight line measurements to calculate the distance from home to school. 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".

Flexi-School

Flexi-schooling is where a parent choose for their child to receive part of the total provision at school with the remainder being home-educated. Matthew Arnold does not offer this.