

# Evelyn CP School

## Admission Policy for Reception

### 2026/2027

Updated and accepted by governors: June 2016  
January 2017  
January 2019  
January 2020  
January 2021  
January 2022  
January 2023  
January 2024  
January 2025

**EVELYN C.P. SCHOOL**  
**ADMISSION POLICY FOR RECEPTION**  
**FOR 2026/27**

*Please note that these arrangements are subject to any requirements of the co-ordinated admission schemes for primary and secondary schools and the revised School Admissions Code of Practice, effective from 28 February 2007.*

***Prospective parents are warmly invited to visit the school but are asked to make an appointment so that adequate time may be provided. (Please note, a video is available on our website including an introduction from the headteacher and virtual tour of the school).***

**Admission to Reception Class 2026/27**

The Secretary of State for Education and Skills has defined compulsory school age under the provisions of the Education Act 1996 as follows:

<b>Child's 5<sup>th</sup> birthday</b>	<b>Term of admission</b>
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

In Knowsley, the policy is to offer reception places to children at the beginning of the school year in which they have their 5<sup>th</sup> birthday, ie. in the September following the child's 4<sup>th</sup> birthday. This means children who have their 5<sup>th</sup> birthday on or between 1 September 2025 and 31 August 2026 can take up a place from the beginning of the Autumn term in September 2026.

Where parents wish their child to start school later in the year, this is normally possible, where the child is not of compulsory school age. Parents need to discuss this with the headteacher, as such arrangements are determined at school level and should be in the best interest of the child. In instances where this is agreed, a place is reserved and it is not available for another child. The place, however, will not be kept till the following school year. If the place is not taken up by the end of the school year, it is withdrawn. The parent would have to apply again the following year and this would normally be for a Year 1 place and would be subject to availability.

Please note that attendance at the school's nursery does not guarantee a place in reception class at the school. Applications must be made in the normal way and the admission arrangements will be applied as stated below.

**CLASS SIZES OF RECEPTION & KEY STAGE ONE PUPILS**

The School Standards and Framework Act 1998 required all primary schools to organise infant classes of no more than 30 pupils where there is one qualified teacher.

At Evelyn C.P. school the KS1 Department is organised into 4 classes of no more than 30 in each.

The classes are called:

LADYBIRDS  
BUTTERFLIES  
ROBINS  
OWLS

The Junior Department is organised into 4 classes, one per age group of no more than 35 each.

The classes are called:

YEAR 3  
YEAR 4  
YEAR 5  
YEAR 6

### **ADMISSION LIMITS**

The school's published admission number is 35. The published admission number is the number of places offered for the particular year of admission. The Authority will not normally offer places in excess of this number once it has been determined, unless there are exceptional circumstances.

### **PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEED**

Where a pupil has a Statement of Special Educational Need and the Authority have named this school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual allocation procedures, they will be placed within the admission number, with priority over all others.

### **OVER-SUBSCRIPTION CRITERIA**

Where the number of applications for a school is greater than the number of places available, the admission authority must apply its published policy to decide which applicants can be offered places.

The Authority will apply any requirements of the agreed Knowsley co-ordinated admission scheme. This is an equal preference scheme; all preferences will be considered against the criteria below.

1. Children who are cared for by the Local Authority (as defined in School Admissions Code February 2009) – looked after at the time of application and expected admission, those children previously looked after and those children in state care outside of England. (See note 1).
2. Children for whom the Council accepts there are exceptionally strong medical or welfare reasons for admission. (See note 2)
3. Children with a brother or sister already attending the preferred school. (see note 3).
4. Remaining places are then allocated by measuring the distance from the child's home to school in a straight line. Those nearest the school have priority. (See note 4)

## NOTES

1. Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority and those children in state care outside of England.
2. Strong supporting evidence from an appropriate professional, e.g. a medical consultant, is normally required for consideration as an exceptional case. The evidence must be directly relevant to admission to the school concerned and submitted with the application form. (on-line form – by post immediately after submission.) Parents should note the exceptional nature of cases accepted.
3. The brother or sister must still be on the school roll at the time of transfer. “Brothers & sisters” includes half/step brothers and sisters as well as foster and adopted children, provided they live with the same family at the same address. (The criterion does not include children attending the Nursery class.)
4. Remaining places are then allocated by measuring the distance from the child’s home to school in a straight line. Those nearest the school have priority.

## Tie-break

If there are more applicants than places within criterion 1, 2, or 3, criterion 4 will be used as a “tie-break”.

**NB.** There may be rare cases where the geographic tie-break does not assist, e.g. due to twins or triplets in the same house or two families in a block of flats. In infant classes, where to admit another pupil would have implications for the class size limit of 30 at any point during the infant years, random selection will normally be used to determine the allocation of places. (However, before a final decision is taken, all such cases will be considered under the provisions of para 2.15 of the 2012 School Admissions Code.) In other infant and in junior classes, an additional place will be offered.

*Please note: In line with the Knowsley Co-ordinated Admission scheme for primary schools, proof of date of both and home address will be requested immediately after the initial allocation is made. If false information has been given, a place may be withdrawn. Parents are reminded that any change of address during the allocation process MUST be sent in writing direct to the Inclusions Team (admissions).*

## LATE APPLICANTS

All parents are requested to submit their application forms by the dates indicated. The co-ordinated admission scheme defines how late applications are treated.

## WAITING LISTS

Where there are more applicants than places for a particular school for the Reception September intake, the Authority will keep a waiting list, as defined in the co-ordinated scheme. The waiting list is a ‘live’ document, therefore a pupil’s place on the list may vary, up or down, as the situation changes. The waiting list will close on the last day of the Christmas term following the September entry. Parents/carers who wish to continue to pursue their application after the formal closure of the annual waiting lists, will be required to re-apply in accordance with in-year transfer procedures.

## APPEALS

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to follow parents’ stated preferences. Where, however, a school cannot be offered, parents will be told of their right of appeal to an independent appeal panel. These panels are organised by the Democratic Services Team of Knowsley Council in accordance with legislation and the School Admission Appeals Code of Practice. Parents can appeal for any school where they have been refused a place.

(But see below – second appeals will not normally be heard within the same academic year unless there has been a significant and relevant change of circumstances accepted by the Executive Director of Children and Family Services, no matter which scheme(s) an application is submitted under.)

## **RE-APPLICATIONS**

Parents are not normally able to re-apply to the same school within the same academic year, unless the Director of Children's Services accepts there have been significant and relevant changes of circumstances to allow a re-application. If this is agreed and the Authority is still unable to offer a place, a new right of appeal will then be appropriate.

## ***IN-YEAR TRANSFERS BETWEEN LOCAL SCHOOLS & "CASUAL" ADMISSIONS***

### **In-Year Schemes 2026/27– PLEASE NOTE:**

Knowsley will finalise the In-Year procedures to be used in 2026/27 and details of this will be published separately. The position on waiting lists will be stated, dependent on the outcomes. The Fair Access process which is also used for certain In-Year applications is also being reviewed.

Please note: Pupils admitted under the Fair Access Protocol normally have priority over others on a waiting list. Children without a school place normally have priority over those seeking a transfer.

## **CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLES**

Admission arrangements and timetables for Knowsley Community and Voluntary Controlled schools/centres for learning will be as stated in the agreed Knowsley schemes for co-ordinated admissions arrangements for 2026/27. The closing date for applications will be the nationally set dates.

**The Primary Co-ordinated Admissions Scheme includes a national requirement of a closing date for applying of 15 January 2026. The national allocation date is 12 April 2026 or the first working day thereafter.**

Full details of the schemes are available in separate documents.

Updated & accepted by Governors: January 2020

Updated & accepted by Governors: January 2021

Updated & accepted by Governors: January 2022

Updated & accepted by Governors: January 2023

Updated & accepted by Governors: January 2024

Updated & accepted by Governors: January 2025