

Admissions Policy



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Owned by	Chief Executive Officer
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The Heath Family Trust maintains the following schools. Click on the links for more information about each school.

School Name	Address	Website
Bridgewater Park Primary School	Plantation Close, Castlefields, Runcorn, WA7 2LW	Bridgewater Park Primary School - Home
Daresbury Primary School	Chester Rd, Daresbury Warrington WA4 4AJ	Daresbury Primary School - Home
Halsnead Primary School	Pennywood Drive Whiston Prescot L35 3TX	Halsnead Primary School - Home
Litherland Moss Primary School	Sterrix Lane The Education Campus Litherland, Liverpool, L21 0DB	Litherland Moss - Home
Palace Fields Primary School	Badger Close Runcorn WA7 2QW	Palace Fields Primary - Home
Litherland High School	Sterrix Lane The Education Campus Litherland, Liverpool, L21 0DB	Litherland High School - Home (litherland-high.sefton.sch.uk)
The Heath School	Clifton Road Runcorn WA7 4SY	The Heath School - Home
The Prescot School	Knowsley Park Lane Prescot, Merseyside L34 3NB	The Prescot School - Home

If you are interested in your child attending on of our schools please contact the school directly and they will be able to give you details of open days and visits to the school.

1. Aims

This policy aims to:

- Explain how to apply for a place at a school in The Heath Family Trust
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions** round is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- o In the care of a local authority, or
- o Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- o Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- o Became subject to a child arrangements order, or
- o Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

For children living in Halton you should follow this link:

[School Admissions: How to apply for a school place \(halton.gov.uk\)](https://www.halton.gov.uk/school-admissions)

For children living in Knowsley you should follow this link:

[School admissions | Knowsley Council](#)

For children living in Sefton you should follow this link:

[School Admissions | Sefton Council](#)

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group; if parents wish to make a formal request to educate their child outside of their normal age group you should use the application form provided by your home local authority (regardless of which local authority the schools are in) – see School Admissions links above.

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

- o Parents' views
- o Information about the child's academic, social and emotional development
- o Where relevant, their medical history and the views of a medical professional
- o Whether they have previously been educated out of their normal age group
- o Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- o Headteachers' 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 laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

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

6. Allocation of places

6.1 Admission numbers

Our schools have the following published admission numbers (PAN)

School Name	Entry Year	PAN
Bridgewater Park Primary School	Reception	30
Daresbury Primary School	Reception	30
Halsnead Primary School	Reception	60
Litherland Moss Primary School	Reception	30
Palace Fields Primary School	Reception	30
Litherland High School	Y7	150
The Heath School	Y7	240
The Prescott School	Y7	210

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name one of our schools will be admitted to the school before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Priority	The Heath School & The Prescott School	Litherland High
1	Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.	Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2	Children with a sibling already attending the preferred school and who will still be attending at the time of admission.	Children with a sibling already attending the preferred school and who will still be attending at the time of admission.
3	Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.	Contributory (Feeder) Primary Schools - Children who, at the start of the Spring Term 2027, are on the roll of either: The Grange Primary School; Hatton Hill Primary School; Kings Lander Primary Academy; Litherland Moss Primary School; Netherton Moss Primary School; St Oswald's CE Primary School or St Philip's CE Primary School.
4		Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.
Tie Breaker Clause	If there are more applicants than places available within criterion 1 or 2, criterion 3 will be used as a "tie-break"	If there are more applicants than places available within criterion 1, 2 or 3 criterion 4 will be used as a "tie-break"

Priority	Daresbury Primary School, Halsnead Primary School & Litherland Moss Primary School	Bridgewater Park Primary School & Palace Fields Primary School
1	Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.	Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2	Children with a sibling already attending the preferred school and who will still be attending at the time of admission.	(Nursery to Reception) Children who are on roll at Nursery at Bridgewater Park Primary School or Palace Fields Primary School at the time of application
3	Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.	Children with a sibling already attending the preferred school and who will still be attending at the time of admission.
4		Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.
Tie Breaker Clause	If there are more applicants than places available within criterion 1 or 2, criterion 3 will be used as a "tie-break"	If there are more applicants than places available within criterion 1, 2 or 3 criterion 4 will be used as a "tie-break"

Notes:

- 'Sibling' will include stepsiblings, foster siblings, adopted siblings and other children living permanently at the same address
- 'Home' will be the child's main residence, i.e. the address where the child spends the majority of the school week. We may request reasonable evidence of this where appropriate, such as a GP letter with the pupil's home address.

For more details on admissions criteria and oversubscription criteria please see the Local Authority website link above.

6.3 Fair Access Protocol

We participate in our local authorities' Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round. For further details please see the relevant LA website above.

All children whose EHC plans name one of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at one of the schools in our Trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should consult the LA website as listed above.

9. Monitoring arrangements

This policy will be reviewed and approved by the CEO every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

Document History			
Version	Date	Author	Note of Revisions
3	May 2026	CEO/TGM	Oversubscription criterion updated following statutory consultation processes