THE ACADEMY OF ST FRANCIS OF ASSISI

Admissions Policy

Review Period:	Annually
Date Policy Last Reviewed:	September 2024
Person Responsible for Policy:	Headteacher
Date of Local Academy Council Approval:	September 2024
Date for Review:	September 2025

Headteacher: Ms Joanna Leech **180 pupils (mixed)**

All applications will be considered in line with the coordinated admissions scheme for Liverpool Local Authority and in accordance with the admission arrangements agreed between the Church of England Diocese of Liverpool and the Catholic Archdiocese of Liverpool. Where fewer than 180 applications are received the Academy will offer places to all those who have applied.

In the event of oversubscription (i.e more than 180 applications are received), and after the admission of pupils with an Education, Health and Care Plan which names the school, the following oversubscription criteria will be applied in order to allocate remaining places.

Oversubscription Criteria

1. Looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order.[1] This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.[2]

2. Children with professionally supported exceptional medical or exceptional social need.

   Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. The Academy's Admissions Officer/Committee will review the evidence and if necessary seek further advice from relevant educational, medical or social care professionals. 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 the Academy.

   The term 'Exceptional Medical Need' means that the child's health and welfare would be best served if they attended the Academy. 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 the Academy 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.

   The term 'Exceptional Social Need' means that the child's welfare would be best served if they attended the Academy. Parents would need to provide evidence in the form of a letter or report from a social worker or other

[1] A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
[2] A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

professional in the area of children's welfare to support their case. They would have to establish that the Academy 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.

3a) 50% of remaining places after criteria 2 will be allocated to baptised Catholic children living in the parish areas of: -

Priority 1 - St Michaels, Sacred Heart and All Saints
Priority 2 - St Anne & St Bernard (which incorporates the former parish of Our Lady of Lourdes & St Bernard), St Hugh, Our Lady of Mount Carmel, St Patrick (which incorporates the former parish of St Malachy), St Vincent de Paul and Metropolitan Cathedral including St Philip Neri

3b) 50% of remaining places after criteria 2 will be allocated to non-Catholic children living in the local authority wards of Kensington and Fairfield.

i) *In the event of oversubscription in criterion 3a, priority will be given to applications received from children living in the parishes of St Michael, Sacred Heart and All Saints.*

ii) *In the event of oversubscription in either 3a or 3b priority will be decided by distance from the child's home to the Academy measured by straight line distance using the City Council's computerised measuring system.*

iii) *In the event of oversubscription in either group 3a or 3b and undersubscription in the other group, any remaining places in the undersubscribed group will be allocated to children in the oversubscribed group by the shortest straight line distance in accordance with the City Council's measuring system.*

4. If places remain after allocation under Criterion 3a and 3b, places will be allocated to siblings of children attending the Academy at time of admission.

5. Children whose parents regularly worship in a recognised faith community. Regular attendance shall be defined as at least once a month for at least 6 months before application. This would need to be supported by a reference/letter from a leader of that faith community and submitted by the parent with their application form.

6. Children whose parents express a preference for a place at the Academy.

In the event of oversubscription under any of the categories above, the allocation of places will be decided by straight line distance from the child's home to the Academy using the local authority's computerised measuring system with those living closest to the school being given preference.

If you wish to apply for a place at the Academy you must complete an Academy Application Form as well as placing the school as a preference on your Home Local Education Authority Preference / Common Application Form.

Appeals Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent 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.

Details of the appeals procedure are available from the Academy on 0151 260 7600 or info@asfaonline.org.

In-Year Admissions

In Year Transfer is the term used when children transfer from one school to another school during the academic year.

a) Parents whose children are already registered at a Liverpool School.
Parents applying for a local school to school transfer to the Academy must contact their child's existing secondary school to discuss the proposed In Year Transfer application in detail.

b) Parents who have recently moved home or are intending to move home within the City where transport to their child's existing school is no longer practical

Parents applying for an in year transfer in these circumstances must contact Liverpool Local Authority on 233 3006 to ensure that they receive the appropriate guidance.

c) New residents to the City whose children are not currently registered at a Liverpool School.

Parents applying for an in year transfer in these circumstances must contact Liverpool Local Authority on 233 3006 to ensure that they receive appropriate guidance.