



ADMISSION ARRANGEMENTS FOR LORD DERBY ACADEMY ACADEMIC YEAR 2025/2026

Version and Date		Action/Notes
1.0	February 2021	1 st version
2.0	March 2022	Policy reviewed and dates updated to reflect new Academic Year
3.0	March 2023	Policy reviewed and dates updated to reflect new Academic Year
4.0	November 2023	Policy reviewed and dates updated to reflect new Academic Year

Policy Reviewed:	November 2023
Policy Review Frequency:	Annually
Next Review:	November 2024
Signature of Chair of Local Governing Body:  Ian Marshall	



Admission Arrangements

- The Dean Trust is the Admissions Authority for Lord Derby Academy
- Lord Derby Academy is responsible for its own Admissions Policy although the coordination of admissions arrangements into Year 7 is undertaken by Knowsley Local Authority
- Parents seeking a place for their child in Year 7 in September 2025 must include Lord Derby Academy as one of the ranked order of preference choices on their Local Authority's Common Application Form
- The number of Lord Derby Academy places available for admission into Year 7 in September 2025 is 220. Parents will be notified of places offered by the Local Authority on 1st March 2025
- Offers of a place at Lord Derby Academy are made without reference to ability or aptitude
- Where the Education Health and Care Plan (EHCP) of a child names Lord Derby Academy, they will normally be admitted and the number of available places will reduce accordingly

Over Subscription Criteria

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to determine how places are awarded:

1. Looked after children and previously looked after children as defined by the School Admissions Code 2021
2. Children with a sibling already attending Lord Derby Academy and who will still be attending at the time of admission. (See note a)
3. Children who attend one of The Dean Trust Knowsley Primary Schools. (See note b)
4. Children of staff who have been employed at Lord Derby Academy for two years at the time of application, or have been recruited to fill a post for which there is a demonstrable skills shortage.
5. Children who attend one of the named Knowsley Partner Primary Schools as set out in the Knowsley Local Authority Admissions Guidance 2025-26.
6. Distance from the child's home to school measured in a straight line. Those living nearest the school have priority. (See note c)

Notes

- a) The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. 'Sibling' includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the



'sibling' must be considered as being resident at the same address on a full-time basis (the admissions authority reserves the right to request evidence to confirm residency).

- b) For the purpose of entry in academic year 2025/26, The Dean Trust Knowsley Primary Schools are; Blacklow Brow School (URN: 144355) and Park View Academy (URN: 142552)
- c) Proof of address may be required. Where there is split care and a child lives between two addresses, the address of the parent/carer in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances. The address of another relative or childminder etc will not be accepted. The home to school measurement is a straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Waiting Lists

Unsuccessful applicants may ask to be placed on a waiting list and considered for any places that may arise in the future. These places will be awarded in accordance with the over-subscription criteria listed above. These waiting lists will be maintained to the end of the academic year 2025-26.

Tie-Break Arrangements

If there are more applicants than places available within criterion 1, 2, 3, 4, or 5, criterion 6 will be used as a "tie-break". In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

In the case of a tie-break situation occurring between applications made for siblings who are twins or of multiple births or siblings within the same family unit as described above, an additional place may be allocated.

Each random selection event only holds for the allocation of the currently available school place.

Appeals

Under the terms of the School Standards Framework Act 1998 you have the right to appeal to an Independent Appeal Panel against any decision made by Lord Derby Academy. Parents who wish to exercise this right must state their intention in writing to the school within 28 days of receipt of notification letter. The appeals timetable is published on the website of Lord Derby Academy by 28 February of each year

Out of Age Group Applications

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If you wish to apply for a place outside of your child's normal age group you must contact Lord Derby Academy in writing for the attention of the Admissions Committee. You must set out the reasons why you are making such an application and enclose any evidence on which you seek to rely, for example information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.



The Admissions Committee will consider the evidence and application carefully and will take account of the parents' views, the views any medical expert, and the views of the Principal of Lord Derby Academy. Any decision will be made in the best interests of the child and the decision will be set out in writing with clear reasons.

In-Year Admission into Years 7 – 11 During the Academic Year 2025-26

This section applies to applicants applying for places outside the normal admissions process:

- Pupils wishing to change schools
- Pupil moving into the area
- Pupils excluded from their school

Waiting lists are maintained for these year groups and any places that become available will be awarded strictly in accordance with Lord Derby Academy's published Admissions Policy. These waiting lists will be maintained to the end of the academic year (September – July) that your child has applied for.

All in-year applicants for places at Lord Derby Academy **must** contact the school in writing or by completing the In-Year Transfer form available on our website <http://lordderbyacademy.co.uk/> under the Admissions section.

Lord Derby Academy School reserves the right to withdraw a place, at a later date, if it is discovered that information has been withheld or that false or intentionally misleading information has been provided, in order to secure a place.