

Admissions Policy



Approved by Governors Date: STILL TO BE RATIFIED
Review date: September 2026

1. Introduction

Phoenix Primary School is a maintained community primary school. Admissions to the school are managed by Liverpool Local Authority (LA) in line with the School Admissions Code (2021). This policy explains how children are admitted to Reception, how in-year admissions work, and what happens when the number of applications exceeds available places.

2. Responsibility for Admissions

As a community school, Phoenix Primary School does not make admissions decisions. All admissions, including Reception applications and in-year transfers, are coordinated and determined by Liverpool Local Authority. Parents must apply directly through the LA.

3. Published Admission Number (PAN)

The Published Admission Number for Phoenix Primary School is 30 pupils per year group. If fewer than 30 applications are received, all applicants will be offered a place.

4. Admissions Process – Reception Intake

Parents apply for Reception places using the Local Authority online system. The LA allocates places and notifies parents on National Offer Day. Phoenix Primary supports transition through induction meetings, stay-and-play sessions and, where appropriate, enhanced transition for SEND pupils.

5. Admissions Process- Nursery Intake

Parents apply for Nursery places directly through the school. The school office will provide you with a Local Authority Admissions form which you will return to the school. From here, you will be placed on a waiting list. Phoenix Primary supports transition through, home visits, gradual timetables and stay-and-play sessions.

6. Oversubscription Criteria

If more applications are received than the number of available places, the LA allocates places using the following order of priority:

1. Children who are looked-after or previously looked-after.
2. Children with exceptional medical or social needs, supported by evidence, where Phoenix Primary is the only suitable school.
3. Children with siblings already attending Phoenix Primary School.
4. Children living nearest to the school, measured in a straight line from the child's home to the school.

If two applications remain tied, the LA will use random allocation as the final tie-breaker.

7. Children with SEND

Children with an Education, Health and Care Plan (EHCP) that names Phoenix Primary School must be admitted. Admissions to the school's Local Authority-placed SEND Unit are not handled through this policy; they are determined solely through

the LA SEND Placement Panel. All other pupils with SEND follow the standard admissions criteria.

8. Deferred or Part-Time Start for Reception

Parents may defer their child's start date until the term after they turn five, or request part-time attendance initially. These arrangements should be discussed with the Headteacher.

9. Summer-Born Children (April–August births)

Parents of summer-born children may request that their child starts Reception the following year instead of entering Year 1. Requests must be made to the Local Authority, who will consult the Headteacher before deciding. Supporting evidence may be required.

10. In-Year Admissions

Parents requesting a place during the school year must apply through Liverpool LA. If a place is available, the LA will offer it and notify the school. Once a place is confirmed, Phoenix Primary will arrange a welcome meeting, induction and any necessary support. New starters will start on a Monday after the welcome meeting.

11. Right of Appeal

If an application is unsuccessful, parents have the right to appeal to an Independent Appeals Panel. Details are provided in the refusal letter issued by the Local Authority.

12. Waiting Lists

The Local Authority maintains waiting lists for oversubscribed year groups. Positions on the waiting list are decided using the same oversubscription criteria, not the date of application.

13. Fraudulent or Misleading Applications

If an application is found to contain false or misleading information, including the use of an incorrect address, the Local Authority may withdraw the offer of a place.

14. Monitoring and Review

This policy will be reviewed annually to ensure compliance with legislation and the School Admissions Code. Any changes to admissions arrangements are determined by Liverpool Local Authority following the statutory consultation process.

PHOENIX PRIMARY SCHOOL ADMISSIONS POLICY

Reviewed: September 2025

Next Review: September 2026

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