THE ACADEMY OF ST NICHOLAS

Admissions Policy 2028 - 2029

Review Period	Annually
Person Responsible for Policy	Headteacher
Governing Committee	LAC
Date of Governor Approval	January 2026
Date for Review	January 2027

Introduction

The Academy of St Nicholas is an academy for pupils of all faiths and none, and a member of All Saints Multi Academy Trust. It is a joint (11-18) Catholic/Church of England Academy. The admission number for the Academy will be **180** pupils.

The Academy has agreed to follow the coordinated admission arrangements determined by Liverpool Local Authority.

Related Documents

DFE Equality Guidance
Schools Admissions Code

Roles and Responsibilities

It is the responsibility of the School Governing Body to set and publish the Admissions Criteria for the Academy as defined in this policy and for ensuring that these criteria meet with the requirements of law, the advice of the sponsors and the Catholic/Church of England character of the Academy.

The Governing Body will also ensure that

- Admissions criteria are clear, fair and objective
- Arrangements are as simple as possible
- All parents' preferences are treated on an equal basis.

It is the responsibility of the Headteacher and the School Governing Body to ensure the requirements of this policy are implemented at all times and to review these requirements on an annual basis. Where changes are made, public consultation will occur as required by DFE guidance.

Policy

Admission Arrangements for Year 7 in September

To apply for a place in Year 7 applicants have to complete the common application/preference form issued on line by their home local authority. Applicants also have to complete the Academy's supplementary application form; this form is available from and returned to the Academy.

If the Academy receives fewer applicants for places than it has places available all applicants will be admitted. If the school receives more applications for places than there are places available the following criteria will be used to decide which children are admitted.

Admission Criteria

1. L o o k e d After Children and previously Looked After Children (see definitions)
2. Children with Exceptional Social/ Medical Needs (see definitions)

After the application of criteria 1 and 2 and admission of pupils with Statements of Special Education Needs who have a statutory right to enter a named school, the remaining places will then be split equally as described below.

To reflect the joint faith nature of the Academy there are two categories for entry. Category A will be for Baptised Catholic children and Category B will be for Faith/Community children. Equal numbers of Children will be admitted to each category. In the case of an odd number of places remaining, the additional place will go to Category B.

Category A - Baptised Catholic (see definitions) Children

If there are more Catholic applicants than there are places available places will be allocated in the following priority order:

1 Baptised Catholic children living in the following Contributory Parishes (See appendix map 1).

Contributory Parishes:

St Wilfred, Liverpool (formally Holy Trinity, St Francis of Assisi and St Austin's) St Ambrose, St Anthony of Padua, St Bernadette, St Charles, St Christopher's, St Thomas Moore, Our Lady of Mount Carmel, St Finbar's, St Malachy, St Patrick's and St Vincent De Paul.

Our Primary schools are:

Primary School	Parish
Garston	
Banks Road Primary School	St. Michael's Parish
Garston C of E Primary School	St. Michael's Parish
Holy Trinity Catholic Primary School	St Wilfrid's Parish
Springwood Heath Primary School	All Souls Parish
Speke	
St Christopher's Catholic Primary School	St Christophers Parish
St Ambrose Catholic primary School	St Ambrose Parish
Middlefield Primary School	
Stockton Wood Primary School	All Saints Parish
Dingle	
St Finbar's Catholic Primary School	Our Lady of Mount Carmel Parish
Holy Family Catholic Primary School	Our Lady of Mount Carmel Parish
St Cleopas – Parish Primary School	St Cleopas Parish
St Silas C of E Primary School	St Philemon's Parish
St Patrick's Catholic Primary School	St Patricks' Parish
The schools below are involved on occasion	
St Anthony of Padua Catholic Primary School	St Anthony of Padua
St Austin's Catholic Primary School	St Wilfrid
Gilmour Primary School	

Where there are more applications than places within this criterion, priority will be given to those with a sibling on roll who will still be attending the Academy at the time of transfer of the applicant.

2 If a further tie break is required, the distance tie break will be used. Children living nearest to the Academy measured by straight line distance from their home address (see definitions) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places. If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Category B - Faith/Community Children (Other than Baptised Catholic Children)

If there are more Faith/Community applicants than there are places available, places will be allocated in the following priority order:

1 In accordance with Church of England policy, faith/community children living in the designated admission area (see appendix map 2). Where there are more applications than places within this criterion, priority will be given to those with a sibling on roll who will still be attending the Academy at the time of transfer of the applicant.

2 If a further tie break is required, the distance tie break will be used. Children living nearest to the Academy measured by straight line distance from their home address (see definitions) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places. If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Where places remain unfilled in one or both of Categories A and B above, the surplus places will be offered to applicants in the alternative Category.

Where places still remain unfilled after applicants from Categories A and B have been considered, the following criteria will be applied to the remaining applicants and places will be allocated in the following order.

1 Children who have a sibling already on roll and who will still be attending the Academy when the applicant will be admitted
2 Children who were baptised into the Church of England and other baptised Catholic children
3 Children whose parents expressed a preference for a place at the Academy

In the event of over-subscription in the number of applications made under any of the criteria above places will be allocated to children living nearest to the Academy measured by straight line distance from their home address (see definitions) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closest to the Academy being offered the available places.

If two or more children live the same distance from the Academy and there is only one place available random allocation will be used to decide which children are admitted.

Waiting List

The waiting list for the Academy will be drawn up in accordance with the admission policy. The waiting list will be operated until the end of the academic year i.e. 31 August.

Admission Appeals

If it is not possible to offer a child a place in the Academy, parents have the right to appeal to an independent appeal panel. Appeal hearings will be organised by the Catholic Archdiocese.

In Year Applications

In year applications are applications for parents to transfer their child between secondary schools. The Academy has agreed to follow the In-Year application coordinated admission arrangements determined by Liverpool Local Authority.

To apply for a place applicants have to complete the common application/preference form issued on line by their home local authority. Applicants also have to complete the Academy's application form; this form is available from and returned to the Academy.

The admission of pupils to Years 8 to 11 at the Academy will be based upon the size of teaching groups already in the Academy. If there are places available in the year group, then applicants will be admitted. If the year group is full it may not be possible to offer your child a place. If the number of applicants for a year group exceeds the number of places available, the admission criteria used to allocate places to Year 7 applicants will be used to decide which children are admitted.

Waiting lists will be held until the end of the academic year for which the application is being made.

Sixth Form Admission Arrangements

The Trust has capacity for 380 pupils in the sixth form, with **190** places in Year 12. It will not admit applicants external to the Trust unless it is undersubscribed by pupils progressing from the Trust's own Year 11 and in such circumstances, it will apply the same academic entry requirements as it does to pupils already on roll within the Trust.

Students already attending an Academy within the Trust who achieve the minimum entry requirement will be admitted. Students within the Trust will not have to apply, as they will meet staff to discuss the options available and entry requirements for particular courses.

External applicants will have to complete a Sixth Form Application Form and achieve the minimum entry requirement for the course. The number of places available on courses will be determined by the demand for places from students already attending the Academy.

If the Academy is then oversubscribed, places will be allocated in the following order:

1. Looked After Children and previously Looked After Children (see definitions)
2. Children with Exceptional Social/ Medical Needs (see definitions)

After the application of criteria 1 and 2 and admission of pupils with Statements of Special Education Needs who have a statutory right to enter a named school, the remaining places will be given to other applicants who have expressed a preference for the Academy

If there are more applicants than there are places available in any of the above criteria, distance from the applicant's permanent home address to the main entrance of the Academy will be used to determine which students are admitted. Those applicants living closest to the Academy will be allocated the available places. The distance will be measured by the straight-line distance between the applicant's permanent home address and the main entrance of the Academy, as defined by the Liverpool Local Authority.

It two or more applicants live the same distance from the school and there is only one place available random allocation will be used to decide which child is admitted.

Students refused admission to the sixth form have the right of appeal to an independent appeal panel. Information about the appeal process can be obtained from the Academy.

Definitions

The following are definitions used in the admission arrangements.

Looked After Child & Previously Looked After Child - A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Sibling - Sibling shall have the meaning 'brothers or sisters including stepchildren, half brothers or sisters, foster or adopted children who are living at the same address as part of the same family unit.'

Exceptional Social /Medical Need - The term 'Exceptional Social/Medical Need' means that the child's and/or parent's health and/or 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 doctor, social worker or other professionals in the area of children's health or welfare to support their case. Parents would have to establish that the Academy is the best or only school to serve their child's and/or parent's needs. Parents would also need to state why other schools could not provide the appropriate support. The Governing Body of the Academy will consider applications under this criterion and where necessary seek independent advice from professionals concerned with children's health and welfare

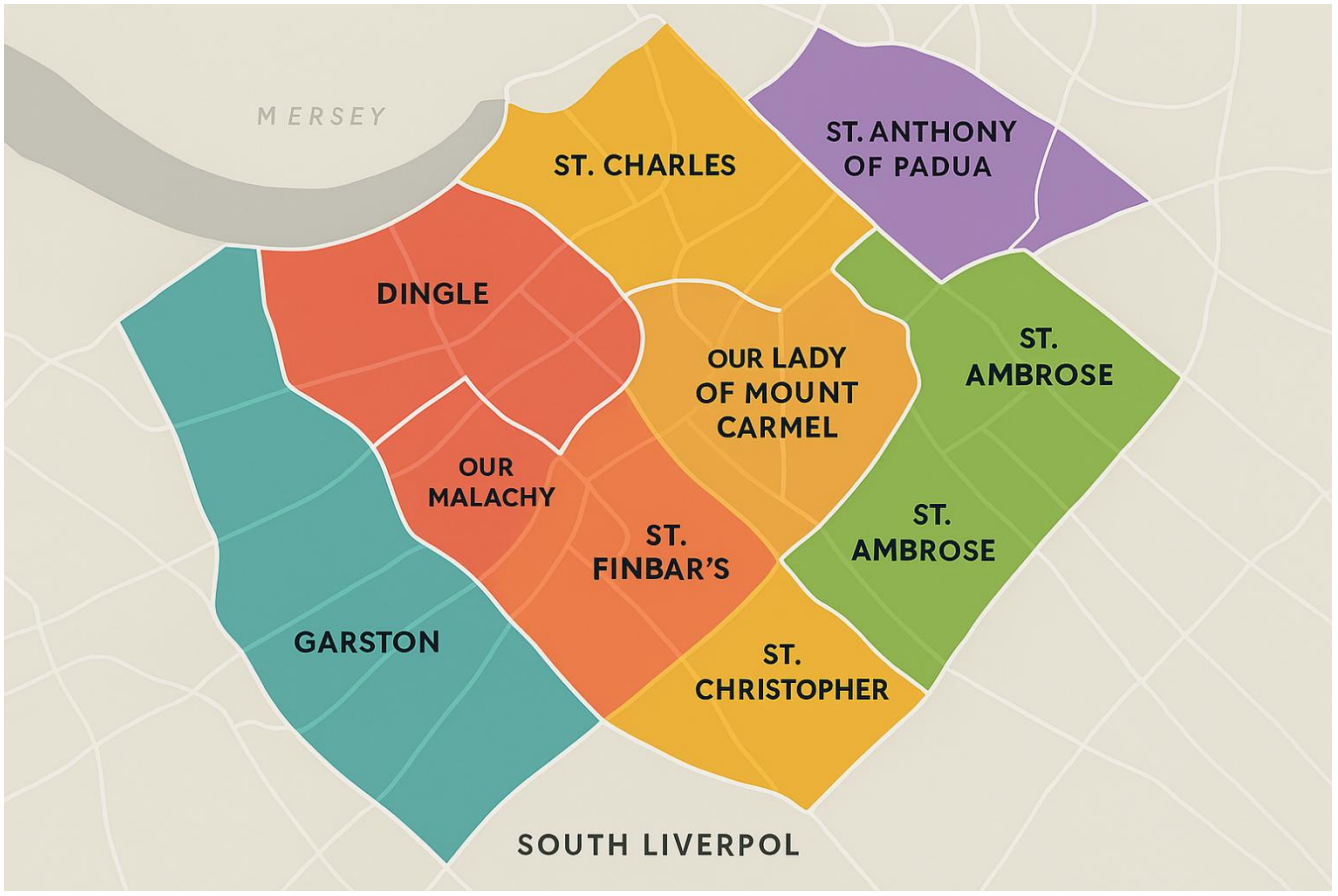
Home Address - This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the address of the parent claiming Child Benefit will be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

Baptised Catholic – For the purpose this policy**,** a baptised Catholic is one who has been baptised into full communion with the Catholic Church or a person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception. For full definitions please refer to Archdiocesan definitions. Evidence of baptism or reception will be required for applicants under this criterion.

Appendices

Appendix 1 Catholic Parish Areas Map
Appendix 2 Faith/Community Admissions Area Map

Appendix 1 Catholic Parish Areas Map



Appendix 2 Faith/Community Admission Area Map