Knowsley Junior School

Admissions Policy



2026

Adopted & ratified by full governing body: June 2026

Next review due: June 2027

Dovestone
LEARNING PARTNERSHIP

Knowsley Junior School

Admissions Policy

Introduction

The governing body of Knowsley Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

Aims and objectives

- We are an inclusive school that welcomes children from all backgrounds and abilities.

- The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not.

- The level of ability of a child or any special needs that s/he may have play no part in the admissions policy of this school.

How parents can apply for their child to be admitted to our school

As our school is a foundation school, the governing body is the Admissions Authority, we work closely with the Local Authority who coordinate applications and transfers for us.

The LA publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Admissions Department of the LA and should be completed by the date stipulated on the forms. Parents are notified about the school place as soon as all the applications have been considered.

Parents wishing to apply for a place for their child mid-year, or at the start of Year 3 to Year 6, should apply to the LA.

Admission Criteria and Induction Arrangements

The planned maximum number of children per year group in our school is currently 60. In exceptional cases, the governing body can increase intake numbers, depending on specific circumstances. Where there are more children seeking admission than there are places available, names are put onto a waiting list. These are our criteria for admission:

- Exceptional medical or social reasons
- Brothers or sisters already in attendance
- Geographical proximity

When joining in Year 3, we have a well-established induction procedure to ease transition into school life. It is important to us that every child settles quickly and feels happy and secure.

Matters relating to each child and their family background are treated confidentially. To help us effectively meet the individual needs of each child, it is important, however, that we are given as much relevant information as possible. Before any child can start school, parents/carers will be required to complete the school admission form. Parents and carers, who are considering applying for a place, are welcome to visit the school by appointment.

Admission Appeals

If the governing body does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the governing body. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all of the children at our school.

Review

This policy will be reviewed every three years or earlier, if necessary, following LA guidelines and in light of any change of circumstances in our school or the local area.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration/ admissions data	Name D.O.B. Address Telephone Medical issues Parental details	Legally required to for admission To school Well-being of your child Communication	All staff (where necessary)	School's information management system	Held on file throughout child's time at school Passed onto new school when moving Computer retains copy of records in 'archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	x	