

# Gateacre School

# Admissions Policy

## Admissions 2027

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<b>Author:</b>	NJ
<b>Position of Author:</b>	Principal
<b>Approved by:</b>	Trust Board
<b>Date Approved:</b>	24 <sup>th</sup> February 2026
<b>Review Date:</b>	1 <sup>st</sup> October 2026
<b>Status:</b>	School Specific Policy



Northern Schools Trust's vision is to establish world-class, primary, secondary and specialist schools that are centres of excellence for personal development, leadership, teaching and learning.

The focus of the Trust is on providing exceptional, life changing opportunities for students from a wide range of social and economic backgrounds, many of whom have experienced exceptional levels of economic and social deprivation.

We have a unique approach to education with equal commitment to vocational and academic success.

An outstanding approach to leadership, governance and sixth form provision.

Exceptional pastoral support with extensive enrichment opportunities to broaden life experiences and opportunities for all students.

A place for every child with a personalised learning plan for every student.

High quality professional development of staff.

A transformational approach to business and resource management.

**More information can be found on the Trust website at [Northern Schools Trust](#)**

Our Ethos – we ask that parents and carers respect our ethos and its importance to the school community. This doesn't affect the right to apply for a place here or how an application will be considered.

## 1. INFORMATION ABOUT THE ACADEMY

<b>Key Information.</b> For glossary and explanatory notes, see Appendix A. Text in blue that is underlined <a href="#">like this</a> is a link to further information within the document or elsewhere.	
Policy consultation period	3 November 2025 to 5 January 2026
Policy determined	24 February 2026
Policy published on school website by	15 March 2026
Policy contact	Sarah Stephenson, Clerk to Governors
Amendments after determination	
DFE school number	341/4018
Age range	11 to 18
Early years provision <sup>1</sup>	No
Type of school	Secondary Academy
Published admission number for 2027 (PAN)	240
Priority for children to another setting <sup>2</sup>	No
Priority for children from another setting	No
Designated religious character	No
Priority according to faith	No
Admissions catchment area	No
Entitlement to local authority transport <sup>3</sup>	No
School uniform	Yes
Application form	<a href="#">Apply for Reception and Secondary Year 7 - Liverpool City Council</a>
Supplementary information form	
When to apply in normal round	15 November 2026 to 15 January 2027. Late applications accepted <sup>4</sup>
Decision	16 April 2027
When to submit an appeal	15 May 2027 or from 20 days after the refusal <sup>5</sup>
Deadline to submit appeal <sup>6</sup>	31 May 2027. Late appeals accepted.
Deadline to hear appeal	24 July 2027
When to apply in-year	From
Decision	Within 15 school days of an application.
When to submit an appeal	At any time following refusal
Deadline to hear appeal.	Within 30 school days of the appeal submission.

1 All children must apply for admission to the school. This includes children at any Early Years setting.

2 A receiving school names 'feeder' schools in its own admissions policy. This can change from one year to the next.

3 The LA will provide free transport for eligible Liverpool-resident children. See Liverpool's Education Transport Policy for full details of eligibility.

4 Late applications, made after the closing date, are considered after all timely applications. All places may have been offered to timely applications. Parents can make a case that they were unable to apply on time and if that is accepted the application will be considered as timely if possible.

5 Parents can submit appeals sooner than this but must have at least 20 school days to prepare an appeal if they wish.

6 Where possible, normal round appeals submitted after the deadline will be heard by 24 July. If that isn't possible, they will be heard within 40 school days of the appeal form being submitted. This may be after the autumn term has begun.

<b>Contact details</b>	
The school	Tel: 0151 3631111 Email: <a href="mailto:admin@gateacre.org">admin@gateacre.org</a> Website: <a href="#">Gateacre School</a>
Northern Schools Trust	Tel: 0151 2604044 Contact form: <a href="#">Contact us</a> Website: <a href="#">Northern Schools Trust</a>
School admissions service	<a href="#">Get help with school admissions - Liverpool City Council</a>
Local authority admissions information	<a href="#">School admissions</a>
Local authority common application forms	<a href="#">Register and apply online</a>
Supplementary information form	
Local authority school transport information	<a href="#">Apply for SEND home to school transport - Liverpool City Council</a>
Local authority virtual school	<a href="#">Liverpool Family Information &amp; SEND Directory   Virtual School Liverpool</a>
Local authority admissions appeals	<a href="#">School admission appeals - Liverpool City Council</a>
Children's Education Advisory Service (CEAS)	<a href="#">Children's Education Advisory Service</a>
Office of the Schools Adjudicator	<a href="#">Office of the Schools Adjudicator</a>
Department for Education	<a href="#">Department for Education</a>

<b>Relevant Policies and Legislation</b>
<p><a href="#">School Admissions Code 2021</a></p> <p><a href="#">School Admissions Appeals Code 2022</a></p> <p><a href="#">School Standards and Framework Act 1998</a></p> <p><a href="#">The School Admissions (Admission arrangements and Coordination of Admissions Arrangements) (England) Regulations 2012</a></p> <p><a href="#">The Schools Admissions (Infant Class Sizes) (England) Regulations 2012</a></p> <p><a href="#">The School Admissions (Appeal Arrangements) (England) Regulations 2012</a></p> <p><a href="#">The School Information (England) Regulations (2008)</a></p> <p><a href="#">Liverpool Admissions Arrangements</a></p> <p><a href="#">Liverpool In-Year Fair Access Protocol</a></p> <p><a href="#">Liverpool Education Transport Policy</a></p>

## **2. PROCESS OF APPLICATION**

Applications for Year 7 places at the Gateacre School will be made on the [LA portal](#) and an additional information sheet will be completed for the school which can be obtained from:

- Gateacre School
- Completed online

The completed Gateacre form to be returned to Gateacre School by 31<sup>st</sup> October 2026

When completing the local authority application, the Local Authority ask you to tell them which schools you would like your child to attend ranked in order of preference, that is if Gateacre School is your 1<sup>st</sup> choice it should be listed as your 1<sup>st</sup> choice on the preference form. The local authority preference form is to be completed by 31<sup>st</sup> October 2026. You can add up to five schools for Year 7.

Gateacre School will consider all applications for places. Where fewer than 240 applications are received, the school will offer places to all those who have applied.

For KS5 Gateacre School will publish specific criteria in relation to minimum academic course entrance requirements and minimum attendance requirements for admission or transfer to the sixth form.

Both internal and external applicants wishing to enter the sixth form will be expected to have met the minimum academic course entry requirements.

If either internal or external applicants fail to meet the minimum course entry requirements they will be given the option of pursuing an alternative course for which they do meet the minimum academic course entry requirements at Gateacre School.

If the sixth form is undersubscribed, all applicants meeting the minimum academic course entry requirements and attendance requirements may be admitted.

The first date for offers for Key Stage 5 applications will be the 31st October 2026.

## **3. PROCEDURES WHERE GATEACRE SCHOOL IS OVERSUBSCRIBED.**

Places will be allocated on the basis of fair banding in line with the [Schools Admissions Code](#). All applicants naming Gateacre School on their Preference Form must also complete the additional information form. All applicants will take a non-verbal reasoning assessment to be administered by the National Foundation for Educational Research.

The outcome of the assessment will be used to place applicants in the 5 ability bands. It is very important that applicants take the assessment. This is because applicants who do not sit the assessment test will not be considered until after applicants who sat the assessment test.

#### 4. OTHER INFORMATION

In all Key Stages Children with an Education Health and Care Plan are admitted as a result of the academy being named in the Education Health and Care Plan and they are counted against the number of places available.

Each intake of Gateacre School will be representative of the National ability profile of the applicants on the basis of a fair banding process. To achieve this the Academy will admit the required number from each of five ability bands based on the following percentage guidelines:

Numbers in each band

Band 1	20%	48 pupils
Band 2	20%	48 pupils
Band 3	20%	48 pupils
Band 4	20%	48 pupils
Band 5	20%	48 pupils

Total 240 pupils

The percentage shown represents the percentage of applicants that will be allocated to each band and the percentage of places that will be allocated in each band. Within each band places will be allocated in the following order:

- 1) Looked after children and children who were previously looked after by immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
- 2) Pupil with an Education Health and Care Plan.
- 3) Students whose brothers or sisters attend Gateacre in September 2027
- 4) Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
- 5) Students living closest to Gateacre School. The distance will be measured by straight line distance between the child's permanent home address and the Gateacre School main entrance in Hedgefield road using the local authority's computerised measuring system.

Where priority cannot be determined at (5) on account of the prospective pupils living identical distances from school priority will be determined through the process of independently verified random allocation. This includes where pupils live in the same block of flats or are twins/triplets or other multiple birth.

Applicants who do not sit the assessment tests will be considered after applicants who took the test. If places are available after all applicants who sat the assessment tests have been allocated places they will be offered in the following order:

- 1) Children in public care 'Looked After Children'

- 2) Children with EHCP in place.
- 3) Children whose brothers or sisters attend Gateacre School in September 2027
- 4) Children of staff working at the school who meet the criteria stated above
- 5) Children living closest to Gateacre School. The distance will be measured by straight line distance between the child's permanent home address and the main entrance to the Academy in Hedgefield Road using the local authority's computerised measuring system.

Again where priority cannot be determined at (5) on account of the prospective pupils living identical distances from Gateacre School priority will be determined through the process of independently verified random allocation. This includes where perspective pupils live in the same block of flats or are twins/triplets or other multiple birth.

Where the number of applications for admission in the sixth form is greater than the published admission number applications will be considered against the criteria set out below in priority order

- 1) Children in public care 'Looked After Children'
- 2) Children with EHCP in place.
- 3) Children who are transferring from Gateacre School KS4
- 4) Children whose brothers or sisters attend Gateacre School in September 2027
- 5) Children of staff working at the school under the criteria stated above
- 6) Children living closest to Gateacre School. The distance will be measured by straight line distance between the child's permanent home address and the main entrance to the Academy in Hedgefield Road using the local authority's computerised measuring system.

Again where priority cannot be determined at (6) on account of the prospective pupils living identical distances from Gateacre School priority will be determined through the process of independently verified random allocation. This includes where perspective pupils live in the same block of flats or are twins/triplets or other multiple birth.

## **Definitions**

Looked After Children in the care of the local authority and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Children with EHCP in place refers to an Educational Health Care Plan.

Siblings: Brothers and sisters includes foster brothers or sisters, half brothers or sisters and step-brothers or sisters living at the same address and as a family unit. When considering children from multiple births (e.g. twins, triplets etc.) these are to be considered as individual applications.

Distance to Gateacre School is measured by straight line distance from the child's permanent home address (including flats and apartments) to the main entrance to the school in Hedgefield Road. Direct distance routine calculates the straight line distance between the child's permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem based on the Local Land and Property Gazetteer (LLPG) data and national grid coordinates for the school and the permanent home address.

## **Allocating vacant places in bands**

If there are places available in a band after all other applicants for the band have been admitted applicants will be admitted from the bands above and below. The first place will be allocated to a child from a higher band, the second from the lower band, the third from the higher band, and the fourth from the lower band and so on until the places have been filled. In Band 1 it will be the band below and in Band 5 it will be the higher band.

## **Applications after the closing date**

The application on the LA portal (via Liverpool Children and Young People's Services) is to be received by 31<sup>st</sup> October 2025. A paper submission to the LA would be accepted before this deadline, also. Any preference applications received after this date but before the first round of assessment tests will be considered but only if there is a valid exceptional reason. This decision is at the discretion of the principal.

The school additional information form is used to contact applicants in order to invite them in for the assessment. This is required in order for the applicant to be allocated to a band for the fair banding process. This needs to be done before the assessment rounds begin in November.

Late applications without a valid reason will only be considered if there is a vacancy. They may be requested to sit the assessment and be placed on the waiting list.

## **Operation of waiting lists**

Gateacre School will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's

name to be placed on the waiting list, following an unsuccessful application. This will involve the student taking the assessment in order to identify the correct band.

Students' positions on the waiting list will be determined in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria if places become vacant in some bands and there is no student on the waiting list in that band, they will be filled by children falling into the next nearest bands higher and lower alternately in that order.

The waiting list will be maintained until 31 December 2026 and then will be updated in January 2027 according to In Year Admissions.

### **Year 7 and KS5 Appeals**

Gateacre School will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of School Admissions Code published by the Department for Education ('the codes') as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to 'admission authorities' shall be deemed to be references to the governing body of Gateacre School.

Parents may submit an appeal to the independent appeal panel for unsuccessful applications.

For KS5 applications both the parent and pupil have a separate right of appeal.

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### **In Year Admissions and Fair Access Protocol**

Gateacre School is required to participate in the local fair access protocol (FAP) operated by Liverpool City Council. It will work with the FAP Panel to accommodate additive and adequate placements. Where the Trustees do not accept that the school is an additive and adequate placement it will make its representations to Liverpool City Council. Due regard will be paid to the student's wellbeing when considering the placement of a student along with the wellbeing of other students in the school.

If a parent/carer is hoping to move their child from one secondary school to another within Liverpool they should contact their child's existing school to instigate an appropriate and adequate move, whether it be an 'In Year Transfer', 'School Move', 'Managed Move' or 'Permanent Move', dependent upon the suitability of the student. The most appropriate type of move will be suggested by the Liverpool Social Inclusion guidance documentation. Gateacre School is not obliged to accept school moves of this type as they are assessed and agreed between head teachers and are at the principal's discretion.

## Different categories for students who move between Secondary schools

The school will not usually admit over its PAN that year had in Yr7 for in-year admission applications. All such applications will be considered by the school's admission panel.

Type of School Move	Behaviours	When it is appropriate
<b>In Year Transfer</b>	Occasional and rare low-level behaviour but nothing of significant concern and no repeat behaviours	These are for students who have moved in to the area and/or who do not require a school move according to the local authority model for behaviour, highlighted in this table, i.e. School Move, Managed Move, Permanent Move and Permanent Exclusion.
<b>School Move</b>	Low level behaviour and some repeat behaviours, requiring a 'fresh start'.	"A pupil is identified as possibly benefitting from a 'fresh start'." "They are intended to provide a fresh start for a pupil who is displaying low level behaviour or who is unable to settle in school due to other issues" – Page 1, 'Liverpool Social Inclusion: School Move Advisory Note'.
<b>Managed Move</b>	Low and medium level concerns, some instances of failing to follow instructions, some detentions, failing to improve.	"Managed Moves can be used as an alternative to a Permanent Move or Exclusion in situations where giving a pupil a fresh start in a different school is likely to be successful. In most cases Managed Moves should be used when all other strategies have been exhausted" Page 1, 'Liverpool Social Inclusion: Managed Move guidance – To be used for the duration of the pilot pending review January 2020'
<b>Permanent Move</b>	Medium level concerns, instances of failing to follow instructions, regular detentions, incidents of poor behaviour, failing to improve.	"Permanent Moves can be used as an alternative to Permanent Exclusion in situations where a Managed Move is unlikely to succeed. Permanent Moves will only proceed when all other school-based strategies have been exhausted and the pupil cannot return to their home school. Although there may be times when a Permanent Move is considered to be appropriate after a single incident, this should be exceptional". Page 1, 'Liverpool Social Inclusion: Permanent Move Guidance To be used for the duration of the pilot pending review January 2020'.
<b>Permanent Exclusion</b>	High level concerns threatening the safeguarding of staff and other students. Consistent refusal to cooperate.	"A decision to exclude a pupil permanently should only be taken: in response to a serious breach or persistent breaches of the school behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school." Para 16, Page 10, 'Exclusion from maintained schools, academies and pupil referral units in England – Statutory guidance for those with legal responsibilities in relation to exclusion', September 2017, Department for Education.

If your child is new to the city and you would like them to transfer from a school in another authority to a school in Liverpool, please apply online at [www.liverpool.gov.uk/admissions](http://www.liverpool.gov.uk/admissions).

### **In Year Appeals**

Gateacre School will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of School Admissions Code published by the Department for Education ('the codes') as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to 'admission authorities' shall be deemed to be references to the governing body of Gateacre School.

Parents may submit an appeal to the Independent Appeal Panel for unsuccessful applications in the first week of a half term. They will then be able to attend an appeal meeting with the independent appeals panel in the fourth week of the same half term. Gateacre School will process appeals in line with admissions code guidance on timescales.