

# Admissions Policy



## Knowsley Primary School

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| Document Name           | Admissions Policy |
| Document written by     | S Bramwell        |
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| Responsibility          | Trustees          |
| Approved by             | Trustees          |

\*subject to any relevant changes in legislation or other appropriate guidelines

| Version | Date       | Reviewed   | Approved | Signature |
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Vantage Academy Trust believes that admissions to our schools should be based on local criteria for local children. As such we do not change admissions policies on entry to the Trust, nor do we add additional criteria.

We use the Local Authority to determine our admissions to reception class, and we work closely with the Local Authority on in year pupil movements. We are part of the Fair Access Protocol in each LA.

Within Knowsley Lane the process and criteria are outlined and linked below.

## Admission to Reception Class

Knowsley Lane Primary is a community primary school and warmly welcomes all applicants.

All admissions to school are managed via Knowsley Borough Council follow the link below for further details or contact the team directly:

Telephone: (0151) 443 3373/5142

Email: [schooladmissions@knowsley.gov.uk](mailto:schooladmissions@knowsley.gov.uk)

<http://www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-school-place.aspx>

[Admissions Booklet 2018-19 \(PDF\)](#)

## Nursery Class Admission:

For admission into our popular school nursery interested parents will find the relevant information below.

Children can normally join school nursery classes the term after their third birthday. If you wish to apply for a part-time nursery place in a Knowsley Primary School, please contact the individual school directly for more information about how to apply. The Knowsley Nursery Education Provision Booklet also contains information that may be useful to you.

- [School nursery education application form \(PDF\)](#)
- [School nursery education application information \(PDF\)](#)
- [School nursery education application contact details list \(PDF\)](#)

## Primary In Year (Reception – Year 6)

An in year admission is when you request a transfer to another school part-way through the academic year.

**SS Simon & Jude Church of England Academy Trust** (Company Limited by Guarantee). Trading as Vantage Academy Trust.

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To apply for a primary school transfer, please read the primary in year admissions information leaflet to help you through the process. The application form should be completed and returned directly to the primary school you are applying to. The school will then write to you to confirm if a place can be offered.

- [Primary In Year admission – parent/carer information leaflet](#)
- [Primary In Year admission – application form](#)
- [Primary In Year admission – School contact list and privacy notice](#)