Admissions Policy 2026 - 2027
St. Michael in the Hamlet Primary School

St Michael in the Hamlet Primary School will follow the coordinated admission arrangements determined by Liverpool Local Authority.

The Government's infant class size legislation limits the number of pupils in infant classes (Reception, Year 1 and Year 2) to 30 pupils per class which the school and the Governors adhere too.

Children with a Statement of Special Educational Needs (Educational Health Care Assessment), where the school is named in the statement will be admitted if the school can meet their needs

A request for a place or attending a nursery attached to the school does not guarantee admission if the school is over-subscribed and the priorities below will be adhered to

Where requests for places exceed the admission number, children will be allocated places in the following priority order:

Priority 1

Looked After Children (LAC) in the care of the local authority.

Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

Priority 2

Applicants wishing to be considered under this criterion should submit documentary evidence with the preference form by the closing date. Senior Council Officers will review the evidence and if necessary take advice from educational professionals, the Local Authority's medical officer, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. If your circumstances change after the closing date or you require further advice or assistance please contact Liverpool Local Authority at admissions@liverpool.gov.uk or call 0151 233 3006.

Priority 3

Children who will have a sibling in the school. This includes full, half and step siblings who live at the same address.

Priority 4

All other applicants who have expressed a preference for the school.

In priorities 1 to 4, if there are more applicants than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine which children are admitted.

In all cases where distance from home to school is used to determine admission, those children living nearest to the school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the school using the local authority's computerised measuring system.

You will be required to provide proof of address e.g. council tax bill, utility bill, tenancy agreement, exchange of contracts if the property has recently been purchased.

If two or more children 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.

Important Information

For children of UK service personnel (UK Armed Forces) Liverpool LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria.

Waiting lists for oversubscribed Community Schools will be drawn up in accordance with the admission policy. This will be operated until the end of Autumn term.

The issue of a Education, Health and Care Plan may override the offer of a school place under the Local Authority's admission policy or may result in the withdrawal of the offer of a school place. This is because the school or schools to which parents apply may not be able to adequately support the child's individual needs. Parents will be consulted about a school placement via the Education, Health and Care Plan procedure.

The three schools you name on the online application or paper preference form for Reception class entry will be treated equally. The preference order will only be used if your child fulfils the admission criteria for more than one of the schools you have expressed a preference for. If this is the case your child will be allocated a place at the school you placed as the highest preference.

If it is not possible to allocate your child a place in one of your preferred schools, Liverpool Local Authority will allocate a place at the school closest to your home address which has places available at the time of allocation. Please note that places can only be allocated at a school if there are places available at the time of allocation. You will also be sent a list of schools that have vacancies and advised about your right to appeal to an Independent Appeal Panel.

Applying for an In-Year Transfer

An In Year Application (IYA) is when as parents you can apply to transfer your child/children from one primary school to another primary school during the school year.

Parents making an in year application to St Michael in the Hamlet must apply online through Liverpool City Council using the In Year Transfer Form.

The school will then be contacted by the council and a decision will be made to offer/refuse a place in accordance with the school admission policy and school admissions code depending on the number of places available.

For IYA the school will follow the same policy and code of practise as parents applying for a child's Reception place (see priority criteria above).

The school will contact parents to let them know the outcome of their application.

The school will communicate on a termly basis the number of In Year Applications received, offered and refused to Liverpool local authority.

Liverpool local authority will act as an information point for parents regarding general In Year Application enquiries.

Application Forms

The school requires parents to complete their own school application form. This form will be used by the school when they decide upon In Year Applications. Assistance will always be offered to parents to help access and complete the form.

Schools Refusing Admission to a Child

The Code requires that, as far as possible, admitting authorities have to comply with parental preference for a school place. Usually a place can only be refused if the appropriate year group is full.

In exceptional circumstances of the Code (Paragraph 3.12 Local Authority Admissions Arrangements) allows schools to refuse to admit children with challenging behaviour.

Allocating Places in Schools

A place will be offered as soon as possible after the school has agreed to admit the child. As far as possible children will start in the term in which they apply. However, if applicants apply at the end of term, it may not be possible to offer a place until the beginning of the next term.

Further Information

In addition to the Primary School Admissions Booklet there are several other sources that you can use to find out more about schools. These include the following:

The Liverpool City Council website (www.liverpool.gov.uk/admissions) will have all the necessary information available online in an electronic format and links to all Liverpool schools individual websites, along with links to neighbouring local authorities for information on their schools.

St Michael in the Hamlet Primary School holds open days and 'Stay and Plays' which parents and children can attend to find out more about the school – information on school website.

The Pupil Admissions Team can answer queries about admissions to schools.

The Head teacher of the school can provide advice.

The Department for Education has a web site which you can use to find out more about schools and admissions www.dfe.gov.uk.

Independent Appeal Procedure

Under the provisions of the School Standards and Framework Act 1998, as amended by subsequent government legislation, if your child is refused admission to St Michael in the Hamlet Primary School you have the right to appeal against the decision to an independent appeal panel. Details of the appeals procedure are available from Liverpool Direct Limited, tel: 0151 233 3006, or online at Liverpool City Council website.

Further Information

It is very important that you read the school admissions information before you express a preference and that you make a reasonable assessment, based on the school's admission policy, of your child's chances of gaining a place in the school. The information on the Liverpool City Council website will assist you to do this. If you require further advice please contact Liverpool Direct Limited on 0151 233 3006 or the school on 0151 727 3215.

Policy reviewed:
September 2026

Next review date:
September 2027

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