



Admissions Policy

2026 – 2027

Date written:	September 2026
Date agreed by Governors:	September 2026
Date to review:	September 2027

‘LEARNING FOR LIFE’

At Whiston Willis Primary Academy, we are a safe, happy and inclusive community where everyone is valued, respected and celebrated. We embrace difference and promote equity, ensuring that every child feels a strong sense of belonging and has the support, opportunities and encouragement they need to thrive.

We have high expectations for every child and are committed to enabling all pupils to reach their full potential academically, socially and emotionally. Through an ambitious, inclusive and engaging curriculum, we develop knowledge, skills and understanding while nurturing curiosity, confidence, independence and a love of learning.

We believe that every child should have a voice. Through purposeful talk, active listening and respectful dialogue, we empower our pupils to express their ideas, listen to others, challenge themselves and participate confidently in their learning and the wider world.

We are committed to developing the whole child. Through positive relationships, shared values and a strong sense of community, we support our pupils to become resilient, respectful and compassionate individuals who understand their responsibilities towards others and approach their future with a strong moral purpose.

Learning is a lifelong journey. We aim to inspire motivated, independent and reflective learners who are equipped with the knowledge, character and confidence to embrace opportunities, overcome challenges and make a positive contribution to an ever-changing world.

1. Purpose and Status

Whiston Willis Primary Academy is an inclusive, rights-respecting primary academy within Wade Deacon Trust. We aim to welcome families fairly and transparently and support every child's successful transition into school. Wade Deacon Trust is the admission authority. Knowsley Council coordinates the normal Reception admissions round under its published primary coordinated scheme. This school-level document explains arrangements to families; it does not replace or amend the Trust's legally determined admission arrangements. If there is any difference, the formally determined arrangements take precedence.

2. Statutory Framework

The academy and Trust act in accordance with the School Admissions Code 2021, School Admission Appeals Code 2022, Equality Act 2010, Children and Families Act 2014, and applicable Knowsley coordinated schemes. Any changes to admission arrangements must be determined or varied through the lawful admission-authority process.

3. Reception Admissions

The published admission number (PAN) for Reception entry in 2026–2027 is 60. Children normally start Reception in the September after their fourth birthday. Parents apply using their home local authority's common application process, including when applying from outside Knowsley. Applications, deadlines, offers and late applications are administered under the applicable coordinated scheme. A Nursery place does not provide automatic transfer or priority for Reception; a separate Reception application is required.

4. Children with an EHCP

Where a child's Education, Health and Care Plan names Whiston Willis Primary Academy, admission is arranged through the statutory EHCP process. These placements are considered before the allocation of remaining places under oversubscription criteria. The academy works with parents, the Trust, the local authority and relevant professionals to plan suitable provision and transition.

5. Oversubscription

Where there are more eligible applications than available places, the Trust's formally determined oversubscription criteria apply, in this priority order:

1. Looked-after and previously looked-after children, including eligible children previously in state care outside England who ceased to be in state care as a result of adoption.
2. Children with a sibling already attending Whiston Willis who will still attend at the point of admission.
3. Children of qualifying staff: staff employed at the academy for two or more years at the time of application, or recruited to fill a post with a demonstrable skill shortage. The staff member must be identified on the application and details verified.
4. Distance from home to school, with priority for children living closest, using the method specified in the determined arrangements.

The formal Trust arrangements govern all definitions, home-address evidence, sibling rules, distance calculations and tie-breaks. This summary must not be used in place of the full determined criteria.

6. Deferred Entry and Part-Time Attendance

Parents offered a Reception place may defer admission until later in the same school year, but not beyond the start of the term after the child reaches compulsory school age or beyond the end of the Reception school year. Parents may request part-time attendance until compulsory school age. The academy will discuss practical transition arrangements with families.

7. Admission Outside the Normal Age Group

Parents may request admission outside their child's normal age group, including summer-born children. The admission authority considers each request on its individual merits and in the child's best interests, taking account of parental views, the headteacher's views, development, medical or professional evidence where relevant, and any history of prematurity. Decisions and reasons will be communicated in writing. Parents should consult the Trust and local authority guidance on the timing and process for these requests.

8. In-Year Applications

Families seeking a place outside the normal Reception round should use Knowsley Council's published in-year school transfer information and application route. The Trust remains the admission authority and makes decisions in accordance with its determined arrangements and applicable procedures. The academy may advise families about vacancies and transition, but enquiries to the school do not replace a formal application. Refusal decisions must provide the appropriate appeal information.

9. Waiting Lists

For the normal Reception round, a waiting list will be maintained until at least 31 December in the admission year, in accordance with the School Admissions Code and Knowsley's applicable coordinated scheme. The list is ordered by the published oversubscription criteria, not the date of application; positions may change as applications are received. Arrangements for subsequent or in-year waiting lists follow the Trust's and Council's published procedures.

10. Appeals

Parents whose application is refused have a right to appeal to an independent admission appeal panel. The Trust will ensure appeals are administered under the School Admission Appeals Code and will publish the applicable appeal procedure and annual timetable. For the normal admissions round, parents must be allowed at least 20 school days from notification of refusal to lodge an appeal. Infant class size appeals are subject to specific statutory limits. Families should use the current appeal information linked from the academy/Trust admissions page.

11. Fair Access Protocol

The academy participates in Knowsley's Fair Access Protocol and works with the Trust and local authority to secure timely placements for eligible vulnerable and hard-to-place children. Fair Access placements operate within the statutory framework and may occur outside ordinary admission processes.

12. Nursery Admissions

Nursery admissions are separate from the statutory Reception admissions round. The academy normally offers Nursery entry on a termly basis, usually in the term after a child's third birthday, subject to availability and the applicable published Nursery arrangements. Families should obtain the current Nursery application and allocation information from the academy or Knowsley Council. Nursery attendance does not guarantee a Reception place. Any Nursery priority rules or capacity limits must be checked against the academy's current Nursery arrangements before publication.

13. Equality, SEND and Inclusion

The academy will not unlawfully discriminate in admissions and will comply with applicable equality and SEND duties. Reasonable adjustments will be considered where required. A child must not be refused admission solely because they have SEND or require additional support. We will work constructively with families and other professionals to support access and inclusion.

14. Induction and Transition

The academy supports Nursery and Reception induction through parent information, opportunities to meet staff, familiarisation sessions and, where appropriate, visits and liaison with previous settings. For in-year admissions,

staff will work with families and previous schools to identify support needs and plan a positive transition. Individualised arrangements will be considered for children with SEND or other additional needs.

15. Responsibilities and Review

Wade Deacon Trust determines and administers its responsibilities as admission authority. Knowsley Council coordinates the relevant admissions rounds and provides published application routes. The academy provides accurate information, responds to enquiries and supports transition. This document will be reviewed annually and whenever determined Trust arrangements or statutory guidance change. It must be checked and approved through the Trust's appropriate process before publication.

16. Related Documents and Links

Wade Deacon Trust – Admissions Arrangements 2026–2027: <https://www.wadedeacontrust.com/trust-information/statutory-information/>

Wade Deacon Trust – School Admissions: <https://www.wadedeacontrust.com/trust-information/school-admissions/>

Knowsley Council – School Admissions, in-year transfers and appeals:
<https://www.knowsley.gov.uk/education-and-schools/school-admissions>

Knowsley Council – 2026/27 determined and coordinated arrangements:
<https://www.knowsley.gov.uk/education-and-schools/school-admissions/determined-admission-arrangements-knowsley-schools-0>

Whiston Willis admissions page: <https://www.whistonwillis.co.uk/parents/admissions/>

Knowsley Admissions: schooladmissions@knowsley.gov.uk | 0151 443 5142 / 5143 | In-year 0151 443 3372