Willow Tree Primary School

The Three Saints Academy Trust

Admission Arrangements 2027-28

"If you can believe, all things are possible to those who believe."
Mark 9:2

ADMISSION ARRANGEMENTS FOR 2027-28

Willow Tree Nursery and Primary School is situated in St Helens Local Authority. The school is an academy, part of a Multi Academy Trust; The Three Saints Academy Trust.

Admission arrangements are determined by the Trust of the schools in consultation with the relevant Local Authority and other admission authorities in the relevant area.

The Admission Number for the 2027 reception year intake at Willow Tree Primary School is 30.

Making an Application

The Three Saints Academy Trust 'The Trust' is the admissions authority for Willow Tree Primary School. During the normal admissions round, St Helens local authority operates the co-ordinated admissions scheme which includes Willow Tree Primary School.

Parents wishing to apply for a reception place for September 2027-28 should put Willow Tree down as a preference on the local authority's common application form. Common application forms can be found on local authority websites.

Applications must be submitted by 15/01/2027
All applications will be considered at the same time and after the closing date.
Decision letters/ e mails will be sent to parents on 16/04/2027

Late Applications

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included.

OVERSUBSCRIPTION CRITERIA

After the admission of pupils with an Education, Health and Care Plan which names the relevant school and where there are more applications than places available the Directors of the Trust will apply the following over-subscription criteria:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order[1] including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. [2]

2. Children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or a child of the parent/carer's partner, and in every case who is living at the same address and is part of the same family unit.

3. Children whose home address is within the Catchment Area of the Academy, with priority given to those children that live nearest to the Academy by distance.

4. Other children.

[1] *A looked after child is a child who is ((a) in the care of a local authority, or (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*
[2] *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.*

Tie Break
In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school.

Where the tie break does not distinguish between applicants e.g children living in the same block of flats random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Definition of Home Address

This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. If you are separated and your child spends time at each parent's address, the address we shall use is that of the main carer. We use the address of the parent who is in receipt of child benefit for this. It may be necessary for the Governing Body to carry out checks to confirm that addresses given are genuine. You may, therefore, be asked to produce documentary evidence of your child's address e.g. Council tax or utility bills.

Please note:

Any change in your home address after you have completed the application form must be notified to the Admissions Section and supported by documentary evidence. Similarly, if you are unsuccessful in your application for your preferred school(s) and subsequently move address, you should notify the Admissions Section as this may affect your child's position on the waiting-list(s).

Willow Tree Primary School
How places were allocated in September 2026

Admission Number	Number of initial applications	How places were allocated		Final number of places allocated including any upheld appeals
30	43	Categories		18
		EHCP	1	
		1	1	
		2	8	
		3	8	
		4		

Deferred Entry

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to Michelle Slingsby, Headteacher, at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which

will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

Waiting List

During the normal admissions round, if a place is refused because the school is oversubscribed your child's name will automatically be placed on the waiting list. The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

Commented [PW1]: Trusts can have a waiting list operate beyond 31 December, but this is the minimum period for which it must be in operation

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Fair Access Protocol

The Trust has a duty to comply with the Local Authority's Fair Access Protocol and may have to admit above its published admission number, even if the year group concerned is full.

All schools must participate in their Local Authority's protocol. For that reason, admission appeal panels will not view the fact that the school is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

In Year Transfers

Applications for a place in reception year after the waiting list has closed or
years 1 – 6 should be made on the Local Authority's in year common application form. The application will then be processed in accordance with Halton's in year co-ordinated admission scheme.

Parents will normally receive a written response to their application within ten school days. Details of how to make in year applications can be found on the school website – www.willowtreeprimary.com

Appeal Procedure

Where parents are unsuccessful in applying for a school place, the decision letter will give reasons why the application was refused (in light of the published admission arrangements) notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Parents should be aware that legislation limits infant class sizes to 30 pupils and restricts the grounds upon which an appeal can be upheld. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admission arrangements had been properly implemented.

Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

WILLOW TREE PRIMARY SCHOOL NURSERY UNIT ADMISSIONS POLICY AND ARRANGEMENTS FOR 2027/28

Willow Tree Primary nursery unit is part of the Three Saints Academy Trust. Admission arrangements are determined by the Trust of the school in consultation with the Local Authority and other admission authorities in the relevant area.

Admission Number
All nurseries have an admission number (i.e. the number of places available). The admission number is 26 for Willow Tree. If more applications are received than the number of places available at a nursery, then it is deemed to be oversubscribed. This means that the number of admissions has to be limited using the oversubscription criteria for that nursery.

Oversubscription Criteria for Willow Tree Nursery

If more applications are received than the number of places available, the following criteria will be used, in order of priority, for deciding how places will be allocated:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Children who appear to the Directors of the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Elder brother/sister in the school to which the nursery unit is attached
3. Children resident within St Helens who have been identified as a Priority Nursery Applicant under the Local Authority's Priority Nursery placement procedure; 4
4. Children resident in the Borough of St Helens;
5. Children resident outside the Borough of St Helens.

1 A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
2 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Tie-Break

In the event of any oversubscription in the number of applications made under any of the categories above, the Nursery will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazeteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie-break does not distinguish between applicants, e.g. children living in the same block of flats, random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc.)

Where the final place in a year group is offered to one of twins (or triplets etc.), the Nursery's policy is to admit the other twin etc. too, even if that means going above the admission number for the school concerned. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered and the parent has to decide which child will take up the place, if any.

Priority Nursery Applicants
If you consider that your child has additional needs and should be considered under criterion 2 above, please contact School Admissions Team, Atlas House, Corporation Street, St Helens.

WA9 1LD ne: www.sthelens.gov.uk/admissions
Remember: there is no guarantee that a child who attends a nursery class of a school will automatically secure a place in the reception class of that school.