

Moldgreen Community Primary School



Admissions Policy

Written by: Tania Smith & Julie Phillips in line with Kirklees Guidance
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Aims:

- To give parents and carers as much information about Moldgreen Community Primary School admission arrangements as possible.
- To ensure each child's admission to Moldgreen Community Primary School is a happy and successful one

Procedures

Moldgreen Community Primary School follows the procedures laid down in the Kirklees LA admissions policy for community and controlled schools 2017-2018.

All parents wishing to apply for a place in Reception must do so online from the September prior to their child starting. The office can assist if required.

From Reception, children are admitted in each year group up to a maximum of 50. This is the school's agreed pupil admission number, known as the school's PAN.

If parents wish to visit prior to deciding we ask that they call the office and make an appointment to look around. If parents have specific questions and wish to meet with the Inclusion Manager or the Headteacher/Deputy Headteacher, appointments need to be made through the school office. All children starting in Early Years are offered a home visit and this is an important transition.

Parents can see the School Prospectus on line. All parents are asked to complete an information pack prior to their child starting.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

If the child is moving from another school, as soon as the child starts school the school office requests records from the previous school.

Admission to School

Nursery

We aim to offer as a minimum three terms, part time (15 hours) nursery education, before a child starts full time school. We are also able to offer 30 hours of funded nursery education to eligible parents. Nursery admission will generally follow the birth pattern below if there are spaces:

<u>Date of third birthday</u>	<u>Term of admission</u>
1 st September to 31 st December	Spring
1 st January to 31 st March	Summer
1 st April to 31 st August	Autumn

If there are places available in Nursery, pupils can be admitted the term after a child is three.

Criteria for Admission to Nursery

We follow the Kirklees Admission criteria set out below. Children will not normally be allowed to change from one Kirklees nursery to another, unless there is a significant change of address. Entry will be staggered over the first few days. Children will usually attend for one half day session each day although we are able to offer 30 hours for eligible parents.

Special admission priorities may apply to children with special educational or social needs, after consultation with outside agencies.

For Admission to All Key Stages

For the purposes of this admission policy, Key Stage 1 includes the Reception/Year 1/Year 2. Key Stage 2 includes Years 3, 4, 5 and 6. Pupils aged 7 – 11 years.

Places are not allocated by school but by Kirklees and school follows their procedures.

The rules for getting a place

How does the Admission Authority decide which children are allocated places?

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in order. These criteria can also be called oversubscription criteria. In Kirklees the admission criteria are:

1. Children in public care (looked after children) or a child who was previously looked after.
2. Children with a Statement of Special Educational Needs or an Education Health and Care Plan which names the school.
3. Children living in the school's priority admission area who have an older brother or sister attending from the same address at the date of admission (sibling rule).
4. Other children living in the school's priority admission area.
5. Children who live outside the priority area who have an older brother or sister attending from the same address at the time of admission.
6. Children who live outside the priority area.

Notes about these priorities

- a) Children in priorities 1 & 2 above may also be admitted above the Published Admission Number (PAN).
- b) If we cannot agree to requests for admission in priorities 3 to 6 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- c) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT data. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from

Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.

- d) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date prior to the final allocation of places.
- e) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school.

Note

There is no guarantee of a place at this school for any child in any of the priorities.

Attending the school's nursery does not give any priority for a place in mainstream school.

There is no automatic transfer.

School's Waiting List

If all places have been allocated in a specified Year Group, children's names can be placed on a waiting list. This is also controlled by Kirklees.

Application Procedures

Admission to full time school for rising five year old children

Kirklees residents will apply for admission to full time school by using the online facility.

Late Applications

Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' Judgement, there are significant and exceptional reasons for lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places. Forms submitted after the closing date due to a significant house move will be regarded as on time provided that documentary evidence to confirm the move is provided and the allocation process has not begun.

In year admissions

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason. Parents will be required to have a signed in year transition form from the child's current school. This form is called an In-year Common Application Form an ICAF.