



## ADMISSIONS POLICY 2019-2020

<b>Date:</b>	<b>Review Date:</b>	<b>Coordinator:</b>	
1 <sup>st</sup> September 2019	1 <sup>st</sup> September 2020	Mrs C Rowett	
<b>Headteacher:</b>		Mrs C Rowett	<b>Date:</b> 11/09/2019
<b>Chair of Governors:</b>		Mr C Lea	<b>Date:</b> 11/09/2019

### Admissions Timetables

North Yorkshire County Council (Local Authority) operates a timetabled co-ordinated admissions procedure for all schools in line with Government legislation. The Local Authority will manage the process on behalf of the school according to the scheme which they will publish in their Admissions Booklet for that year but it is still the Governing Body, as the Admission Authority for this school who will allocate the available places in line with this policy. The closing date for admission application forms to be received by the Local Authority will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or the school.

### Further Information

If you require further information about applying for a place at Moorside Primary School and Nursery please contact:

Moorside Primary School and Nursery, Harrogate Road, Ripon, HG4 1SU.

Telephone: 01765 604208; Email: [admin@moorside-pri.n-yorks.sch.uk](mailto:admin@moorside-pri.n-yorks.sch.uk)

### Admissions

#### Statement of Educational Need

All governing bodies are required by law to admit to the school a child with a statement of special needs (SEN) or education health and care plan (EHCP) that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment or education health and care assessment and for whom a final statement of special educational needs or education health and care plan has been issued.

If the number of applications exceeds the published admission number, after the admission of children where the school is named in the statement of special educational needs (SEN) or education health and care plan (EHCP) the following oversubscription criteria will apply.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

**Priority group one**

Children and young people in public care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, proof that the child was previously in the care of a local authority will be required to support the application.

**Priority group two**

Children the authority believes have exceptional social or medical reasons for admission to the highest preference school. We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the only school that can meet your child's needs and the difficulties that would be caused if the child had to attend another school. Panels of professionally qualified people will consider all applications made under priority group two. Unsupported applications will not be considered under the social / medial criterion.

**Priority group three**

Siblings of children attending Moorside Primary School and Nursery at the time of entry to school.

**Priority group four**

Children living within the normal area of the school.

**Priority group five**

Children living outside the normal area of the school.

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

**Tie break**

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2019 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2019, we will give priority to those children with a sibling living nearest the school. All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team. A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between two parents, we consider the home address to be the one where the child lives for the majority of the week. When a child lives equally with both parents, with both parents' agreement, they can elect one of their two addresses to be used for allocating a school place. We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.

### **Applications to the Reception Class**

The Governing Body will admit 30 children to the reception class. This is the Published Admission Number for the school (PAN).

Children will be admitted in to Reception in September after their 4th birthday.

Parents/carers may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.

Parents/carers may request that their child attends part-time until the child reaches compulsory school age.

Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.

Compulsory school age is the beginning of the term following the child's fifth birthday.

### **Deadlines**

Details of dates are in the Local Authority Admissions Booklet.

### **Application Forms**

For this school you must complete the Local Authority Application form. The Local Authority Form may be completed on-line. Please refer to the Local Authority's information.

### **In Year Applications**

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. Applications should be made via the Local Authority using the appropriate Local Authority in-year application form. There are no deadline dates for in year applications.

### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at this school you will be informed by The Local Authority in writing, be given reasons and informed of your right to an independent appeal against the decision.