



Moor Hall School

<b>Policy Name</b>	Admissions Policy
<b>Contact Person</b>	Mr Andrew Steggall
<b>Committee</b>	Full Governing Body
<b>Date of Approval</b>	November 2018
<b>Date of the next review</b>	November 2020

### **Moor Hall Mission Statement**

***Moor Hall is a caring school which aims to create a stimulating learning environment in which every individual has the opportunity to be the best that they can be.***

Moor Hall Primary School adopts the attached Determined Scheme for Co-ordinated Admissions to Schools and Academies and Admission Arrangements for Community and Voluntary Controlled Schools.

**Moor Hall Primary School's Published Admission Number for 2018 / 2019 (PAN) is 270, increasing to 300 in September 2019.**

## **DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2018 / 2019**

### **1. Birmingham Local Authority (community and voluntary controlled schools) over-subscription criteria**

1.1. Any child with a Statement of Special Educational Needs or Education, Health and Care Plan is required to be admitted to the school that is named in the statement or plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

The local authority is the admission authority for community and voluntary controlled schools. Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than

there are places available, places at community and voluntary controlled schools will be offered based on the following order of priority:

- 1.2. Looked after children or children who were previously looked after children
- 1.3. Children (siblings) with a brother or sister already at the school who will still be in attendance at the time the child enters the school.
- 1.4. Children who live nearest the school.

Within each of the categories above, priority is given to those who live nearest to the school.

## **2. Waiting lists**

Parents whose children have not been offered a place at one or more of their preferred schools will be informed of their right of appeal and will be added to their preferred schools' waiting lists. Parents will be advised that inclusion on a school's waiting list does not mean a place will eventually become available there.

Waiting lists will not be fixed following the offer of places; they are subject to change. Any new applicants to whom it is not possible to offer a place will be added to each school's waiting list in accordance with the relevant oversubscription criteria. This means that a child's waiting list position during the year could go up or down.

There will be a period of two weeks after the published offer date whereby any available places will not be reallocated. If places become available after this date they will be offered according to the schools oversubscription criteria.

School Admissions and Pupil Placements Service, on behalf of the Local Authority, will maintain waiting lists for community and voluntary controlled schools for the first term of the academic year.

At the start of the Spring Term each year, School Admissions and Pupil Placements will pass community and voluntary controlled school waiting lists to the schools themselves. Schools may wish to write to parents/carers to establish if they wish for their child to remain on a waiting list. Waiting lists do not close.

Waiting lists for voluntary aided and foundation schools, Academies and free schools in Birmingham will be maintained by the schools and Academies on behalf of their Governing Bodies. The Local Authority may require sight of the waiting lists at these schools, in order to determine that the co-ordinated scheme is operating effectively.

### **3. Appeals**

Where parents are not satisfied with the school offered, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of the admission authority for the school.

Parents can only appeal for schools for which they have expressed a preference.

In the case of infant class size appeals, because infant classes have a legal limit of 30, Appeals Panels are limited in the matters they can take into account when considering Reception, Year 1 and Year 2 appeals in which the admission of more pupils would cause this limit to be exceeded.

In this type of appeal, an Appeal Panel can only uphold an appeal if it is satisfied that:

- x the admission of additional children would not breach the infant class size limit; or
- x the child would have been offered a place if the arrangements had been correctly and impartially applied; or
- x the child would have been offered a place if the arrangements had not been contrary to the School Admissions Code and legislation; or
- x the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals in respect of community, voluntary controlled schools and those academies who have delegated responsibility for the administration of appeals to Birmingham Local Authority, should be sent to Birmingham's School Admissions and Pupil Placements Service.

### **4. Definitions**

#### Looked After and previously looked after children

Children who are looked after or immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption. Birmingham Local Authority's School Admissions and Pupil Placements Service will obtain names of all children who are looked after or will verify details for those applicants who indicate that their

child was previously looked after, within the appropriate age range, from the Looked After Children Education Service (LACES). Places for these children will be considered in accordance with each school's admission criteria.

### Siblings

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common;
- or ii. are related by a parent's marriage;
- or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Children who attend either a linked infant or junior school and will still be in attendance at the time of admission are considered as sibling claims.

Separate boys' and girls' schools are not considered to be linked for the purposes of sibling claims.

### Distance measurements to schools

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address and the address of the school.

### Tie-Breaker

In a very small number of cases where a school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

### Home Address

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either;

- x Owned by the child's parent(s), or the person with parental responsibility for the child;
  
- x Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Parents who are unable to provide proof of permanent residence should contact a member of School Admissions and Pupil Placements Service to discuss providing other acceptable proof of address.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.