MOOR NOOK COMMUNITY PRIMARY SCHOOL ADMISSION ARRANGEMENTS FOR 2022-2023

Moor Nook Community Primary School is situated in Preston and is maintained by Lancashire Local Authority.

School has flexible child care in pre-school nursery. If oversubscribed, children with SEN, those with siblings at school and those who live closer to the school take priority.

School admission arrangements are determined by the Local Authority. The admission number for the 2022 Reception year intake at Moor Nook Community Primary School is 30.

Making an Application

Applications for Reception year in September 2022 should be made through Lancashire's on-line application system with links to admission information and this will be live from **Wednesday 1st September 2021** at www.lancashire.gov.uk/schools

The closing date for applications is **Saturday 15th January 2022**. Parents must return either an on-line application or, in circumstances where they have no access to the internet, a completed paper application to the LA. Any forms handed in to the school will be forwarded to the Area Pupil Access Team.

All applications will be considered at the same time and after the closing date. Parents will be informed of the decision of the Admissions by **Saturday 16th April 2022**. On-line applicants will have their offer confirmed electronically on the offer date. Any paper applicants will have a letter issued by 2nd class post on the 16th April 2022.

Late Applications

Applications submitted after the closing date will only be considered at that time if the following conditions apply:

(a) if the number of preferences received for a school is below the published admission number or:

(b) there are extenuating circumstances justifying a late application.

Any applications received for Reception places at community and voluntary controlled primary schools after the allocation date of **Saturday 16 April 2022** will be considered by the LA within the co-ordinated admission arrangements.

Oversubscription criteria

Where the number of applications exceeds the number of places available, the

local authority will apply the following over-subscription criteria:

1. Children in Local Authority care who are in Local Authority care at the time when preferences are expressed and will still be in Local Authority care when admitted to the school.

2. Children for whom the Local Authority accepts there are exceptionally strong medical, social or welfare reasons for admissions, which are directly relevant to the school concerned (This may include some non-statemented pupils who have special educational needs. Pupils who have an Education and Health Care (EHC) plan for special educational needs which names the particular school have priority for admission and are considered under a separate admissions procedure)

3. Children with older brothers and sisters who will still be attending the school when the younger child starts (Brothers and sisters include step children, half brothers and sisters, adopted and foster children who are living with the same family at the same address. Consideration may be given to applying the sibling rule for full brothers and sisters only who reside at different addresses.)

4. The remaining places are allocated according to where children live. Those living nearest to the school by a walking route recognised by the Local Authority will have priority.

Tie Break

In the event of any over-subscription in the number of applications made under any of the first three 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 tiebreak does not distinguish between applicants e.g. twins or triplets living in the same house or 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 address 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.

Places are allocated on the basis of the home address at the closing date for receipt of applications. Any subsequent change to a child's home address must be notified to the school or the Admissions Section of the Local Authority.

False Information

Where the Local Authority discovers that a child has been awarded a place as a result of any false information relating to the home address, proof of date of birth, it may withdraw the offer and your child will lose the place.

How places were allocated in September 2021:

Admission Number: 30

Number of initial applications: 27

How many places were allocated: 27

Final number of places allocated including any upheld appeals: 27

Deferred Entry

In Lancashire children are admitted to primary school the September after their fourth birthday. You may request that your child's entry be deferred until later in the same school year. However, you would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

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 waiting list will be kept in priority order according to the over subscription criteria and not on the date on which applications were received. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. 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 .

The waiting list will close at the end of the Autumn term.

Mid Year Transfers

Applications for a place in Reception year after the waiting list has closed or Years 1 –6 should be made on the application form provided by the Admissions Section of the Local Authority. Applications will be dealt with on a first come, first served basis. If more than one application is received on the same day and there is only one available place, then the Local Authority will apply the over subscription criteria used for the Reception intake. Parents will normally receive a written response to their application within ten working school days.

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 Local Authority arrangements had been properly implemented.

Equality Act 2010
A duty not to discriminate

The school fully adheres to the 2010 Equality Act and endeavours to promote equality of opportunity and positive attitudes towards all protected characteristics (as defined in the Equality Act 2010) at all times.

Revised: October 2021