

MOORGATE PRIMARY SCHOOL
ADMISSIONS POLICY



HEAD TEACHER: Mrs D Hopwood

DESIGNATED STAFF: Mrs H Ramsden

CHAIR OF GOVERNORS: Mrs E Sherrington

DESIGNATED GOVERNOR: Mrs E Sherrington

DATE IMPLEMENTED: February 2015

DATE REVIEWED: June 2017

DATE OF NEXT REVIEW: June 2018

MOORGATE PRIMARY SCHOOL

ADMISSIONS POLICY

Moorgate is a Community Primary School located in the Tonge Moor area of Bolton and is maintained by Bolton Local Authority. Any pupil has the right to apply for a place at Moorgate Primary School providing that the demand for a place does not exceed our admission number of 30. All admissions to Moorgate Primary for Reception to Year 6 are controlled by the Local Authority and all enquiries for are directed to:-

Pupil and Student Services
Lower Ground Floor
Bolton SICT
Smithills Dean Road
Bolton
BL1 6JT
01204 332143

Where the demand for a school exceeds the number of places available, Bolton Council will allocate places on the basis of a fair and objective method. Where a community school is oversubscribed the criteria listed below will be applied in priority order:

The current Bolton Local Authority admission policy for community schools is as follows:-

Children who have a statement of Special Education Needs (SEN) will be offered places first. The following criteria will then apply:-

Criteria:

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social functions (see definition in Section 22 (1) of the Children Act 1989. Previously looked after children who were adopted (or subject to residence orders, or special guardianship orders) immediately following having been looked after.
2. Other children who are considered as "vulnerable" whose application for the preferred school is supported by the Assistant Director for Social Care. This will include;
 - Children for whom there is a child protection plan or has been within a 12 month period.
 - Children who have had a period in care within 2 years of the admission application and are still receiving social care services
 - Children who are considered to be at significant risk of becoming looked after
 - Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified
3. Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who have strong Church connections where the school is a Church school. Parents must complete the supplementary form as evidence that the family and the child are

active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications.

5. Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by before the application closing date of the year of application. Evidence received after this date will not be taken into consideration.

6. Proximity (Where you live) - Shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, voluntary-controlled, free and academy schools whether in the Bolton Borough or not.

If any categories are oversubscribed then geographical proximity (as set out in category 6 above) will be used as a tie-breaker. If the proximity value is equal then random allocation will be used as a tie-breaker.

The shortest walking route will be that determined by the Local Authority using only those public rights of way recognised within the measuring system. This will be measured using route finder, a computerised mapping system which uses the Ordnance Survey integrated network which measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie-break within a block of flats those living furthest from the communal entrance will be given priority.

Where a single place remains at a school and the application being considered is for twins etc., the Council will allocate above the admission number to accommodate each child.

ADMISSIONS TO RECEPTION

In order to receive an application pack for a Reception place at Moorgate you will need to register your child by contacting Pupil and Student Services. Application packs are sent out in the September prior to pupils reaching Reception age.

Bolton Local Authority request details from all nursery settings of children on roll who will require an application pack for admission into Reception the following year. Therefore if your child attends Moorgate Nursery or another nursery in Bolton the LA should already have these details and an application pack should automatically be sent to you. However we do recommend that you check your child is registered especially if you have changed any of your details (i.e. address or telephone number) or you have joined a nursery setting mid-year or moved into the area from a different authority.

The application pack advises parents/carers of the admissions process and the closing date for applications (usually mid-January). Applications can now be made securely online and can be amended up to the closing date.

All parents/carers of children will receive a letter (and an email if an application was completed online) from the LA informing them of the outcome of the application for admission to primary school. The date you will be informed will be detailed in the original application pack (usually mid-April). The letter includes an acceptance reply slip, which must be returned to the offered school by the date given.

If a place at Moorgate is refused or an alternative preference offered and you wish to make an appeal, please contact the local authority for advice on the appeal process and waiting list information.

Please note that waiting lists will be compiled using the LA published oversubscription criteria (please see page 1).

ADMISSIONS TO MOORGATE NURSERY- 15 HOURS AND 30 HOURS PLACES (FOR CHILDREN WHO ARE 3 YEARS OLD)

Admissions to Moorgate Nursery are managed by the school and places are allocated as they become available, primarily on the age of the pupil. **Every three year old child** is entitled to 15 hours of free education which is funded by the Government. From September 2017 the Government are increasing this to 30 hours, for families who meet the following criteria:-

Both parents are working and/or:

- One parent working in a lone parent family (earning equivalent of 16 hours a week on National Minimum Wage or Living Wage including those receiving tax credits or Universal Credit)
- One/both parent(s) is on leave (parental, maternal, etc.)
- One/both parent(s) is on Statutory sick
- Both parents individually earn between £5990.40 and £100,000 each per annum or
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability

Moorgate has a 52 place nursery with 26 morning places (5 mornings each week) and 26 afternoon places (5 afternoons each week) available. We are able to offer a small number of these places as 30 hours places (6 hours a day).

Session times are as follows:-

Morning Sessions:	8.45am – 11.45am
Afternoon Sessions:	12.30pm – 3.25pm
30 Hours Place:	8.45am – 2.45pm (places are limited)

As detailed above in the session times a 30 hours place at Moorgate will consist of 6 hours per day, 5 days a week, term time only (38 weeks per year). These hours will be from 8.45am – 2.45pm. However, if you wish your child to stay in school for the remainder of the school day (until 3.25pm) there will be an additional childcare charge of £4.00 per day. If you do not wish to access the additional childcare you can collect your child from Nursery at 2.45pm (Please note that any late pickups will incur an automatic £4.00 charge).

Please note that hours not taken due to personal circumstances (i.e. holidays, child illness etc.) or due to school closures (i.e. bank holidays, training days, polling day etc.) cannot be carried forward.

Lunch Time Arrangements (For 30 hours places)

Parents of children accessing 30 hours childcare have the choice to either supply their child with a packed lunch or to pay for them to have a school meal. The school meal price for September 2017 is £1.40 per day (£7.00 per week).

Eligibility Checks for 30 Hours

To access 30 hours childcare parents must determine if they are eligible for the funding which is based on the criteria listed on page 3. Eligibility checks for 30 hours are processed through a HMRC portal and can be accessed through the following website:- www.childcarechoices.gov.uk. If you are eligible you will receive a code that you need to bring in to school so that we can confirm your eligibility. You will also be asked to sign a parent declaration which will be kept in school.

Parents will need to reconfirm their eligibility **every three months**. This is to check that there have been no changes to your circumstances and are still entitled to the 30 hours place. Parents will be prompted by HMRC, via text message and/or email, four weeks before their reconfirmation deadline.

30 Hours Grace Period

If for any reason parents' circumstances change and they become ineligible for 30 hours there is a grace period which enables parents to retain their childcare place for a short period of time (usually until the end of the school term). After this grace period, if eligibility is not reinstated, parents will only be able to access a 15 hours Nursery place (Morning or Afternoon Session).

Applying for a Nursery Place

If you would like to apply for either a 15 hours or a 30 hours place at Moorgate Nursery an application form can be obtained from the school office. Once this has been completed it must be returned to school along with original documentation detailing proof of your child's date of birth (e.g. birth certificate or passport). We will ask permission to take a copy of this documentation for our records.

Upon receipt of the completed application form, your child will be placed on a waiting list in order of their date of birth and places will be allocated as they become available. Please note that we only have a limited number of 30 hours places available. The majority of our places are allocated in September, at the start of the new academic year. Therefore if your child's birthday falls on or after the 1st September a place may not be available until the following September depending on the number of children allocated places.

Please note that unfortunately securing a place at Moorgate Nursery does not automatically give your child admission to our Reception Class at Moorgate as places are allocated by the Local Authority (please see admission criteria on page 1).

ADMISSIONS TO MINI MOORGATE (FOR CHILDREN WHO ARE 2 YEARS OLD)

Mini Moorgate is an Early Years setting within Moorgate Primary School for 2 year old children and is accessible for families who are eligible for 2 year old funding. Mini Moorgate has 48 places available which consists of 24 morning places and 24 afternoon places. Session times are as follows:-

Morning Sessions: 8.45am – 11.45am
Afternoon Sessions: 12.30pm – 3.25pm

To qualify for 2 year old funding and a place at Mini Moorgate parents must be in receipt of certain benefits or meet certain criteria. Parents who qualify will be able to claim up to 15 hours a week of free early education for their child.

If parents receive any of the following their child may be eligible:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)

- Support through Part 6 of the Immigration and Asylum Act
- Guaranteed element of State Pension Credit
- Child Tax Credit / Working Tax Credit and have an annual income not over £16,190
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Children may also be eligible if they:

- Are looked after by the local authority
- Have have a current Statement of SEN or an Education Health and Care Plan
- Have left care through special guardianship or an adoption or residence order
- Receive Disability Living Allowance (DLA)

To establish whether your child qualifies for a place, parents must complete an eligibility check. This check can be carried out shortly before your child turns two at either Moorgate Primary School or any Bolton LA Children's Centre.

If you are eligible you will be given a letter detailing your child's unique reference number and the date from which you can start claiming your 2 year old child care place.

Please note that places will only be confirmed once you have successfully completed this eligibility check.

Once we are in receipt of this letter / reference number you will be asked to complete an admission form and also provide original documentation detailing proof of your child's date of birth (e.g. birth certificate or passport). We will ask permission to take a copy of this documentation for our records. Your child will then be allocated a place or alternatively placed on the waiting list in order of the start date of their eligibility.

Please note that we are not permitted to admit a child without confirmation that they qualify for 2 year old funding.

IN-YEAR ADMISSIONS / TRANSFERS

If your child is currently attending another primary school in Bolton or in an area outside the borough and you would like to apply for a place at Moorgate, you must contact Pupil and Student Services (01204 332143) who will provide you with an in-year transfer form to complete.

You will be required to list in order of preference the school(s) you would like your child to transfer to. Once you have completed the form with the required information, please ensure your child's current school completes the relevant section(s) of the form request the Head Teacher to sign this before you return it to Pupil and Student Services.

When the in-year transfer form is received, Pupil and Student Services will then check if there is a place at Moorgate. If a place is available, you will be sent an offer letter with a specific deadline for you to accept this place. You must then contact Moorgate before this deadline to accept or decline the place for your child otherwise the place could be offered to another child.

If there is no available place at Moorgate you may be offered another school from your preferences, or a different school in the borough, or be placed onto the waiting list of your preferred school. Pupil and Student Services will advise you of their procedures in this instance.

Please note that waiting lists will be compiled using the LA published oversubscription criteria (please see page 1).

ADMISSION / TRANSITION TO SECONDARY SCHOOL

At Moorgate we offer guidance and support for all our pupils and their families in their choices and applications for secondary schools. Application packs for admission to secondary school are sent out by the Local Authority during the summer holidays before you child starts in Year 6. This pack contains full details of the admission process and selection criteria for each school. You will also find in the pack details of all Bolton secondary school open evenings which are usually held in the first few weeks of the autumn term. At Moorgate we actively encourage our pupils to attend as many of these open evenings as necessary to both parents and children to make the best choice of school.

All applications should be returned to the Local Authority by the deadline specified in the application pack (usually the end of October).

Places are offered by the LA in March the following year and transition days are scheduled for the summer term.