

# Moorlands Schools Federation

## Admission Arrangements for 2021-22 for Moorlands Infant School and Moorlands Junior School

### 1. Introductory statements

- (a) Moorlands Schools Federation is situated in the south of Bath and comprises of Moorlands Infant School and Moorlands Junior School which share a spacious campus and work together to provide education for 4-11 year olds. Since March 2017 both schools have been academies of The Bath and Mendip Partnership Trust. By being part of a Multi-Academy Trust we work very closely with other local schools to continue to drive up standards for all our children.
- (b) The Admissions Authority for Moorlands Infants and Junior Schools is The Bath and Mendip Partnership Trust.
- (c) The Local Governing Body delegates to the school the operation of this policy and applying it consistently and fairly for taking all admission decisions for children starting in years 1, 2, 4, 5 & 6 and for children joining the schools during the academic years in Reception to year 6.
- (d) Bath and North East Somerset Local Authority is responsible for coordinating all applications for children starting school in Reception and Year 3. The admission arrangements contained in this document should be read in conjunction with Bath and North East Somerset's published coordinated Admissions Scheme for September 2021.

### 2. Admission numbers

- (a) The Infant School has an admission number of 60 for entry into Reception Year in September 2021.
- (b) The Junior School has an admission number of 60 for entry into Year 3 in September 2021.
- (c) The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Bath and Mendip Partnership Trust will offer places at the school to all those who have applied.
- (d) There may be spaces available within other year groups up to the original PAN unless changed by formal resolution by the LGB with support from The Bath and Mendip Partnership Trust – please contact the school office for up to date information regarding this.

### 3. Application process

#### (a) Joining Reception and Year 3 in September 2021

- Residents of Bath & North East Somerset Local Authority will make applications on a common application form. This application form will be available on line or paper copies will be issued on request to the parents of all pupils resident in Bath & North East Somerset who are due to start infant or junior school in September 2021. The application form can be used to apply for **any** school within **any** authority including Academy, Foundation or Voluntary Aided schools. Bath & North East

Somerset will inform the other Local Authorities of any applications made for schools within their area.

- For information and the common application forms, please see:  
<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>
- The closing date for applications is 15/01/2021
- Offers will be made on 16/04/2021.

**(b) In-Year Applications (Changing Schools in an Existing Year Group):**

- Moorlands Schools Federation will process in-year applications outside the normal Local Authority process for co-ordinating school offers. This means that if either Moorlands Infant or Junior school were your 1st preference for an in-year transfer, you will need to complete the relevant In Year Admissions application form for Primary Schools and return it directly to the school.
- If there are spaces available in a year group applications will be considered on a first come, first served basis. Any applications received during a period of office closure will be considered as having arrived on the day of office re-opening and will have the over-subscription criteria applied if necessary.
- Applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 20 school days and applicants will need to confirm acceptance within this time.
- Applications for Moorland Infant or Junior school should be sent to The Headteacher at the following address Moorlands Schools Federation, Chantry Mead Road, Bath, BA2 2DQ or by email: [office@moorlands-school.com](mailto:office@moorlands-school.com)
- The application form can be obtained from <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/changing-schoolscasual-admissions>. A copy of the application form can be found at Appendix A to this policy. Applicants are also asked to complete an Expression of Interest form. A copy of this form can be found at Appendix B to this Policy.
- Offers will be made as soon as possible after application, and are normally only considered 4 school weeks prior to a requested start date.

**(c) Oversubscription criteria**

*Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school will be admitted and the number of available places will reduce accordingly,*

**Moorlands Infant School**

When Moorlands Infants Schools is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Previously Looked After Children).
2. The 2 categories below will be given equal consideration
  - Children who live within a 1.5 mile radius\* of the schools and for whom there will be a sibling in attendance in either Moorlands Infants or Junior School on the admission date at the preferred school.
  - Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance in either Moorlands Infants or Junior School on the admission date at the preferred school.
3. Children who live closest to the school as measured in a direct line from the address point of the Infant School as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of the Infant School. Measurements will be determined using the Local Authority GIS computerised mapping system.

### **Moorlands Junior School**

When Moorlands Junior School ("the Junior School") is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Previously Looked After Children).
2. Children for whom there will be a sibling in attendance on the admission date at Moorlands Infant School or the Junior School.
3. Children transferring from the Moorlands Infant School without a sibling in attendance on the admission date at Moorlands Infant School or the Junior School.
4. Children who live closest to the Junior School as measured in a direct line from the address point of the Junior School as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of the Junior School. Measurements will be determined using the Local Authority's GIS computerised mapping system.

### *Additional Notes*

- To be considered under the above criteria parents must have named the school as a preference.
- The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school. Measurements will be determined using the Local Authority's GIS computerised mapping system.

- Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation. This will be undertaken by a governor.
- In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births The Bath and Mendip Partnership Trust will breach the admission number to allow these children to be offered places. In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

#### **4. Late applications**

For Reception and year 3 Applications, all those received by the Local Authority after the deadline will be considered to be late applications.

#### **5. Deferred entry for infants**

- (a) Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
- (b) Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

#### **6. Admission of children outside their normal age group**

- (a) Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.
- (b) When such a request is made, The Bath and Mendip Partnership Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.
- (c) For Reception intake applications, the parent of a summer born 4 year old (i.e. born after 31st March but before 31st August) may choose to delay his/her entry to school until September 2022 when he/she is 5. Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5th Birthday for the request to be considered. A request for delayed entry must be made at the time the application is submitted. Further guidance can be found in the Local Authority's delayed accelerated admission policy.

#### **7. Waiting lists**

- (a) For in-year transfer applications, the school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Moorlands Schools Federation and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The waiting lists will be cleared at the end of each academic year and parents would need to reapply.
- (b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **8. Appeals**

Parents who are unsuccessful in their in-year application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter.

## **9. Children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC)**

Children with an Education Health and Care Plan (EHC) are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

### **Notes:**

#### **Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

#### **Permanent home address:**

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

The child's home address is defined as the permanent address where the child generally resides with their parent. Temporary addresses may not be used to obtain school places. A copy of a utility bill may be

requested as proof of address. Once proof is obtained that the parent is resident at the address given, it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents The Bath and Mendip Partnership Trust will ask them to determine which application it should consider and which application should be withdrawn. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit.

***For families moving to the area:*** The child's normal permanent home address where he/she lives with his/her parent/legal guardian will be used to decide where a child lives. Temporary addresses cannot be used to obtain school places. If parents/guardians plan to move, appropriate documentary evidence will be required in order for address changes to be taken into account.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

For Reception and Y3 entry applications made to the Local Authority, please see the Local Authority website and admissions criteria for evidence required.

***Contacting applicants on the waiting list:*** Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.