

# Moorside Primary School



## Admission Policy 2025 to 2026



## **MOORSIDE PRIMARY SCHOOL**

### **PURPOSE, VISION & VALUES**

#### **Our Purpose**

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.

We pride ourselves in being a caring school community where everyone is welcome.

We strive to deliver an outstanding education for all our children.

We help everyone to become caring and active citizens.

We encourage everyone to thrive and achieve their full potential.

#### **Our Vision**

We want everyone in our school to work together to make us as good as any school can be.

We want to create new opportunities for everyone to succeed.

We want to create a culture which broadens all of our horizons.

We want everyone to be able to tackle the challenges we will face in an ever changing world.

We want all of our children to effectively engage with each other and with our community.

#### **Our values**

##### **We all believe that**

Our local community deserves a school they can be proud of.

We are a caring community where everyone is welcome.

We all value, respect and support each other.

Our community has the right to be safe and healthy.

Our children should have the chance to enjoy and be enthused by their time in our school.

##### **We all work together to make sure that**

Everyone always tries their best and take pride in all that they do.

Everyone demonstrates good manners at all times.

Everyone respects each other and show consideration.

Everyone respects and cares for our environment and resources.

Everyone celebrates each other's successes and achievements.

### **Admission Policy for Moorside Primary School for the academic years 2025 to 2026**

The Governing Body of this school has formally adopted this Admissions Policy. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's Admissions Policy.

The number of places available in the Reception 2025/26 is 60.

#### **How and when to apply for places**

All applications for school places must be made through the Local Authority that the applicant lives in (pays council tax to).

Applications for Reception places for September 2025 must be submitted **by midnight on 15<sup>th</sup> January 2025**. Applications for school places in other year groups or to begin after the start of the school year can be submitted at any time.

#### **Late applications**

Applications received after the closing date will be classed as late and processed in order of receipt, after all of the applications that are received on time.

#### **Special Educational Needs**

Children who have an Education, Health and Care Plan, which names the school, will be admitted to the school.

#### **How places will be allocated**

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children currently looked after by a local authority (in care) and children previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the application closing date. Children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care due to adoption.
2. Children with a brother or sister (a sibling) who will already be on roll at the school on the date the child will be admitted in September 2025. A sibling can be a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the Parent/Carer's partner, as long as the children live at the same address. However, please note that children attending the Nursery class or other Early Education or childcare provisions attached to the school will not be given priority as sibling links.
3. Children with an exceptional medical reason can only attend a specific school (for example, where the child or one or both Parents/Carers have a disability, which means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional independent of the family and the school. The evidence must relate specifically to this school and must demonstrate why it is the only school that can meet the child's needs.

4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

**Parents/Carers (people who have the legal responsibility for the child/ren) should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school unless they meet any of the above criteria.**

### **Tie break**

In every criteria, distance from home to school will be the deciding factor. In the event that more than one child has an equal right to an available place the place will be offered by random allocation.

### **Additional notes**

- Parents/Carers have two weeks to respond to an offer of a school place. If an acceptance is not received, it may be assumed that a place is no longer required, and the offer may be withdrawn.
- Parents/Carers who share responsibility for the care of their child are expected to reach an agreement on a school placement between them. When conflicting applications are received or the admissions team is aware of a dispute between Parents/Carers, all applications will be placed on hold and will not be processed until a written agreement is provided from both Parents/Carers or a Court Order is obtained confirming which application has priority.
- When stating your school choice, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example, due to a separation), the address used should be where the child lives most of the time during the school week. Only one address can be used. If the child lives at two addresses, the Local Authority will decide which address to use based on child benefit, child tax credit, Court Orders and/or GP registration.

### **Waiting lists**

For applications for Reception places, waiting lists will be kept until 31 December 2025 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared, and Parents/Carers will need to re-apply each term if they still want their child to be considered at the school.

### **Summer-born children and the admission of children below compulsory school age, including deferred entry and part-time admission.**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer-born children (those born after 1st April), this can sometimes be almost a full school year after the point at which they could first be admitted.

Some Parent/Carers may feel that their child is not ready to start school in the September following their fourth birthday. They are, therefore, entitled to request in writing that:

- Their child attends part-time until they reach compulsory school age.
- That the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in most cases, children benefit from starting at the beginning of the school year rather than part way through it.
- That the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the school term after their fifth birthday.

If Parents/Carers of summer-born children (born between 1st April 2021 and 31st August 2021) wish them to be admitted to the Reception year in the term following their fifth birthday rather than Year one. They should submit a written request providing reasons for seeking a place outside of the normal age group and provide any supporting evidence from relevant professionals. There is a form to do this on the Newcastle City Council website.

[www.newcastle.gov.uk](http://www.newcastle.gov.uk)

Requests must be submitted before the closing date for Reception applications in the child's normal age group in good time for the local authority to notify the school and for the Board of Governors to consider the request and inform the Parents/Carers of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2025 where the Parents/Carers wish the child to delay admission, Parents/Carers must submit their requests well before 15<sup>th</sup> January 2025. The Governing Body will consider each case individually.

If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and Parents/Carers will need to reapply in the normal way for a Reception place in the following year.

If the request is refused, the Parents/Carers must decide whether to apply for a Reception place in the current academic year (Note it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year one place the following year. Parents/Carers should be aware that the Year one group may have no places as it could be full with children transferring from the previous Reception year group.

Further information and advice on the admission of summer-born children is available from Newcastle City Council School Admissions.

### **Right of appeal**

Parents/Carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Appeals for Reception places should be submitted by 15<sup>th</sup> May 2025 to ensure they will be heard before the end of July. Please contact Newcastle City Council's School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at

[www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

## **Definitions**

- A **Looked After Child** is a child who is in the care of a local authority under section 22 of the Children Act 1989 at the time the application for school admission is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) outlines the arrangements for the person with whom the child will live.
- A **Special Guardianship Order** appoints one or more individuals as a child's special guardian or guardians.