



This policy should be read in conjunction with the following:

- Intimate Care Policy
- Supporting Pupils With Medical Conditions Policy
- Equal Opportunities Policy
- Pupil Premium Funding Report
- SEND Information Report
- SEND Code of Practice (2014)

This policy sets out Moorlands Primary School Procedures for Inclusion and Special Educational Needs and Disabilities.

Signed by Head Teacher

A handwritten signature in black ink that reads 'Ross. R Wright'.

Signed by Chair of Governors

A handwritten signature in black ink, appearing to be 'S. R. Brown'.

Date Agreed: 24 February 2021



Moorlands Primary School is part of the REACH Cooperative Trust. The Governing Body (GB) of the school is the admission authority for the school. As required in the School Admissions Code, the GB will consider all on time preferences at the same time for September 2022 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

Published Admission Number (PAN)

Moorlands Primary School will admit up to 60 pupils to Year R in September 2022.

Children with Education, Health and Care Plans (EHCP) that name a school

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 15 January 2022 will be dealt with first. If the number of applications submitted by 15 January 2022 is greater than the PAN for a school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan.
3. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year.
4. Children whose parents have satisfied the Governing Body that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
5. Children who live within the school's designated catchment area.
6. Children who live closest to the school.

Should a school be oversubscribed from within any of the criteria, then distance, as defined below, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn independently by the Education Lead, Southampton City Council.



Definitions

Sibling: This includes children living as siblings in the same family unit. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

Catchment Area: A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “My Southampton”, follow the links, and enter their postcode.

Distance: Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

Late applications

The closing date for applications is 15 January 2022. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Waiting lists

If a place cannot be offered at Moorlands Primary School, all unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

The waiting list will be held until 31 July 2023. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

Entry into Reception Class



The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2022. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / home into school.

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the beginning of the final term of the school year. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year 1.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5th birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to request for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

In-Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy.