



# **Admissions Policy 2023 - 2024**

<b>Adopted On:</b>	September 2023
<b>Review Date:</b>	September 2024
<b>Review Frequency:</b>	Annually
<b>Approved By:</b>	Governing Body

## **1. Introduction**

The governing body of Moss Lane School applies the regulations on the admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2002. This policy conforms to the regulations that are set out in the Act and is also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **2. Aims and objectives**

2.1 We are an inclusive school that welcomes applications from children from all backgrounds and abilities.

2.2 All applications will be treated equally and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not.

## **3. How parents can apply for their child to be admitted to our school**

3.1 The Local Authority (LA) determines the admission arrangements for our school. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. We highly recommend that parents obtain a copy of these regulations directly from the LA (0300 200 1004), online (<https://www.surreycc.gov.uk/admissions>) or via the school before completing any admissions forms.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

3.3 In this area, children enter school in the academic year they become five. There are three admissions dates per year: early in September (i.e. at the start of the school year) January and Easter. Parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date stipulated in the relevant Surrey Primary Admissions booklet.

#### 4. Timing of the Application

4.1 The local authority booklet encloses details of how to apply online to the LA. If you do not have access to the internet you can call 03456 009 009 to book a computer at your local library free of charge to complete the application. You can also call 0300 200 1004 to request a paper application. The date changes each year, so please check. The exact date will be printed on the application form.

Applications for admission to Reception starting in September 2023 must be made by 15th January 2023.

4.2 If you move into the area during an academic year, we can admit your child if we have a space available within that year group.

Year groups and class numbers

- Reception 30 children per class x 2 classes (60 in total)
- Year 1 30 children per class x 2 classes (60 in total)
- Year 2 30 children per class x 2 classes (60 in total)

Important dates for primary admissions commencing September 2024

30th October 2023	online admissions open
15 <sup>th</sup> January 2024	closing date for applications
16 <sup>th</sup> April 2024	outcome letters sent by first class post to parents who applied on paper  email sent during the evening to parents who applied online giving the outcome of their application.  parents who applied online can log on to their application during the evening to view the outcome of their application
30 <sup>th</sup> April 2024	parents must accept or decline their offer of a school place
15 <sup>th</sup> May 2024	admissions appeals must be lodged by this date
17 <sup>th</sup> July 2024	target date for all appeals lodged by 15 <sup>th</sup> May to be heard

## **5. Admission arrangements for Surrey County Council's community and voluntary controlled schools (2024)**

The information here is taken from Surrey County Council's published admissions arrangements as found on their website. More information can be found on the following website:

[www.surreycc.gov.uk/schools-and-learning/schools/school-admissions](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions)

1. The Published Admission Number (PAN) for initial entry into Reception at Moss Lane School in September is 60.
2. Applications for Reception and applications for a Junior place at schools which have a published admission number for Year 3, must be made by 15<sup>th</sup> January 2024. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four primary or Year 3 preferences and these will be considered under an equal preference system.
3. Children with a statement of special educational needs or an education, health and care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.
4. If the number of applicants is greater than 60, the school is said to be oversubscribed, and the number of admissions has to be limited. Surrey LEA will therefore use the following priorities when offering places at this Community School:

**i) First priority: Looked after and previously looked after children**

**ii) Second priority: Exceptional social/medical need**

**iii) Third Priority: Children of a permanent full time member of staff or a part-time member working at least 40% of the time which a full-time member of staff at the school and meets either or both of the following circumstances:**

- a. The member of staff has been employed at Moss Lane School for two or more years at the time at which the application for the admission to the school is made; and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**iv) Fourth priority: Children who will have at least one sibling on roll at Moss Lane School at the time of the younger sibling's application.**

**vi) Fifth priority: Any other children**

## **6. Admissions Appeals**

6.1 If the LA does not offer your child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

6.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

## **7. The pupil admission number (PAN)**

The pupil admission number is the number of children the school can accommodate in each year group. The PAN for our school is 60.

## **8. Infant class size**

We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

## **9. Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area

## **10. When your child starts school**

If your child's birthday is between:

1 <sup>st</sup> Sept 2019 – 31 <sup>st</sup> Aug 2020	Start school Sept 2024
1 <sup>st</sup> Sept 2020 – 31 <sup>st</sup> Aug 2021	Start school Sept 2025
1 <sup>st</sup> Sept 2021 – 31 <sup>st</sup> Aug 2022	Start school Sept 2026
1 <sup>st</sup> Sept 2022 – 31 <sup>st</sup> Aug 2023	Start school Sept 2027
1 <sup>st</sup> Sept 2023 – 31 <sup>st</sup> Aug 2024	Start school Sept 2028