

Moorside Community Primary Academy



Determined Admissions Policy
2025/2026
School Number 08503

At Moorside Academy we strive to ensure that our creative curriculum provides fun, exciting and relevant learning activities for all of our pupils. We offer children the chance to learn and develop new skills in a variety of contexts both working together and using individual talents. We aim to ensure the needs of all children are catered for.

The Governing Body of Moorside Community Primary Academy is the admission authority for the academy and, as such, must decide upon the admission policy for the academy as well as determining the allocation of places.

Moorside Community Primary Academy works within the framework established by admission legislation and the School Admissions Code (currently 2014 version). The Academy participates in the local authority's co-ordinated admission arrangements and participates in the fair access arrangements.

The published admission number for entry into reception in September 2025 is 28.

OVER SUBSCRIPTION

Where the number of applications for admission exceeds the number of places available, and after the admission of children who have a Statement of Special Educational Needs or Education Health & Care Plan that names the academy, the following criteria will be applied in the order set out below to decide which children to admit.

Criteria

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children with a sibling link who are living at the same address at the time of application and will fulfil the criteria at the time of admission
4. Children who attend Moorside Nursery who are in receipt of the early years pupil premium, the pupil premium or the service premium.
5. Others who live within the area served by the school i.e. that reside in the [area within the M58 to the south, Tontine Road, Parliament Road and Grove Road to the east, Houghtons Road to the North and Glenburn Road to the west.
6. Other children.

Notes:

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with education by a local authority in the exercise of their social services functions (section 22 Children Act 1989) at the time an application is made to the academy.

A previously Looked After Child is a child who met the above definition but ceased to do so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002) or became subject of a child arrangement order or special guardianship order (under the Children Act 1989) at the time an application is made to the academy

Siblings: the academy defines the sibling link to include brothers, sisters, half brothers, half sisters, step brothers, step sisters, fostered and adopted children residing at the same address.

Address of Pupil: This is the address where the child normally resides. Where the parents live at different addresses, the current-at-the-time of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. child benefit statement, identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP.

Tie-break: Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addressee within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). The random allocation will be overseen by an independent verifier.

Late applications for admission: Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria. Where there are extenuating circumstances (home moves into the area which mean the deadline was missed) the governors may request evidence of the same before making a decision on whether to deem the application on time.

Waiting list: Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria and will be subject to a review of ranking when any new child is placed on the waiting list. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. If a place becomes available within the admission number, the child whose name is at the top of the list

will be offered a place. This waiting list will be held for the autumn term following the usual point of entry in September.

Twins etc: Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Transition arrangements: Usually, children at Moorside are admitted in the September following their 4th birthday, over a short settling in period. Once children are admitted they usually stay at school for the full school day. If a child is finding the transition from home to school traumatic, in any way, a personal induction programme will be worked out in consultation with the parents/carers, class teacher and head teacher. Parents may request that their child attends part time until they reach compulsory school age.

Deferred entry to primary schools: If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December then, if you wish it, admission may be deferred until January: if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in the child's best interest to start no later than January. You may also request that your child attend school part time

Parents may also request that their child is placed outside their chronological age group, e.g. a summer born child may wish to send their child to school for admission into reception in the September following their 5th birthday. Parents who wish to make this request should discuss the matter with the school prior to making such a request. Parents must provide supporting evidence alongside their application which clearly highlights why the admission would be in the best interests of the child. It will be for the governors to determine whether (subject to places being available) to accept the child out of year group or offer a place in the chronological age group. Parents have the right of appeal against a refusal save where a place is offered in the chronological age group.

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.