

Moons Moat First School

Admissions Policy 2025 - 2026

1 Introduction

1.1 The Governing Body of **Moons Moat First** School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The information given in this policy applies only to admissions in the current school year and may change in future years. Worcestershire County Council documents to support admissions can be found online. If you are unable to access this online, please contact the school office. Find out more online:
www.worcestershire.gov.uk/schooladmissions

2 Aims and objectives

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

2.2 The only restriction we place on entry is that of number.

When there are more applications than places, children are admitted in the following order of priority:

- i. Relevant 'Looked after' children
- ii. Siblings of pupils attending the school and living within the catchment area of the school
- iii. Pupils living within the catchment area of the school. Copies of catchment area maps can be obtained from the LA
- iv. Pupils living outside of the catchment area but who would still have a sibling connection at school at the time of admission

There are a number of exceptions – see LA 'Community & Controlled Schools First/Primary School Admissions Policy' online.

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

3.1 As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority. 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. Parents can receive a copy of these regulations directly from the LA.

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. Parents have a right to express a preference for the school of their choice and they should do so on the application form.

Expressing a preference does not, in itself, guarantee a place at this school. Online application forms can be obtained from www.worcestershire.gov.uk/schooladmissions and should be completed by the date stipulated in the appropriate LA guidance. Parents are notified about the school place as soon as all the applications have been considered by the LA.

3.3 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, 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 relevant online form by the date stated in the guidance.

4 Admission appeals

4.1 If a child is not offered a place at this school, it is because to do so would prejudice the education of other children, for example, by allowing the numbers of children in the school to increase too much.

4.2 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. Details of appeal arrangements are set out on the LA website www.worcestershire.gov.uk/schooladmissions

5 The pupil admission limit

5.1 The pupil admission limit is the number of children the school can admit to a year group. The limit for the Reception intake is 45 in the academic year 2024-2025. We keep this number under review and the Governors may apply to change the number if circumstances allow.

6 Foundation and Key Stage 1 class size

6.1 We teach children in Reception and Key Stage 1 in classes that have a maximum number of 30 children.

7 Moons Moat Nursery

7.1 Moons Moat Nursery offers 26 part-time places each morning and afternoon. We may also be able to offer a limited number of 30 hour placements when criteria are met and when school feels that

it is appropriate. Places in Nursery are offered for a maximum of five terms starting in the September after the child's third birthday. Children are admitted according to their chronological age, subject to the availability of places.

Priority may be given to children referred by Children's Services or medical services providing the child's age falls within the range of the Nursery.

One Nursery place will be kept for an emergency placement of a child from the local area.

Children's names may be placed on the Nursery waiting list following a child's second birthday.

Admission to the Nursery does not guarantee admission to Moons Moat First School.

7.2 Admission procedure.

Parents are informed of the availability of a Nursery place during the last half of the Summer Term prior to the child's start in Nursery.

Parents are warmly invited to a meeting with the Nursery teacher prior to children taking up their place.

Parents and children are welcome to visit by prior arrangement.

7.3 Appeals

Appeals against the refusal of a Nursery place for any child must be made by the parents, in writing, to the Governing Body of Moon's Moat First School.

Safeguarding / Child Protection

All staff and Governors have received appropriate safeguarding and child protection training (September 2025). All staff have read the following:

- Keeping Children Safe in Education 2025
- What to do if you're worried that a child is being abused
- Staff Code of Conduct
- Safeguarding and Child Protection Policy

Other related policies have been signposted such as Working Together to Safeguard Children, Anti-Bullying, Anti-Cyber Bullying Policy, Behaviour Policy, Critical Incidents, Health & Safety etc.

Staff working with children should maintain an attitude of '*it could happen here*' where safeguarding is concerned. If staff have any concerns about a child's welfare, they should act upon them immediately. They should follow the school's policy and procedures and speak with the Designated Safeguarding Lead (Miss Crawford) or one of the Deputy Safeguarding Leads (Mrs Kelly, Mrs Moorhouse or Mrs Lawrence). In the absence of these staff members, a member of the SLT should be contacted. All concerns should be acted upon and recorded on CPOMS.