

**MOORGATE PRIMARY SCHOOL**

**ADMISSIONS POLICY**



**HEAD TEACHER:** Mrs. D Hopwood

**DESIGNATED STAFF:** Mrs. H Ramsden

**CHAIR OF GOVERNORS:** Mrs. S Yates

**DESIGNATED GOVERNOR:** Mrs. E Sherrington

**DATE IMPLEMENTED:** February 2015

**DATE REVIEWED:** September 2021

**DATE OF NEXT REVIEW:** September 2022

## MOORGATE PRIMARY SCHOOL

### **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN**

#### **Introduction.**

The Education Act 2002 section 175 imposes a duty on schools and states that:

*“The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view **to safeguarding and promoting the welfare of children** who are pupils at the school.”*

Safeguarding is not just about Child Protection but also about making sure children are safe from accidental injury, crime and anti-social behaviour. It should also ensure that all children feel safe and have safe places to live.

Statutory guidance Keeping Children Safe in Education (September 2021). It defines schools’ duty to safeguard and promote the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Schools should give effect to their duty to safeguard and promote the welfare of their pupils by:

1.	Creating and maintaining a safe and secure learning environment.
2.	Identifying where there are child welfare concerns and taking action.
3.	Developing children’s understanding, awareness and resilience through the curriculum.
4.	Adopting safer recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

For schools, safeguarding children’s welfare therefore covers more than the contribution made to child protection in relation to individual children. It also encompasses matters such as pupil health and safety, bullying, racist abuse (about which there are specific statutory requirements), together with a range of other issues, for example, arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse, etc. about which the Secretary of State has issued guidance. Details of this school’s policies in these areas are contained in other documents (See “Other Relevant Policies”).

This policy applies primarily to 2 above and reflects current legislation, accepted best practice and complies with the government guidance: *Working together to Safeguard Children* (July 2018)

Statutory Policies including Governance
Health and Safety Policies
Staff including Premises Policies
Inclusion and Equality Policies
Curriculum Policies
Early Years and Foundation Stage Policies

At Moorgate we have a safe, trusting, enabling and stimulating environment.

We promote a sense of purposeful citizenship with shared values and respect for diversity and equality.

We believe in enabling independence and resilience for all our children; motivating them to aspire to and achieve their full potential in an inclusive and valued community.

We believe in preparing pupils for the future, ensuring that they have the life skills to make a positive contribution to the British society and the Global community in which they live and develop a strong foundation for personal health and well-being.

## School Aims

- To achieve and maintain high standards of behaviour, working together to promote an atmosphere of mutual respect, trust and understanding where all are valued and included.
- To promote the spiritual, ethical, moral, cultural, intellectual and social development of our pupils, ensuring well-being and celebrating British values and diversity.
- To provide a supportive and nurturing environment to develop pupil's self-worth and caring attitude, enabling them to value and share responsibility for themselves, their families, relationships, society and the environment.
- To achieve and maintain an inclusive climate of equal opportunity, developing individuals to aspire to and reach their full potential, whilst safeguarding the entitlement of all pupils to a high quality of education.
- To involve and value children's contributions in the decision-making process that impacts upon their learning, personal development and their environment.
- To foster an inclusive atmosphere conducive to learning and teaching which provides a breadth and balance of learning experiences that meet the needs of all children to promote independent learning.
- To equip children with the skills, knowledge and positive character attitudes which will allow them to develop a joy in life and learning, confidence in themselves to problem solve and reason, resilience, tolerance and respect for others including an understanding of the diversity of modern society and the wider world.
- To provide a safe, secure, enabling and stimulating environment where children can develop and celebrate their abilities, interests and talents to the highest possible standard they can achieve.
- To include parents/carers as partners and for them to be actively involved in their child's progress in development and learning.
- To strengthen partnerships between home, school, the local and global communities.
- To prepare our children as future citizens; preparing them to engage and persevere as individuals, parents and workers with the awareness to accommodate economic, social and cultural change.

## ADMISSIONS POLICY

Moorgate is a Community Primary School located in the Tonge Moor area of Bolton and is maintained by Bolton Local Authority. Any pupil has the right to apply for a place at Moorgate Primary School providing that the demand for a place does not exceed our admission number of 30. All admissions to Moorgate Primary for Reception to Year 6 are controlled by the Local Authority and all enquiries for are directed to:-

Pupil and Student Services  
Lower Ground Floor  
Bolton SICT  
Smithills Dean Road  
Bolton  
BL1 6JT  
01204 332143

Where the demand for a school exceeds the number of places available, Bolton Council will allocate places on the basis of a fair and objective method. Where a community school is oversubscribed the criteria listed below will be applied in priority order:

The policy for admission to community and controlled primary schools for 2021/2022.

Children who have an Educational Health Care Plan (EHCP) will be offered places first. The following criteria will then apply:

### **Criteria:**

- 1) Children in Public Care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).
- 2) Children for whom there is a child protection plan or has been within a 12-month period (see definition under section 47 of the children act 1989).
- 3) Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
- 4) Children who have strong Church connections where the school is a Church school. Parents must complete the supplementary form as evidence that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications. The supplementary form can be downloaded from the website.
- 5) Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. **Medical evidence must be**

**submitted by 15 January 2021.** Evidence received after this date will not be taken into consideration.

- 6) Proximity (Where you live) – Children who live nearest the school (geographical proximity). Under this category the remaining places will be offered to children who live nearest the preferred school. The distance will be measured in a straight-line using route finder a computerized mapping system which measures from the centre of the home property and designated main entrance to the school.

If any categories are oversubscribed, then geographical proximity (as set out in category 6 above) will be used as a tiebreaker. If the proximity value is equal, then random allocation will be used as a tiebreaker.

### **Tiebreaker**

If category 2 or 3 are oversubscribed geographical proximity as set out in category 6 will be used as the tiebreaker to decide between the remaining cases. If after measuring distances, it is still not possible to decide on the child(ren) to offered admission (for example two children living in the same block of flats or in the same house) the local authority's system of random draw will determine which of the children can be offered a place. The draw will take place at the local authority's offices and the name(s) will be drawn by a local authority officer who is independent of the admissions process.

Where a single place remains at a school and the application being considered is for twins etc., the Council will allocate above the admission number to accommodate each child.

## **ADMISSIONS TO RECEPTION**

Applications to Reception are all controlled by the Local Authority (Not Moorgate Primary). Parents can apply for a Reception place via the Bolton Council website / admissions portal. The portal will open in the September the year before the child is due to start in Reception. Parents of children who attend Moorgate Nursery will be informed of the exact date when the portal is open to accept applications. Via this website you will also find the 'Admission to Primary School' booklet which details the admission selection criteria for each school and application guidance, along with a list of open days (usually in the Autumn term).

All applications should be returned to the Local Authority by the deadline specified in the 'Admission to Primary School' booklet (usually mid-January). Places are offered by the LA in April of the same year.

If a place at Moorgate is refused or an alternative preference offered and you wish to make an appeal, please contact the local authority for advice on the appeal process and waiting list information.

**Please note that waiting lists will be compiled using the LA published oversubscription criteria (please see page 1).**

## **ADMISSIONS TO MOORGATE NURSERY- 15 HOURS AND 30 HOURS PLACES (FOR CHILDREN WHO ARE 3/4 YEARS OLD)**

Admissions to Moorgate Nursery are managed by the school and places are allocated as they become available, primarily on the age of the pupil. **Every three year old child** is entitled to 15 hours of free education which is funded by the Government. From September 2017 the Government increased this to 30 hours, for families who meet the following criteria:-

- The extended entitlement is available to 3 and 4 year-olds of working parents.
- Each parent (or the sole parent in a single parent family) will need to earn, on average, at least the equivalent of 16 hours on the national minimum wage per week (currently £115.20 per week for over 25s), and no more than £100,000 per year.
- Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings criteria.
- Families where one parent is not in paid employment (or neither parent works) will usually not be eligible for the additional hours.
- There are exceptions for parents who are on parental, maternity, paternity, adoption or sick leave. Parents who are studying or in training will not be eligible unless this is combined with paid work which meets the minimum average earnings threshold.
- However, parents will be eligible where one parent is in receipt of benefits relating to caring responsibilities or has a disability and the other parent is working. Single parents who are disabled or have substantial caring responsibilities will not be eligible.

Moorgate has a 120 place Nursery with 60 morning places (5 mornings each week) and 60 afternoon places (5 afternoons each week) available. We are able to offer a 30 of these places as 30 hour places (6 hours a day).

Session times are as follows:-

Morning Sessions:	8.45am – 11.45am
Afternoon Sessions:	12.30pm – 3.25pm
30 Hours Place:	8.45am – 2.45pm (places are limited)

As detailed above in the session times a 30 hours place at Moorgate will consist of 6 hours per day, 5 days a week, term time only (38 weeks per year). These hours will be from 8.45am – 2.45pm. However, if you wish your child to stay in school for the remainder of the school day (until 3.25pm) there will be an additional childcare charge of £4.00 per day. If you do not wish to access the additional childcare you can collect your child from Nursery at 2.45pm (Please note that any late pickups will incur an automatic £4.00 charge).

**Please note that hours not taken due to personal circumstances (i.e. holidays, child illness etc.) or due to school closures (i.e. bank holidays, training days, polling day etc.) cannot be carried forward.**

### **Lunch Time Arrangements (For 30 hours places)**

Parents of children accessing 30 hours childcare have the choice to either supply their child with a packed lunch or to pay for them to have a school meal. The current price for a school meal is £1.70 per day, (£8.50 per week - subject to change).

### **Eligibility Checks for 30 Hours**

To access 30 hours childcare parents must determine if they are eligible for the funding which is based on the criteria listed on page 3. Eligibility checks for 30 hours are processed through a HM Government portal and can be accessed through the following website:- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you are eligible you will receive a code that you need to bring in to school so that we can confirm your eligibility. You will also be asked to sign a parent declaration which will be kept in school.

Parents will need to reconfirm their eligibility **every three months**. This is to check that there have been no changes to your circumstances and are still entitled to the 30 hours place. Parents will be prompted by GOV.UK, via text message and/or email, four weeks before their reconfirmation deadline.

### **30 Hours Grace Period**

If for any reason parents' circumstances change and they become ineligible for 30 hours there is a grace period which enables parents to retain their childcare place for a short period of time (usually until the end of the school term). After this grace period, **if eligibility is not reinstated, parents will only be able to access a 15 hours Nursery place (Morning or Afternoon Session)**.

### **Applying for a Nursery Place**

If you would like to apply for either a 15 hours or a 30 hours place at Moorgate Nursery an application form can be obtained from the school office. Once this has been completed it must be returned to school along with original documentation detailing proof of your child's date of birth (e.g. birth certificate or passport). We will ask permission to take a copy of this documentation for our records.

Upon receipt of the completed application form, your child will be placed on a waiting list in order of their date of birth and places will be allocated as they become available. The majority of our places are allocated in September, at the start of the new academic year. Therefore if your child's birthday falls on or after the 1<sup>st</sup> September a place may not be available until the following September depending on the number of children allocated places.

**Please note that unfortunately securing a place at Moorgate Nursery does not automatically give your child admission to our Reception Class at Moorgate as places are allocated by the Local Authority (please see admission criteria on page 1).**

### **ADMISSIONS TO MINI MOORGATE (FOR CHILDREN WHO ARE 2 YEARS OLD)**

Mini Moorgate is an Early Years setting which is part of Moorgate Primary School and is situated at Tonge Children's Centre, Starkie Road, Bolton, BL2 2ED.

Mini Moorgate is for 2 year old children and is accessible for families who are eligible for 2 year old funding. Mini Moorgate has 70 places available which consists of 60 morning places and 60 afternoon places. Session times are as follows:-

Morning Sessions:	9.00am – 12.00pm
Afternoon Sessions:	12.45pm – 3.45pm

To qualify for 2 year old funding and a place at Mini Moorgate parents must be in receipt of certain benefits or meet certain criteria. Parents who qualify will be able to claim up to 15 hours a week of free early education for their child.

If parents receive any of the following their child may be eligible:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- Tax credits and you have an income of £16,190 or less, before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- A child can also get free early education and childcare if any of the following apply:
  - They're looked after by a local council
  - They have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
  - They get [Disability Living Allowance](#)
  - They've left care under a special guardianship order, child arrangements order or adoption order

To establish whether your child qualifies for a place, parents must complete an eligibility check. This check can be carried out shortly before your child turns two at either Moorgate Primary School or any Bolton LA Children's Centre.

If you are eligible you will be given a letter detailing your child's unique reference number and the date from which you can start claiming your 2 year old child care place.

**Please note that places will only be confirmed once you have successfully completed this eligibility check.**

Once we are in receipt of this letter / reference number you will be asked to complete an admission form and also provide original documentation detailing proof of your child's date of birth (e.g. birth certificate or passport). We will ask permission to take a copy of this documentation for our records. Your child will then be allocated a place or alternatively placed on the waiting list in order of the start date of their eligibility.

**Please note that we are not permitted to admit a child without confirmation that they qualify for 2 year old funding.**



## **IN-YEAR ADMISSIONS / TRANSFERS**

If your child is currently attending another primary school in Bolton or in an area outside the borough and you would like to apply for a place at Moorgate, you must contact Pupil and Student Services (01204 332143) who will provide you with an in-year transfer form to complete.

You will be required to list in order of preference the school(s) you would like your child to transfer to. Once you have completed the form with the required information, please ensure your child's current school completes the relevant section(s) of the form request the Head Teacher to sign this before you return it to Pupil and Student Services.

When the in-year transfer form is received, Pupil and Student Services will then check if there is a place at Moorgate. If a place is available, you will be sent an offer letter with a specific deadline for you to accept this place. You must then contact Moorgate before this deadline to accept or decline the place for your child otherwise the place could be offered to another child.

If there is no available place at Moorgate you may be offered another school from your preferences, or a different school in the borough, or be placed onto the waiting list of your preferred school. Pupil and Student Services will advise you of their procedures in this instance.

**Please note that waiting lists will be compiled using the LA published oversubscription criteria (please see page 1).**

## **ADMISSION / TRANSITION TO SECONDARY SCHOOL**

At Moorgate we offer guidance and support for all our pupils and their families in their choices and applications for secondary schools.

Applications to secondary school are controlled by the Local Authority (Not Moorgate Primary). Parents can apply for a secondary school place via the Bolton Council website / admissions portal. The portal will open in the September the year before the child is due to start secondary school. Parents of children who attend Moorgate Primary will be informed of the exact date when the portal is open to accept applications. Via this website you will also find the 'Admission to Secondary School' booklet which details the admission selection criteria for each school and application guidance, along with a list of open days (usually in the Autumn term).

At Moorgate we actively encourage our pupils to attend as many of these open evenings as necessary to both parents and children to make the best choice of school.

All applications should be returned to the Local Authority by the deadline specified in the 'Admission to Secondary School' booklet (usually the end of October).

Places are offered by the LA in March the following year and transition days are scheduled for the summer term.

## **APPEALS PROCESS**

You have a statutory right to submit an appeal for a place at your preferred school if your application for a place has been unsuccessful.

Please see the Bolton Council guidance on appeals at the following link:-

<http://www.bolton.gov.uk/downloads/file/1926/school-appeal-leaflet>

Other guidance from GOV.UK can be found the following link:-

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>