



## Admission Arrangements to Moor First School Academic Year 2026/2027

### Admissions at normal age of entry: academic year 2026/2027

The normal point of entry for admission to First, Infant and Primary Schools is Reception where full time places will be available in September of the academic year in which the child becomes five years old.

Staffordshire County Council is the admissions authority for the schools listed on page 16 to 17 of this document. It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available. Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school where this is the case.

In accordance with legislation, children who have an education, health and care plan (EHCP) that names a school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the number of places available to other applicants.

Admission to oversubscribed community and voluntary controlled schools are decided using the oversubscription criteria detailed below.

#### Oversubscription criteria

If the total number of preferences for admission to a school exceeds the school's published admission number (PAN), the following order of priority will be used to allocate the available places:

1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted *see additional note \* below*.

2) Children whose current exceptional circumstances satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.

Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.



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Hardship means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.

3) Children who have an elder sibling in attendance at the preferred school (or in the case of an infants school, the affiliated junior school) and who will still be attending the school at the proposed admission date; (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children whose home address is located within the catchment area of the preferred school. See *additional notes and \*\* below*

5) Children whose parents regularly attend a Church of England church, or a church in communion with the Church of England, or of a church which is affiliated to the Churches Together in Britain and Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the churches concerned (*Only certain voluntary controlled schools use this criterion, see additional notes \*\*\* below*). Regular attendance is defined as attendance at a church service (or an explicitly defined church activity) on a Sunday or weekday on at least two occasions per month for at least two years. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, or the person has been unable to partake in such activities due to health restrictions, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship and/or the person was able to partake in such activities

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system. See *additional notes \*\*\*\* below*

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to criteria 5) followed by those children resident within the catchment area arranged in order of criteria 6).

If we cannot distinguish between applicants using the criteria listed, e.g. children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified by an officer outside the School Admissions Service.

### **Additional notes**

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.



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\*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a 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) at the time of making an application to a school. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

\*\*Copies of school catchment area maps are available from the local authority or individual schools. [www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx](http://www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx)

Attendance at particular nursery or infant schools will not prioritise admission to any particular primary or junior schools. Even where children are attending infant or nursery schools attached to particular schools, parents must make a separate application for admission to primary or junior school at the appropriate time.

The requirement for the local authority to meet the infant class size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the local authority will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no vacant places.

Admissions for the normal age of entry are administered through a co-ordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service. The aim of the scheme is to ensure that each child will receive only one offer of a place at a maintained school on a prescribed date.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

### **Home Address**

The home address is considered to be the child’s along with their parent/carer’s main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.



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If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by **6 March 2026**. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

### **Children of Armed Forces Families**

The Local Authority will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date.

For children of armed forces families where an intended home address is provided in support of the application, the Local Authority will use the intended address in respect of applying the oversubscription criteria as long as the family provide some evidence of their intended address. Where an intended address cannot be evidenced, the Local Authority will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

### **Deferred entry to reception class**

Parents may decide to defer the date their child is admitted to the school 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 for which the application was made. In addition, where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in reception and how the needs of these children are met as they move up through the school.

### **Admission outside the normal age group**

Parents may wish to apply for their child's admission to school outside their normal age group. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group to reception rather than Year 1.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside their normal age, this may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision whether this is agreed will be made by the local authority. They will take into account the circumstances of the case including the parent's



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views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely as well as views of the Headteacher of the community or voluntary controlled school concerned.

Parents do not have the right to insist that their child is admitted to a particular year group.

### **Waiting lists for Admissions and Normal Point of Entry**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves year 2.

For all other cases, waiting lists will be kept until 31 December 2026.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

### **Late applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point in time.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

### **Repeat applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second



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application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **“In-year admission” arrangements**

Parents or carers seeking to be admitted to a community or voluntary controlled school may make an application directly to the preferred school using the [appropriate application form](#). This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

### **Staffordshire County Council’s definition of ‘relevant area’**

The School Standards and Framework Act 1998 requires each local authority to establish a ‘Relevant Area(s)’ in which admission authorities must consult regarding their proposed admission arrangements. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires local authorities to review and consult on their proposed relevant area every two years.

It is proposed that for individual admission authorities within Staffordshire, the relevant area should be:

- All schools or neighbouring LAs which are within 5 miles for a secondary school and 3 miles for a primary school (primary schools need not consult secondary schools).
- All other bodies as prescribed within the School Admissions Code

### **Appeals**

- You have the right to lodge a formal appeal to an Independent Appeals Panel if you have been refused a place at your preferred Staffordshire School and you are dissatisfied with the school place offered.
- There are two types of appeal:

#### **Ordinary**

- For all secondary and middle schools and some primary schools.

#### **Infant class size**

- For reception, year 1 and year 2 in primary schools where a place has been refused as, by law, the class may not contain more than 30 children with a single qualified teacher. For [further guidance on infant class size](#) please see the infant class size page information.
- **Please note:** There is no right of appeal for admission to a maintained nursery.

### **Further information**



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- If you are appealing for a reception, year 1 or year 2 place we suggest that you research 'infant class size initiative' so you are aware of the restrictions or take a look at Staffordshire County Council's (SCC) [infant class size guidance](#).
- You can only appeal for a place if you have had a refusal. If you have not received a school offer, please speak to the SCC Admissions Team on [0300 111 8007](tel:03001118007) who will be able to tell you which schools may have availability in your area.

### **Waiting lists**

- For information on where your child is on the waiting list, please contact the SCC Admissions Team on [0300 111 8007](tel:03001118007)

### **Correspondence**

- All correspondence concerning your appeal will be sent via email so please make sure that the email address you give us is for an account that you have access to and monitor.

### **Appeal date**

- You will be given at least 10 school days' notice of your appeal date.

### **Supporting information**

- Start to gather any supporting information you would like the independent appeal panel to see and submit either with your appeal form or by the deadline that SCC will give you when they notify you of the details for your appeal hearing.

### **Refusals**

- SCC will send you a statement from the relevant admission authority as to why the refusal was made at least 7 days before your appeal hearing date. This will give you the opportunity to prepare any questions you would like to ask the admission authority on the day of the appeal hearing.

### **Decisions**

- Decisions are sent within 5 school days of the appeal date. We are not able to give the outcome over the telephone.

### **Withdrawing an appeal**

- Should you wish to withdraw your appeal at any point, you will need to notify us in writing to [schooladmissionappeals@staffordshire.gov.uk](mailto:schooladmissionappeals@staffordshire.gov.uk)