

Moor Park High School and Sixth Form

Determined Admission Arrangements for September 2022

The Admission Process

Moor Park High School and Sixth Form is a Foundation school and as such is its own admission authority.

The number of places available for admission into year 7 in the academic year 2022/23 is 104. This is called our PAN (pupil admission number).

Applications for a place in year 7 should be made on the Local Authority's (LA) common application form which is provided and administered by the LA. This is an on-line application process and you should apply at www.lancashire.gov.uk/schools

The closing date for applications is 31 October 2021.

Letters/emails informing parents of whether or not their child has been allocated a place will be sent out by the LA on 1 March 2022. Parents of children not admitted to Moor Park will be informed of the reason and offered an alternative place by the authority. Parents who are unhappy with this decision have the right to appeal.

Consideration of Applications

Moor Park will consider all applications for places. Where fewer applications than the PAN are received, Moor Park will offer place to all those who have applied.

Oversubscription

Where Moor Park receives more applications for places than there are available, we will offer places according to oversubscription criteria below and inform the LA. The following criteria will be applied in number order after the admission of pupils with a statement of SEN or CHCP naming our school.

1. Looked after children and previously looked after children.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at Moor Park. To meet this criterion written evidence from an appropriate professional, such as a doctor, psychologist or social worker is required for the governors to consider medical, social or welfare reasons for admission. This should accompany the application form. Please note: only exceptional reasons associated with the child/or family and relating to the suitability of the school, are normally accepted in this criterion, for example, where these needs can only be met at this school.
3. Children who will have a sibling in attendance at Moor Park in years 7 to 11 at the time of admission. The term 'sibling' includes brothers and sisters, stepchildren, half brothers and sisters and adopted and fostered children who are living at the same address.
4. Children with a parent employed by the School on a permanent contract either full or part-time for at least 2 years prior to the date of application. **Definition of parent employed by school:**

Staff will include all those who are permanently employed directly by the school. For September 2022 intake staff will need to have been employed for 2 years or more at the time when the application for admission to the school is made. Therefore, staff must have been employed by school prior to September 2019. The term 'staff' does not include Contractors or Peripatetic Teachers. When completing the admission form you will be also required to complete a Supplementary Information Form indicating details of the staff member.

5. Proximity to school. The measurement used will be taken in a straight line from the centre point of the residence to the centre point of Moor Park, with nearer addresses having priority over more distant ones.

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Address of Pupil

The address used on the admission form must be the current one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Late Applications

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, application 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 oversubscription criteria.

Waiting Lists

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. 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 is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full Autumn Term until 31 December 2022.

Appeals

Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeals panel. Parents should notify the school direct within 14 days of receiving the letter refusing a place.

As part of the appeals process, parents will have the opportunity to submit their case to the panel in writing and also to attend and present their case. Appeals must be submitted using the correct appeal form. This is available from the school office or can be downloaded from the school website (www.moorpark.mp) or the LA website (see link below).

All appeal forms must be returned to the school.

Details on the appeals process is available via:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/secondary-school-appeals/>

In-Year Admissions

If you are new to the area or want to request a transfer to Moor Park High School and Sixth Form you should ring the school direct (**01772 795428**) and ask to speak to the Admissions Officer. If you prefer, you can call at school to briefly discuss your request with the Admissions Officer. Please note that the school office is open during term-time only.

The Admissions Officer will inform you if there is a place available in the relevant year group or whether the year group is full.

If there is a place available in the relevant year group, you will be invited to a meeting with the Headteacher or Deputy Headteacher before the transfer process. Please note that we will contact your child's current/last school for information prior to the meeting. After the meeting, arrangements will be made for your child to attend school for a basic assessment so that we can ensure they are placed in the correct set/class.

If the year group is full and you wish to appeal for a place for your child, you should complete an appeal form and forward it to school with any supporting information or evidence.

Appeals must be submitted using the correct appeal form. This is available from the school office or can be downloaded from the school website (www.moorpark.mp). All appeal forms must be returned to the school.

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Please note that if your child is unhappy in their current school for whatever reason, for example alleged bullying or not getting on with a teacher, you should first contact the Headteacher of the school where your child attends and discuss the problems before changing schools. School transfer is very disruptive for any child and it is not encouraged if the problem can be resolved by the current school.