

# Moss Hall Schools Federation

## Admissions Arrangements



**Adopted: Autumn 2020**

**Reviewed: Autumn 2021**

**Review by: Chair of Governors**

Signed:

Executive  
Headteacher

Autumn 2021

Date:

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*Lis Maimaris*

Chair of governors

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Autumn 2021

Date:

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## Statement of Intent

At Moss Hall Schools Federation the governing body applies the regulations on admissions fairly and equally to all those wishing to attend. Our Admissions Policy process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

As a community school, the local authority, London Borough of Barnet, are the admission authority. This is further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. See:  
<https://www.gov.uk/government/publications/school-admissions-code--2>.

All school admissions, including 'in-year' admissions and appeals are administered via the Local Authority. Moss Hall Schools Federation has no input or influence on this process. London Borough of Barnet are responsible for arranging/providing for an appeal against refusal of a place at our school. See:  
<https://www.barnet.gov.uk/schools-and-education/school-admissions/school-appeals>.

The number of places available is determined by the capacity of the school. Our published admissions number (PAN) is 120 per year group.

## **Legal Framework**

**This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:**

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

**This policy operates in conjunction with the following school policies:**

- Equal Information and Objectives Policy
- Data Protection Policy

## **Roles and Responsibilities**

**The admission authority is responsible for:**

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Linking to the admission arrangements published on the LA's website.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

**The Schools Adjudicator is responsible for:**

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

**The appeals clerk is responsible for:**

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

## Applications

Moss Hall Schools Federation is a community school and the Local Authority manages applications to Reception (Moss Hall Infant School) and Year 3 (Moss Hall Junior School). Allocation of places is governed by Local Authority guidelines and procedures. Our School follows this process and the timetables associated with it: the Governing Body makes no provision for admission outside the timescale set by the Local Authority.

Applications are made online and the Local Authority processes applications through their online portal <https://www.eadmissions.org.uk/eAdmissions/app>. Further information can be found at [barnet.gov.uk – school admissions: https://www.barnet.gov.uk/schools-and-education/school-admissions/apply-primary-school](https://www.barnet.gov.uk/schools-and-education/school-admissions/apply-primary-school).

Parents and carers are notified of the offer of a School place, or otherwise, by mid-April of the academic year in which their child is due to start school (Infants or Juniors): this is provided by the Local Authority. Parents and carers of children who are *not* offered a place at this stage may decide to await further consideration from the Local Authority or possible appeal. Further information can be obtained from the Admissions Team at [school.admissions@barnet.gov.uk](mailto:school.admissions@barnet.gov.uk) or 020 8359 7651.

## Reception (Moss Hall Infant School)

### Aims:

- To ensure that parents and carers are fully informed of the Admissions Process.
- To ensure that the School is properly prepared for the admission of children to the Reception class as well as any others admitted on an “in-year” basis.
- To facilitate the gathering of all relevant information to ensure that admissions are properly planned for and appropriate provision is made for all children.
- To ensure that the School's ethos and expectations – including those on Equal Opportunities, Behaviour and Anti-Bullying – are made clear to parents and carers.
- To ensure that all members of the School community make all new children and their parents and carers feel welcome.
- To ensure that the transition of children admitted on an ‘in-year’ basis fully prepares children and their families to become members of the school community.

### Pre-Application Visit:

Before making an application for a Reception place, parents and carers are encouraged to visit the School where they will have the opportunity to:

1. Take a guided tour of the School and visit the classes.
2. Ask questions regarding the Curriculum, assessment and the ethos of the School.
3. Discuss the Admissions procedure.
4. Discuss any issues relating to their child or family.
5. Receive written information about the school or be signposted to information on the school website.

### **Admissions:**

Up to a maximum of 120 children are admitted each year and, if the number registered for possible admission exceeds this number, the Local Authority offers places using the following **Oversubscription Criteria:**

**See Appendix (Appendix I, Oversubscription Criteria for Admission to Community Infant and Primary School Reception Classes 2021-22, Page 3)**

Parents and carers of children who have accepted a place in Reception will be invited to a meeting in the summer term preceding their child's September start date. They will be introduced to the Reception Team and other key members of staff: they will also be informed about school timings, lunch-time arrangements, clothing, home visits and settling in processes. Children will have the opportunity to attend a play session in the Reception class. **(NB: Covid19 related Health and Safety assessment will determine if such processes are in person or online/ virtual)**

### **Settling In:**

Reception children are usually admitted in the following way:

#### Week 1:

home visits over 4 days/ class.

#### Week 2:

Each class is split into 3 groups

Group 1 will attend for an afternoon, then a morning then stay all day on subsequent days if settled

Group 2 begin with half days

#### Week 3

Group 2 stay full days if settled

Group 3 begin on 2 half days then whole days

All children in full time by beginning of week 4

NB: if children are not settled - their settling in period will be adjusted by the teachers according to each child's individual needs.

**In- year EYFS and KS1 admissions:** a settling in arrangement may be required in the best interests of each child who joins the school in -year. This will be determined by the Head of School.

## **Year 3 (Moss Hall Junior School)**

### **Aims:**

- To ensure that parents and carers are fully informed of the admissions process.

- To ensure that the school is properly prepared for the admission of children to the Junior School as well as any others admitted on an “in-year” basis.
- To facilitate the gathering of all relevant information to ensure that admissions are properly planned for and appropriate provision is made for all children.
- To ensure that the school’s ethos and expectations – including those on Equal Opportunities, Behaviour and Anti-Bullying – are made clear to parents and carers.
- To ensure that all members of the school community make all new children and their parents and carers feel welcome.
- To ensure that the transition of children admitted on an ‘in-year’ basis is as smooth as possible.

### **Pre-Application Visit:**

Before making an application for a Junior School place, parents and carers are encouraged to visit the school where they will have the opportunity to:

1. Take a guided tour of the school and visit the classes.
2. Ask questions regarding the curriculum, assessment and the ethos of the school.
3. Discuss the admissions procedure.
4. Discuss any issues relating to their child or family.
5. Receive a school welcome pack with detailed information.

### **Admissions:**

Up to a maximum of 120 children are admitted each year and, if the number registered for possible admission exceeds this number, the Local Authority offers places using the following

#### **Oversubscription Criteria:**

**See Appendix (Appendix III, Oversubscription Criteria for transfer to Junior Community Schools 2021-22, Page 11)**

Parents and carers of children who have accepted a place to start Year 3 at the Junior School will be invited to a meeting in the summer term preceding their child’s September start date. They will be introduced to the Year 3 Team and other key members of staff. They will also be informed about school timings, lunch-time arrangements, uniform, curriculum etc. Children will have the opportunity to attend a ‘meet the teacher’ session in their new Year 3 class.

### **Settling In:**

Although most children are familiar with Moss Hall, we recognise children need to be given time to familiarise themselves and become comfortable with new routines, teachers, lessons and building. To enable this to happen we run a variety of transition activities prior to and post starting the Junior School. We also adapt the normal school day for the first few days as necessary, to ensure this process is effective. We invite parents in during the first days to help their children settle in.

### **‘In Year’ Admissions**

An ‘in-year’ admission is one which takes place after the school year begins. The Local Authority allocate a place as an ‘in-year’ admission if there is a place available. Whilst the Policy states there will be a maximum of 120 children per year group, the school may be required by the Local Authority to accept children over this number following the **Oversubscription Criteria:**

**See Appendix (Appendix II, Appendix II Oversubscription Criteria for In-year Admission to Community Schools 2021-22, Page 7)**

## **Procedures for 'In-Year' Admissions:**

When a request is made to admit a child as an 'in-year' admission, the school will:

1. Make an appointment to meet with the parents or carers to discuss the curriculum and the ethos of the school as well as discussing reasons for the change of school.
2. Telephone the child's present or previous school to inform them of the child's imminent admission and make a request for any records.
3. Introduce the child and parents or carers to the class teacher.
4. Provide parents or carers with all relevant admission details and arrange a start date for the child as soon as possible.
5. The EAL Co-Ordinator or SENCO may arrange an initial meeting to discuss individual needs with parents or carers subject to information received.

## **Arrangements for Children Who Leave School Mid-Term**

We want to ensure that any transfers between Moss Hall Schools Federation and other schools 'mid-term' are as smooth as possible. The school will pass on information about the child to the new school including data where applicable following GDPR rules.

## **Monitoring and Evaluation**

The day to day monitoring of this policy is the responsibility of the Federation Headship Team. The Headship Team will report the numbers of admissions and leavers termly to the Welfare Committee.

## **Appendices**

### **Appendix 1**

#### **Admission Arrangements Barnet Community Schools 2022/23**

E-admissions must be made for entry to Reception and transfer from Year 2 to Year 3

<https://www.eadmissions.org.uk/contact>

The admissions codes and criteria are here:

[https://www.barnet.gov.uk/sites/default/files/determined\\_admission\\_arrangements\\_for\\_barnet\\_community\\_schools\\_2022-23.pdf](https://www.barnet.gov.uk/sites/default/files/determined_admission_arrangements_for_barnet_community_schools_2022-23.pdf)

**Year 2 children from Moss Hall Infant School are all entitled to a place at Moss Hall Junior School** though parents/ carers **must** make an application via eadmissions between 1st September and 15th January each year. Offers are made on/ around 19th April. Surplus places are then made available to applicants from outside the Moss Hall community.

## **Appendix 2**

### **In School Admission Process - once a place has been offered and accepted**

- After Barnet offers a place at the school, contact is made between parents and the school office. Some basic information about the child is exchanged eg. year group, previous school, English proficiency, gender, date of birth
- The school office will email a child registration pack via a Google Form to the family.
- SLT will decide which is the most suitable class to place the child in.
- The school office will contact to set up a meeting between a member of the headship team and the parent(s)/guardians and child. A start date is also agreed upon.
- The school office will email all parties who need information about the child - class teacher, SLT, EAL support, ICT support, library and swimming teachers.
- During the meeting with a member of the headship team, the following will be discussed:
  - School ethos and aims, what it means to belong to our school
  - The child's learning strengths and interests and aspirations
  - Any areas the child may wish to improve and how they have worked on this so far
  - The child's view of their attitude to learning, home learning and making and sustaining friendships
  - Any information about family background that the school needs to know/which may affect their learning. Who lives at home?
  - Any difficulties experienced socially in their previous school(s)
  - We will explain about our curriculum and that all children take part in music, PE including swimming and will visit offsite places such as museums and religious buildings to enrich their curriculum.

#### **Organisational matters such as:**

- School day timings
- Where the child should be dropped off/collected
- Information about school lunches and online payment
- Class timetable – a printed copy of this should be handed out and swimming and PE days should be noted
- Medical needs/allergies
- The school office will check that the registration survey has been completed and take a scan of the child's ID
- a tour of the school will be offered when the child will meet their new teacher

#### **On the child's start date:**

- The child and family's information is added to Integris, Eduspot and School Money
- Login details are texted to the parent/guardian.
- Book labels are generated and given to the class teacher.
- The family are met by the class teacher at the lining up spot in the morning
- A photo is taken of the child and the school office uploads to Integris

## **Appendix 3**

### **Barnet Admission to Community Infant and Primary School Reception**

#### **Classes in 2022-23**



Offers of places at the preferred community school(s) will be made unless the number of applicants or the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, the following criteria would be applied, in order, to allocate the places available.

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
3. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant
4. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)
6. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

## **Appendix 4**

### **Oversubscription Criteria for Transfer to Community Junior School in 2022-23**

Offers of places at the preferred community school(s) will be made unless the number of applicants for the school(s) in question exceeds the relevant admission limit(s). When a particular school is oversubscribed, the following criteria would be applied, in order, to allocate the places available.

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' (see Note 1)
2. Children who, when the applications are processed, attend the linked infant school.
3. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet (see Note 2)
4. Children who live within the individual school's defined area and who are without a school place because they have moved
5. Children who, at the time of admission, have a sibling living at the same address who already attends the school, or the linked school in the case of separate infant and junior schools. Siblings

would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant.

6. Children of teaching staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and will be in employment as a teacher at the school when the child starts school

7. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)

8. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line (See Note 3)