

# Moor Park High School and Sixth Form

## Determined Admission Arrangements for September 2024

### The Admission Arrangements

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 2024/25 is 112. 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](http://www.lancashire.gov.uk/schools)

The closing date for applications is 31 October 2023.

**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 2024.** 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 – Fair Banding

At Moor Park High School and Sixth Form we operate a 'Fair Banding' admissions process to ensure we have a balanced proportion of students from across the whole ability range - a comprehensive intake. Students who wish to apply for a place at Moor Park High School and Sixth Form must take a Fair Banding assessment to be considered for admission to the School and this will be required if their parents/carers intend to put Moor Park High School and Sixth Form on the 'common application form'. More details on Fair Banding can be found on the school website.

The assessment is usually a cognitive ability test(s) – it is not a pass or fail assessment. Students are asked to take it and their scores on the assessment are then used to place them in an ability band. Students taking the assessment are placed in one of five ability bands representative of the national ability range. The order in which places are offered in each band is determined by the School's oversubscription criteria. Please see the table below for information regarding the number of student places in each ability band.

These banding arrangements are an effective practice in schools providing fair oversubscription criteria. Our arrangements are fair, objective and not used as a means of unlawfully admitting a disproportionate number of high ability children.

If places in a band are not filled or are offered a place at higher preference school as part of the co-ordinated year 6 to year 7 admission arrangements through the local authority, they must be filled by children falling into the next nearest bands (i.e. the bands on either side, or below or above, if the first child is from the band above then the next must be from the one below). This allocation is

carried out by the School using the oversubscription criteria to determine movement between the bands Pupils with an Education, Health and Care Plan (EHCP) naming our school and looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted will not be required to follow the fair banding admission process, in order to be admitted to the school and are given priority; they will however complete the fair banding assessment in order to be allocated to a band.

All applications received that are not allocated through the fair banding process will be considered using the School's oversubscription criteria, after the initial fair banded applications are processed.

	Band 1	Band 2	Band 3	Band 4	Band 5	Total
% of students in each ability band	20%	20%	20%	20%	20%	100%
Proposed number of student places available in each ability band on PAN of 112	22	22	22	22	22	110*

\* 2 places will be made available for children from any of the bands that most closely fulfil the School's oversubscription criteria, once all bands are full.

## Oversubscription

Where there are more applicants than places available in any band, places will be allocated according to the following criteria. The following criteria will be applied in number order after the admission of pupils with an Education, Health and Care Plan (EHCP) naming our school.

1. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.
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.

## 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 other applications not allocated through the initial fair banding process, using the school's oversubscription criteria.

Applications which are received after governors have established their list will be considered after all other applications are placed on the waiting list in the 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 2024.

## 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 directly 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](http://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-admissiondecision/secondary-school-appeals/>

## In-Year Admissions (all year groups)

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. Please note that the school office is only open during term-time.

Moor Park High School and Sixth Form will consider all applications. Each applicant must take a fair banding test. If the student attains a score that a band can accommodate, they will be admitted to the school as outlined in the Schools Admissions Code 2021. Should a student be considered to be hard to place under Schools Admission Code 2021 paragraph 3.17, the admission request will be referred to Lancashire Pupil Access team to be considered by the Fair Access Panel rather than follow the normal admissions process. Parents/Carers whose application is turned down shall be entitled to appeal. Children with Education, Health and Care Plan (EHCP), where Moor Park High School and Sixth Form is named, will be offered a place over PAN. The School reserves the right to discuss this with relevant agencies.

If there is a place available in the relevant year/band, 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 an assessment so that we can ensure they are placed in the correct set/class.

If the year group/band 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](http://www.moorpark.mp)). 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-admissiondecision/secondary-school-appeals/>

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.