A proud member of

Admissions Policy

Date Written	September 2026	
Written By	Mrs D. Roper	
Date of review	September 2027	
Approved by:	(CoG)	Date:
	(EHT)	Date:

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Contents:

1. Introduction pg.3

2. Aims pg.3

3. How Parents / Carers Apply for Admittance to Moorcroft Wood Academy pg.3

4. Oversubscription Criteria pg.4

5. Midyear Admissions Procedure pg.4

6. Admissions Appeals pg.5

57. The Standard Number pg.5

8. Sizes of Classes for Infant Classes pg.5

9. Monitoring and Review pg.5

1. Introduction

The Lighthouse Multi Academy Trust (including the school's Local Governing Body) applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act (1998) introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

2. Scope

Moorcroft Wood Academy is an inclusive school, welcoming children from all backgrounds and abilities.

All applications to the school will be treated on their merits and handled in a fair and sensitive manner.

The only restriction placed on entry is the number of places available. Where the number of applications exceeds the number of places, the school will follow the admissions procedure set out below to determine whether a child can be offered a place.

It is our aim for parents and carers to secure a place for their child at a school of their choice; however, this cannot always be guaranteed due to high demand for places.

A child's level of ability is not a factor in the school's admissions policy, nor are any special educational needs or disabilities a barrier to admission.

3. How Parents / Carers Apply for Admission to Moorcroft Wood Academy

Although our school is an Academy and academies typically determine and manage their own admissions arrangements, this is not the case for Moorcroft Wood Academy for Reception to Year 6 admissions.

Moorcroft Wood Academy works in partnership with Walsall Local Authority to manage its admissions process. This means that the Academy determines its admission arrangements in line with the standards and procedures set out by Walsall Local Authority.

Further information can be found via the link below:

https://go.walsall.gov.uk/sites/default/files/2025-09/Walsall%20school%20admissions%20arrangements%202026-27.pdf

Admissions for 2-Year-Old Provision:

Although we are not currently running a two-year-old provision for the 2026–2027 academic year, the school will continue to hold a waiting list for the 2027–2028 academic year, as this provision is subject to ongoing review.

The Admissions Authority for our two-year-old provision places is Moorcroft Wood Academy. Parents and carers can contact the school on 01902 495943 to request admission for the school's 15-hour two-year-old provision.

Admissions for Nursery:

The Admissions Authority for Nursery places is Moorcroft Wood Academy. Parents and carers can contact the school on 01902 495943 to request admission for the school's 15-hour funded nursery provision or 30-

hour funded provision. For the 2026–2027 academic year, the school is not operating a 30-hour provision. However, this is currently under review for the 2027–2028 academic year

Please note that eligibility requirements relating to 30-hour codes will be shared as part of the admissions process.

Admissions for Reception to Year 6:

The Admissions Authority for Moorcroft Wood Academy for the 2025-2026 academic year is Walsall Local Authority, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

Parents should complete an online application. This will enable Walsall parents of Nursery children to name up to 3 schools, rank them in order of preference and give reasons for their preference.

The online form may be used to apply for a place at any primary/junior school in or outside the borough. Parents of children who are in nursery provision in Walsall and are resident in Walsall must apply online if they want their child to join a reception class in a Walsall primary school or in another local authority's area. Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall primary school.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application by the specified date. In addition, there is a January intake for Nursery children (dependent on the September intake numbers) who have reached the age of three before the end of December of the previous year. This is an extra intake period as the majority of Nursery children commence in September.

Reception Admission and Entry to School

Children are admitted to Reception at the beginning of the academic year in which they reach the age of five. The normal point of entry is in September, at the start of the autumn term. Parents and carers who wish for their child to be admitted to Reception in the academic year in which they become five should ensure that an application is submitted by the published deadline.

Deferred Entry / Summer Born Children

Parents of children born between 1 April and 31 August (summer-born children) may request that their child's admission to Reception is deferred until later in the academic year or until the child reaches compulsory school age. Requests will be considered in line with the School Admissions Code 2021. Where deferred entry is agreed, the place will be held for the child and cannot be withdrawn. Parents may also choose for their child to attend part-time until compulsory school age is reached.

4. Pupils with SEN or Disability

The admission arrangements for the school treat all children exactly the same. They are administered in accordance with the guidance set out in the Academy Admission Arrangements published by the Authority. A copy of the Admission Arrangements is available from Education Walsall.

Further information can also be found in the academy's website and SEN information report, which outline how we support pupils with Special Educational Needs and/or disabilities throughout the admissions process and during their time at school.

5. Oversubscription

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (formerly referred to as 'looked after children') and previously looked after children.
2. Pupils who have a sibling already in attendance at the school, when the application is made and who will be still attending the school at the proposed admission date.
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Director of Children's Services
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

This same oversubscription criteria will also apply to Nursery applications made directly to school

6. Midyear Admissions Procedure

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary and secondary schools and academies.

Parents who wish to apply for admission to any Walsall maintained mainstream primary or secondary school or academy other than at the point of entry to either primary (Reception or Year 3 when transferring from an infant school to a junior or primary school) or secondary school should submit an online application through the School Admissions pages of the Walsall Council website. Applications **may not** be made directly to any maintained mainstream primary or secondary school or academy. Any supplementary information forms required by a school must be returned to the relevant school. Where a parent completes a supplementary form it will not be regarded as a valid application unless the parent has also listed a preference for the school on their online Midyear Admission application.

Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

All Walsall maintained mainstream schools and academies must provide the Admissions and Pupil Place Planning Team with accurate details of the number of vacancies in each year group on a weekly basis to enable places to be offered to applicants for midyear admission without unnecessary delay.

On receipt of an application for midyear admission the Admissions and Pupil Place Planning Team will assess the application to determine if it meets the criteria for consideration under the Walsall Primary or Secondary Fair Access Protocols and where appropriate a referral will be made to the relevant Fair Access Panel.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority will write to the applicant to indicate one of the following outcomes:

- Where the child is eligible for a place at one or more of their parent's preferred schools they will be offered a place at the highest ranked preference;
- Where it is not possible to offer the highest ranked preference, where possible a place will be offered at a lower ranked preference and the offer letter will contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it.
- If it is not possible to offer the applicant a place at any of their parents' preferred schools and the child is currently without a school place, a place will be offered at an alternative Walsall school which has places available, following consultation with other admissions authorities where appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

7. Admissions Appeals

If we do not offer a child a place at this school, it will be because admission would prejudice the education of other children by resulting in the school exceeding its capacity.

If parents wish to appeal against a decision to refuse entry, they may do so by collecting an appeal form from the school office. Once completed, parents should return the form to the school. Upon receipt, the form will be passed to the Multi Academy Trust to initiate the appeals process. If the appeals panel decides that a child who was previously refused a place should be admitted, the school will accept that decision and will continue to do all it can to provide the best possible education for all children at the school.

Further details of the appeals arrangements are set out in the School Admissions Appeals Code of Practice, which was updated in January 2023

8. The Standard Number

The 'standard number' is the number of children the school can accommodate in each year group from Reception to Year 6. The standard number for our school is 30. We keep this number under review, and the governors will apply to change the number if circumstances change.

9. Sizes of Infant Classes

We teach infant children (Reception pupils aged four, to Year 2 pupils aged seven) in classes that have a maximum number of 30 children.

10. Review

This policy will be monitored by the Local Governing Body and reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.