

Admissions Policy

2025/2026

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**Moorside
High School**
Enriching Lives, Inspiring Ambitions

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school.
- Set out the school's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

2. Legislation and guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1988](#). This policy complies with our funding agreement and articles of association. The school fully complies with school admissions legislation requiring local authorities to coordinate admission arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a local authority receives an offer of one, and only one, school place on the same day. We are a member of Salford Council's admissions scheme. All applications should be made through Salford Council online admissions system at <https://www.salford.gov.uk/schools-and-learning/schools-admissions/>. Parents should have regard to the contents of the Secondary Admissions Information pages on the website issued by the authority.

Planned Admission Number - The planned admission number for Year 7 in September 2026 will be 210.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Our school is a secondary school for ages 11-16. Admissions follow the Salford City Council admissions code: the school can admit up to 210 pupils per year group.

For applications in the normal admissions round, parents/carers should use the Salford local authority application form. You can use this form to apply for a place at Moorside High School and at least 2 other state-funded schools, in rank order of preference. There is no need to fill out any supplementary form.

[Admissions application form](#)

You will receive an offer for a school place directly from Salford Local Authority.

If we receive more applications than we have places, we will look at each application against our admissions policy. If you wish to appeal, please see our admissions policy for information.

If you are thinking about our school as your child's secondary school, we suggest you visit the school website in the first instance and then contact us direct to arrange a visit.

For further information about admissions to the school please contact the school's reception on 0161 804 4022 or email us at mhsinfo@consilium-at.com.

Please find full information on how to appeal here - [Salford School Appeals](#)

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. For Year 6 to Year 7 applications where a child is already taught outside of their usual age, parents should contact the Local Authority admissions team in advance of making an application to discuss the process. For in-year applications, or where the child is already attending the school, parents should contact the Headteacher in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteachers views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

The school has an agreed admission number of 210 pupils for entry in Year 7.

Selection and banding

We are a comprehensive school. We accept applications from all young people who live in our local community, regardless of their prior attainment or religion.

Schedule for Admissions to Year 7 in September 2026

All children who are resident in Salford will be prompted to apply for a school place - The closing date for applications is 31 October 2025.

The special educational needs team will contact parents/carers of children who have an education, health and care plan or attend special schools in the early part of the autumn term.

If your child has an education, health and care plan you do not need to fill in the usual school application form. Your child's placement will be secured through their plan - School offers will be published on 1 March 2026.

If you applied online, you will be able to view your offer of a school place in the Family Portal.

If you applied using a paper application form you will be sent a letter on 1 March 2026 with the outcome of your application.

You will normally be given at least 10 working days to let the local authority know whether you want to accept the offer.

If you do not respond within the timescale the place may be given to another child.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Oversubscription criteria

1. Looked after children and all previously looked after children. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangement order or special guardianship order. (Parent/carers of previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. Children adopted from outside of England. Children who appear to the local authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care directly to the local authority with the application form.
3. Children in need as defined by the Children Act (1989), those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. Children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.
4. Siblings - Brother or sister in attendance at the school (Year 7 – 10 only; Year 11 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The school accepts that in some family units the children may not be natural brothers and/or sisters).
5. Children living nearest to the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places. The child's home address is the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided.
6. Multiple births. In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. Twins, Triplets or children from other multiple births) can attend the same school.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, random allocation will be used. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address – school.admissions@salford.gov.uk

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, you must set out the grounds for your appeal in within the following timescales:

- [Transfer to secondary school appeals](#) - appeals for a child due to start year seven in secondary school at the start of the new academic year, must within 40 school days of the deadline for lodging appeals.
- [Appeals for any other year groups](#) - appeals for any other year group must be heard within 30 school days of the appeal being received from the parent.

Further information can be found on the local authority's website:

<https://www.salford.gov.uk/schools-and-learning/schools-admissions/appeals/>

9. Monitoring arrangements

This policy will be reviewed and approved by the local academy board every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.