

Moulton Chapel Primary School  
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# Admissions Policy



Moulton Chapel Primary School is a Community school and manages admissions in accordance with the Policy of Lincolnshire County Council.

For admission to Reception group from September 2010 onwards this reduced to 10 places. Our PAN for years Reception, 1, 2 and 3 is 10 for the academic year 2013/14 and the PAN for years 4, 5 and 6 is 12.

## **Mid Year Admissions**

Mid Year admissions are coordinated by Lincolnshire Education Authority. Parents wishing to secure a place for their child at Moulton Chapel Primary School may contact school in the first instance to find out if a place is available. A Mid Year Admission form should then be completed to enable the Education Authority to process the application. If school has a place in the year group we will make arrangements to admit the child as soon as possible. This will usually be within five school days. If a place is not available parents have the right of appeal and this appeal is managed by the Education Authority.

**Lincolnshire Education Authority's Pupil and School Services Group 01522 553229 or 01522 553227.**

## **Admissions to Reception Group**

If your child is starting school for the very first time, they may join us at the start of the Autumn Term if they will be five between 1<sup>st</sup> September of that year and 31<sup>st</sup> August of the following year. Application forms for places at Lincolnshire primary schools for the Reception Group for September are distributed during Autumn Term. The application form should be returned direct to Lincolnshire Education Authority. Electronic applications may also be made on line and parents are directed to visit [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

**This policy has been agreed by the Governors and will be reviewed annually.**