



Admissions Policy

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

Our Pupil Admission Number (PAN) is 10 (ten) per year group in Key Stage 1 and in Key Stage 2 our PAN is 12 per year group.

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 Local 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.

Applying for a school place is done through the Local Authority - schooladmissions@lincolnshire.gov.uk

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 1st September of that year and 31st 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 online, and parents are directed to visit www.lincolnshire.gov.uk.

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