

Admission Policy for Community and Voluntary-Controlled Primary Schools 2024/25

The proposed policy for admission to community and controlled primary schools is as follows.

The Council will first admit all children with an Education, Health and Care Plan, in whose Plan the school is named

Oversubscription criteria:

If the school is oversubscribed the following criteria will be applied to all applications in priority order.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom there is a child protection plan or has been within a 12-month period
3. Children who will have a brother or sister in years Reception to Year 6 of the preferred school at the date of admission. This includes full, step, half, foster and adopted brothers and sisters living at the same address as the pupil requesting admission.
4. Children who have strong Church connections where the school is a Church school. Parents must complete the supplementary form available on the local authority website as evidence that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications. This must be returned by 15 January.
5. Children who suffer from some medical condition or disability, which makes it, better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided by the closing date for applications, 15 January 2024. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted to the school admissions team by 15th January 2024. Evidence received after this date will not be taken into consideration
6. Distance from school (Where you live) - Children who live nearest the school will be offered places first. Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line which measures from the centre of the home property to the designated main entrance to the school.

Notes:

Tiebreaker

If categories two to five are oversubscribed, distance from the school (as set out in category six) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances, it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

Priority for Twins/Multiple births

Where a single place remains at a school and the application being considered is for twins (etc.) the Council will allocate above the admission number to accommodate each child.

The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying, only one application can be processed. Where a child spends an equal amount of time with both parent's the address used will be the registered address i.e., the address that child benefit is paid to, or in the absence of this the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- Utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place, please contact the admissions team.

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

Waiting list policy

Children who are not offered a reception place for the September intake at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found about appeals on the local authority's website.

Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to

school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. These requests should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Admissions Policy for Community High Schools 2024/25

The current policy for admission to Westhoughton High School, Ladybridge High School and Turton High School is as follows.

The Council will admit all children with an Education, Health and Care Plan, in whose Plan the school is named.

Oversubscription criteria

If the school is oversubscribed the following criteria will be applied to all applications in priority order.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom there is a child protection plan or has been within a 12-month period.
3. Children who will have a brother or sister in years 7 to 11 of the preferred school at the time of admission. This includes full, step, half, foster and adopted brothers and sisters living at the same address as the pupil seeking admission.
4. Children who suffer from some medical condition or disability, which makes it better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided by the closing date for applications, 31 October 2023. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted to the school admissions team by 31st October 2023. Evidence received after this date will not be taken into consideration.
5. (Turton High School applications only) All children for whom Turton High School is their nearest school offering a secondary education excluding any faith-based school or academy which is part of a faith academy trust. This will be determined by straight line distance which measures from the centre of the home property to the designated main entrance to the school.
6. Distance (Where you live) - Children who live nearest the school will be offered places first. Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line which measures from the centre of the home property to the designated main entrance to the school.

Tiebreaker

If categories two to four are oversubscribed, distance (as set out in category six) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances, it is still not possible

to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

Priority for Twins/Multiple births

Where a single place remains at a school and the application being considered is for twins (etc.) the Council will allocate above the admission number to accommodate each child.

The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying, only one application can be processed. Where a child spends an equal amount of time with both parent's the address used will be the registered address i.e., the address that child benefit is paid to, or in the absence of this the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- Utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 31 December as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place, please contact the admissions team.

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

Waiting list policy

Children who are not offered a reception place for the September intake at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found about appeals on the local authority's website.

Published Admission Numbers (PANs) for all Bolton schools (for information only)

Key to School type:

AC – Academy school
 CO – Community School
 FR – Free School
 VA – Voluntary Aided School
 VC – Voluntary Controlled School

Primary Schools:

<u>School details</u>	<u>PAN</u>		
VA All Saints CE	30	VA Holy Infant and St Anthony RC	30
AC Beacon	30	VA Horwich Parish	60
CO Beaumont	30	CO Johnson Fold	30
CO Blackrod	45	CO Kearsley West	30
VC Blackrod Anglican Methodist	30	CO Ladybridge	60
CO Blackshaw	30	AC Lever Edge	60
VA Bolton Parish	30	CO Leverhulme	60
AC Bolton St Catherine's CE	60	CO Lostock	30
AC Bowness	20	CO Markland Hill	45
CO Brandwood	60	AC Masefield	30
CO Brownlow Fold	30	CO Moorgate	30
CO Castle Hill	30	CO Mytham	50
CO Cherry Tree	60	VA Our Lady of Lourdes RC	30
AC Chorley New Road	45	CO Oxford Grove	60
CO Church Road	60	CO Pikes Lane	60
CO Clarendon	60	AC Prestolee	30
CO Claypool	30	CO Queensbridge	30
CO Devonshire Road	60	AC Red Lane	60
AC Eagley Infant	60	VA Sacred Heart RC	60
AC Eagley Junior	60	CO Sharples	30
CO Eatock	30	CO Spindle Point	30
CO Egerton	30	VA SS Peter and Paul RC	30
AC ESSA Primary	60	AC SS Simon and Jude CE	90
CO Gaskell	60	VA St Andrew's CE, Over Hulton	30
CO Gilnow	30	VA St Bartholomew's CE	30
CO Hardy Mill	45	AC St Bede CE	90
AC Harwood Meadows	30	VA St Bernard's RC	30
CO Haslam Park	45	VA St Brendan's RC	30
CO Heathfield	30	AC St Catherine's CE, Horwich	30
CO High Lawn	60	VA St Columba's RC	30
CO Highfield	60	VA St Ethelbert's RC	30
		VA St George's CE	30
		VA St Gregory's RC	30
		AC St James' CE, Farnworth	45
		VC St James' CE, Daisy Hill	60

VA	St John's CE, Kearsley	30	AC	University Collegiate School	120
VA	St John the Evangelist RC	30	CO	Westhoughton	270
VA	St Joseph's RC	30			
VA	St Mary's RC, Horwich	30			
VC	St Mary's CE, Deane	60			
VA	St Matthew's CE, Little Lever	30			
VC	St Matthew's CE, Bolton	60			
VA	St Maxentius' CE	30			
VA	St Michael's CE	60			
VA	SS Osmund and Andrew RC	60			
AC	St Paul's CE	30			
VA	St Peter's CE, Smithills Dean	30			
VA	St Saviour's CE, Ringley	30			
VA	ST Stephen and All Martyrs	30			
VA	St Stephen's CE, Kearsley Moor	30			
VA	St Teresa's RC	20			
VA	St Thomas' CE, Chequerbent	30			
VA	St Thomas' CE, Halliwell	45			
VA	St Thomas of Canterbury RC	60			
VA	St William and York RC	30			
CO	Sunning Hill	60			
AC	The Ferns	60			
CO	The Gates	30			
CO	The Oaks	30			
FR	The Olive Tree	60			
FR	The Olive Primary	60			
CO	The Valley	60			
CO	Tonge Moor	60			
VA	Walmsley	45			
CO	Washacre	30			

Secondary Schools:

AC	Bolton Muslim Girls	150
AC	Bolton St Catherine's	150
AC	Canon Slade CE	300
AC	Eden Boys	124
AC	Essa Academy	210
AC	Harper Green	250
AC	King's Leadership	180
CO	Ladybridge	210
AC	Little Lever	210
VA	Mount St Joseph	180
AC	Rivington and Blackrod	300
AC	Sharples	240
AC	Smithills	250
AC	St James' CE, Farnworth	210
VA	St Joseph's RC	210
VA	Thornleigh	270
CO	Turton High	270