

# Co-ordinated Scheme for School Admissions 2024/25

## Part 1: Co-ordinated Scheme for Primary Admissions for 2024/25

### Normal Year Admissions

- (a) All parents/carers of Bolton children must complete the Bolton LA application form online for admission to the borough maintained primary schools. This will include children with an Education Health and Care Plan.
- (b) The LA will provide parents with access details to the online application form which will be distributed to their registered home address. Information on admission arrangements and guidance notes will be available to view on the Council's website. Hard copies will be available on request.
- (c) The LA application online application will allow parents/carers to express up to 3 preferences in rank order and to state reasons for the preferences.
- (d) Parents/carers must submit their online application by 15th January 2024.
- (e) The procedures for processing application forms received after the closing date is given below.
- (f) The LA will forward relevant information from the online application forms 2 February 2024 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other LAs will provide details of preferences for Bolton schools or academies expressed by their residents
- (g) The Local Authority enable all schools in Bolton to access information from the application via the School Portal where parents/carers have expressed a preference for them. The parent's preference ranking for them will not be shared with the admission authorities in compliance with the School Admissions Code
- (h) Bolton admission authority schools and academies will update the School Portal by 8 March 2024 of the priority ranking of all applicants according to their admission arrangements
- (i) By 15 March 2024, the LA will inform other local authorities of offers to be made to children resident within their areas and receive details of offers they will be making to Bolton residents. This information will continue to be exchanged until 31 March 2024.
- (j) All parents/carers of Bolton children will receive emails from the LA informing them of the outcome of the application for admission to the borough primary schools on 16th April 2024. If admission is refused to the preferred school or

academy parents/carers will be informed of the alternative school to be offered and provided with advice on how to appeal following a link on the email offer.

- (k) The LA will continue to co-ordinate admission arrangements until the end 31 December 2024 and will hold a waiting list of all pupils whose preference for the school could not be met. The LA will provide the relevant admission authority details of children requesting admission through the School Portal. The LA will convey to parents/carers of Bolton children the outcome of their application.

## **Late Applications**

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents who removed into the borough after the closing date
- Parental/carer/child illness which required hospitalisation for a major part of the period between the publication of the LA's admission booklet and the closing date for the application form.

### **1. Late applications received after the closing date but before 15 February 2024**

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Wherever possible, late applications received before 15 February 2024 will receive notification of the offer of a school place on 16 April 2024.

### **2. Late applications received after the 15 February 2024**

Applications received after 15 February 2024 will only receive notification of the offer of a school place after the allocation date, 16 April 2024.

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e., 16th April 2023 until 31<sup>st</sup> December 2023.

The application submitted to the LA and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents/carers about the outcome of their application. If admission is refused to the preferred Borough school(s) or academy, advice and guidance will be included in the offer email or letter, which will also inform parents/carers of the alternative school to be offered and their right to appeal including details of the appeals process

## **Waiting list**

Bolton LA maintains waiting lists for admission to the borough schools and academies and for 2024 admissions this will be held until 31 December 2024. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain the waiting list until 31 December 2024. Procedures for changing schools after this period are outlined in the policy relating to in year admissions.

A child can only be on the waiting list for up to three schools at any one time. A child will automatically be adding to the waiting list to any original preference schools where they have been refused a place. Preferences can be changed after the offer date on 16th April 2023 if necessary.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

### **Change of preferences**

If a parent makes an on time application, they may change the order of those on time preferences after the closing date by emailing Pupil and Student Services.

A change of preference (i.e. adding new preferences) after the closing date 15th January 2024 will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g., letter from solicitor exchanging contracts or a tenancy agreement together with evidence to confirm permanent residency at the new address. The LA cannot change any preferences for whatever reason after 15 February 2024 until after the offer date of 16 April 2024.

### **Applications outside the normal year of entry**

Parents/carers may occasionally apply for their child to be admitted outside their normal age group (i.e. to the year above if the child is gifted or talented or to a lower year if the child has special educational needs or has experienced problems or is a summer born child starting school for the first time).

The Local Authority, as admission authority for community and voluntary controlled schools; the governing body as admissions authority for voluntary aided schools; or the Academy trust as the admissions authority for, academies and free schools, will consider these applications individually.

The decision will be taken by the admission authority after discussion with the Head teacher and other relevant professionals, The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2021).

## Children from Overseas

An application for a school place will be accepted for children from overseas even though they may not be resident in the UK at the time of application. However, in most cases, where distance rules apply only their home address overseas will be used for admissions purposes.

The exception to this is where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK, proof of the future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

Parents living outside of the UK are advised to consult the guidance at [www.gov.uk](http://www.gov.uk) to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

## Children from Service families or crown servants

Applications for children of service personnel with a confirmed posting or crown servants returning from overseas will be considered in advance of the family moving into the area if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

## Timetable for Primary Admissions for September 2024

Closing date for online applications to the LA 15 January 2024
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LA sends application details to other Local Authorities by 2 February 2024 and Bolton voluntary-aided schools and academies can access the information via the School Portal
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Other LAs, Aided schools/Academies to update via the School Portal a ranked list of pupils by 7 March 2024 until 31 March 2024
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March to April 2024 The Local Authority will resolve all potential offers to ensure that each child receives a single offer of a school place
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Offers made to parents by LA  
16 April 2024

Parents to accept/decline place offered by  
30 April 2024



Appeals  
May to July 2024

## **Part 2: Co-ordinated Scheme for Secondary Admissions for 2024/25**

### Normal Year Admissions

- (a) All parents/ carers of Bolton children must submit the Bolton LA online application form for admission to secondary maintained schools whether located in the Borough or in neighbouring LAs. This will include children with an Education Health and Care Plan.
- (b) The LA will provide parents with access details to the online application form. Information on admission arrangements and guidance notes will be available to view on the Council's website. Hard copies will be available on request.
- (c) The online application will allow parents / carers to express up to 3 preferences in rank order and to state reasons for their preferences. This will include maintained schools in this and the neighbouring LAs. Parents/carers should only indicate an independent school if a place has been offered and they are sure a place will not be required at a maintained school.
- (d) If Canon Slade School, St James CE High School or Bolton Muslim Girls School are expressed as preferences, parents / carers must additionally complete the school application form which is obtainable from the school if they wish to apply under the school's faith criteria. The completed form must be validated by the Vicar / Faith Leader in time to enable parents to return it to the school by the deadline published by the school.
- (e) For Bolton children the completed LA application form along with other relevant supporting documents must be submitted online or returned to the Bolton LA's Pupil & Student Services.
- (f) The closing date for the submission of the completed LA preference form will be 31st October 2023. (The supplementary application form for Canon Slade, St James CE or Bolton Muslim Girls Schools will specify the closing date for return)
- (g) The procedures for processing application forms received after the closing date is given below.
- (h) The LA will forward relevant information from the submitted application by 10 November 2023 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other local authorities will provide details of preferences for Bolton schools and academies expressed by their residents.
- (i) The Local Authority enable all schools in Bolton to access information from the application via the School Portal where parents/carers have expressed a preference for them. The parent's preference ranking for them will not be shared with the admission authorities in compliance with the School Admissions Code
- (j) Bolton admission authority schools and academies will update via the School Portal by 8 December 2023 of the priority ranking of all applicants

- (k) By 12 January 2024, the LA will inform other local authorities of offers to be made to children within their area and receive details of offers they will be making to children resident in Bolton. This information will continue to be exchanged until 31 January 2024.
- (l) All parents / carers of Bolton children will receive emails from the LA informing them of the outcome of the application for admission to Borough and neighbouring LA schools on 1 March 2024. If admission is refused to the preferred maintained school or academies parents / carers will be informed of the alternative school to be offered. Where a place cannot be offered at a maintained school or academy or a neighbouring LA school(s)/academy, the LA's email will advise parents / carers of their right of appeal and provide details of the appeals process.
- (m) The LA will continue to co-ordinate admission arrangements until 31 December 2024. The LA will provide the relevant admission authority details of children requesting admission. The LA will convey to parents / carers of Bolton children the outcome of their application.

### **Late applications**

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents removed into the borough after the closing date
- parental / carer / child illness which required hospitalisation for a major part of the period between the publication of the LA's admission booklet and the closing date for the application form

All applications received after 31 December 2023 will be classed as late regardless of the circumstances.

#### **1. Late applications received after the closing date until 15 January 2024**

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Wherever possible, late applications received before 15 January 2024 will receive notification of the offer of a school place on 1 March 2024.

#### **2. Applications received after 15 January 2024**

Applications received after 15 January 2024 may only receive notification of the offer of a school place after the allocation date, 1 March 2024.

The LA will continue to manage the co-ordinated admission arrangements until 31<sup>st</sup> December 2024.

The LA form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents / carers about the outcome of their application. If admission is refused to the preferred Borough school(s) or academy, advice and guidance will be included in the offer email or letter, which will also inform parents/carers of the alternative school to be offered and their right to appeal including details of the appeals process.

### **Waiting list**

The LA will maintain a waiting list for admission to the community & voluntary-controlled schools. Parents / carers of all unsuccessful applicants, including late applicants, will automatically be placed on the waiting list which will be maintained until 31 December 2024.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

A parent cannot add their name to the waiting list for a school that was not one of their original three preferences unless there is evidence of extenuating circumstances.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

### **Change of preferences**

A change of preference will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g., letter from solicitor exchanging contracts or a tenancy agreement. The LA cannot change any preferences for whatever reason after 31 December 2023 until after the offer date of 1 March 2024.



## Timetable for Secondary admissions for September 2024

Closing date for applications and return of forms to the LA  
31 October 2023



LA sends application details for schools in other LAs to those LAs  
11 November 2023



School Portal available for access to aided schools/academies/free schools within Bolton LA from 31 October 2023



Aided schools, Academies/ free schools (via the school portal) and neighbouring LAs to inform Bolton LA of pupils to be offered / refused places  
8 December 2022



LA to exchange information of children to be offered and refused places with neighbouring LAs  
12 January 2022



Final exchange of offers between Local Authorities.  
31 January 2024



Schools informed by LA of the list of pupils offered admission to their school, including pupils not resident in the borough LA.  
26 February 2024



Offers made to Bolton parents by LA  
1 March 2024



Appeals  
April to July 2024

### **Part 3: Proposed Co-ordinated Scheme for In-Year Admissions to Primary Schools from September 2023**

1. Applicants should contact the Local Authority or the school where they are seeking admission
2. Applications can be made online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). The application form lists those schools that have chosen not to co-ordinate and parents/carers will be advised to contact those schools directly to make an application.
3. For Voluntary Aided, Free Schools and Academies applicants may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned directly to the school.
4. Parent/carer must return any documentation to support the application, e.g. medical information, direct to Pupil & Student Services.
5. When an application is received the Local Authority will liaise with the school to determine if a place can be offered.
6. All applications must be processed as far as possible within 10-15 school days of receipt.
7. Where a place can be offered then the school must agree a start date with the parent /carer to admit the student within 10 school days of the offer being made
8. Where schools are full in the relevant year group, the pupil's name will be added to the waiting lists which will be maintained by the Local Authority for the remainder of the 2023/24 school year. Waiting lists will be prioritised in accordance with the schools published admission criteria
9. The Local Authority (Pupil & Student Services) will provide parents with relevant advice and guidance of the appeals procedures.
10. For those schools and academies that do not co-ordinate in year admissions they must inform the Local Authority of the outcome of all applications for admission.
11. All schools and academies must inform the Local Authority of places as and when they become available so that places can be offered to children from the waiting lists.

#### **Part 4: Co-ordinated Scheme for In-Year Admissions to Secondary Schools – September 2023**

1. Applicants should contact the Local Authority
2. Applications can be made online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). The application form lists those schools that have chosen not to co-ordinate and parents/carers will be advised to contact those schools directly to make an application.
3. For Canon Slade School, St James CE Secondary School and Bolton Muslim Girls School applicants may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned to the relevant school.
4. Parent/carer must return any documentation to support the application, e.g. medical information, direct to Pupil & Student Services.
5. The Local Authority will liaise with the school to determine if a place can be offered
6. All applications will be processed as far as possible within 10-15 school days of receipt
7. If a place can be offered, then the Local Authority will forward the application details to the school. The school must agree a start date with the parent/carer to admit the student within 10 school days of the offer being made
8. Where schools are full in the relevant year group, the Local Authority will provide parents with relevant advice and guidance of the appeals procedures. The pupil's name will be added to the waiting lists which will be maintained by the Local Authority for the remainder of the 2023/24 school year. Waiting lists will be prioritised in accordance with the schools published admission criteria
9. For those schools and academies that do not co-ordinate in year admissions they must inform the Local Authority of the outcome of all applications for admission.
10. All schools, and academies must inform the Local Authority of places as and when they become available so that places can be offered to children from the waiting lists