

Date: Friday 23 February 2024  
Your Ref:  
Our Ref: SA/HD/AA25-26



**Pupil and Student Services**  
Department of Children Services  
Town Hall  
Bolton  
BL1 1RU

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[www.bolton.gov.uk](http://www.bolton.gov.uk)

**To all interested parties**

Dear all,

## **Determination of Admission Arrangements and Co-ordinated Scheme 2025/26**

### **Admissions arrangements for community and voluntary controlled schools for 2025/26**

Following a six-week consultation in November and December 2023, I include with this letter a copy of the agreed admissions arrangements for primary and secondary community and voluntary controlled schools (Appendix 1), including agreed PANs (Appendix 2).

The wording to criterion 3 has been updated with some additional wording changes following the consultation. The proposed additional information has also been included in the determined arrangements.

Determined admission arrangements for all voluntary-aided schools, academies and free schools can be found on the website for the respective schools.

### **Co-ordinated Scheme 2025/26**

I include a copy of the co-ordinated scheme which is updated from the previous year (Appendix 3).

Academies, free schools, and voluntary-aided schools who manage their own applications for in year admission will publish their full arrangements on their own website.

### **Objecting to determined admission arrangements**

If you have any objections to these admission arrangements, please visit <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>.

Objections must be submitted by **15<sup>th</sup> May 2024**.

Yours faithfully



**Helen Dowman**

**Head of School Admissions**

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Email: [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk)

# Appendix 1: Admission Policy for Community and Voluntary- Controlled Primary Schools 2025/26

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 brother, sisters or any child identifying as non-binary living as part of that family unit, 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 15<sup>th</sup> 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 automatically 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.

For in-year admissions, waiting lists will be held for one term only:

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3: 13 April – 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

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 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). 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.

### **In year admissions**

In-year admissions are for children wanting to move school during the year or for children moving into the area during the school year. An application should be made online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). The local authority will respond to your application within 15 school days. Where a place cannot be offered at your preferred school, you will be offered a place at the next nearest school to your home address with a place available.

Where a child remains unplaced and is unable to secure a school place through the in-year admissions process, the child will be referred into Bolton's fair access process. This may take up to an additional 20 school days to finalise your child's place.

Further information on in year admissions is available at:  
<https://www.bolton.gov.uk/admissions/moving-school-year>

## SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION INTO CHURCH PRIMARY SCHOOLS IN SEPTEMBER 2025

You should only complete this form if you wish to apply for admission to one of the Church primary schools under their published church criteria. This only applies to Blackrod Anglican Methodist Primary School, St James CE (Daisy Hill) Primary School, St Mary's CE (Deane) Primary School and St Matthews CE (Bolton) Primary School. For all other church schools, please use that school's individual supplementary form.

Only forms countersigned by the Church Leader can be considered. The completed form should be returned to the local authority by 15 January 2025.

You may still show one of these schools as your preference even if you do not attend Church and your application will be considered based on any sibling link and/ or where you live. In such cases this form need not be completed.

The admission criteria for each of these schools are published in the Schools Directory on our website at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions) or on each schools' individual website. If you need further help you should contact the local authority by emailing [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk)

Child's name \_\_\_\_\_

Child's date of birth \_\_\_\_\_

Child's address \_\_\_\_\_

\_\_\_\_\_

Which church do parent(s) and child attend? \_\_\_\_\_

How frequently do the parent(s) and child attend Church on Sunday?

At least monthly \_\_\_\_\_

Less frequently than monthly \_\_\_\_\_

For how many years has this attendance been sustained?

Less than one year \_\_\_\_\_

More than one year \_\_\_\_\_

I declare that the above information is correct and complete.

Parent's signature \_\_\_\_\_

I confirm that the above information is correct and complete. I can verify that the child named and their Parents are members of

Name of Church \_\_\_\_\_

Vicar/Minister's signature \_\_\_\_\_

Vicar/Minister's name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel. No \_\_\_\_\_

**Forms which have not been countersigned by a church official will not be taken into consideration.**

Please return the completed form to **School Admissions, Children's Services, Bolton Town Hall, Bolton, BL1 1RU** or email a clear scanned copy to [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk) by 15 January 2025

# Admissions Policy for Community High Schools 2025-26

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, sisters and any child identifying as non-binary living as part of that family unit, 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 31<sup>st</sup> 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.

### **Admission out of normal age group**

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. These requests should be made to the school admissions team in writing giving reasons for the request.

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 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). 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.

### **In year admissions**

In-year admissions are for children wanting to move school during the year or for children moving into the area during the school year. An application should be made online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). The local authority will respond to your application within 15 school days. Where a place cannot be offered at your preferred school, you will be offered a place at the next nearest school to your home address with a place available.

Where a child remains unplaced and is unable to secure a school place through the in-year admissions process, the child will be referred into Bolton's fair access process. This may take up to an additional 20 school days to finalise your child's place.

Further information on in year admissions is available at:

<https://www.bolton.gov.uk/admissions/moving-school-year>



## Appendix 2: 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:

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

VA	St Joseph's RC	30	VA	Walmsley	45
VA	St Mary's RC, Horwich	30	CO	Washacre	30
VC	St Mary's CE, Deane	60			
VA	St Matthew's CE, Little Lever	30	<b>Secondary Schools:</b>		
VC	St Matthew's CE, Bolton	60	AC	Bolton Muslim Girls	150
VA	St Maxentius' CE	30	AC	Bolton St Catherine's	160
VA	St Michael's CE	60	AC	Canon Slade CE	300
VA	SS Osmund and Andrew RC	60	AC	Eden Boys	124
AC	St Paul's CE	30	AC	Essa Academy	210
VA	St Peter's CE, Smithills Dean	30	AC	Harper Green	240
VA	St Saviour's CE, Ringley	30	AC	King's Leadership	180
VA	ST Stephen and All Martyrs	30	CO	Ladybridge	210
VA	St Stephen's CE, Kearsley Moor	30	AC	Little Lever	210
VA	St Teresa's RC	20	VA	Mount St Joseph	180
VA	St Thomas' CE, Chequerbent	30	AC	Rivington and Blackrod	240
VA	St Thomas' CE, Halliwell	45	AC	Sharples	240
VA	St Thomas of Canterbury RC	60	AC	Smithills	250
VA	St William and York RC	30	AC	St James' CE, Farnworth	210
CO	Sunning Hill	60	VA	St Joseph's RC	210
AC	The Ferns	60	VA	Thornleigh	270
CO	The Gates	30	CO	Turton High	270
CO	The Oaks	30	AC	University Collegiate	120
FR	The Olive Tree	60	CO	Westhoughton High	270
FR	The Olive Primary	60			
CO	The Valley	60			
CO	Tonge Moor	60			

Directorate of Children's Services

# Appendix 3: Co-ordinated Scheme of Admissions 2025-26

## Part 1: Co-ordinated Scheme for Primary Admissions for 2025/26

### 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 2025.
- (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 31 January 2025 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 7 March 2025 of the priority ranking of all applicants according to their admission arrangements
- (i) By 14 March 2025, 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 2025.
- (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 2025. 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.

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- (k) The LA will continue to co-ordinate admission arrangements until the end 31 December 2025 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 2025**

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 2025 will receive notification of the offer of a school place on 16 April 2025.

### **2. Late applications received after the 15 February 2025**

Applications received after 15 February 2025 will only receive notification of the offer of a school place after the allocation date, 16 April 2025.

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e., 16th April 2025 until 31<sup>st</sup> December 2025.

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 2025 admissions this will be held until 31 December 2025. 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.

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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 2025. 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 added 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 2025 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 2025 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 2025 until after the offer date of 16 April 2025.

### **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

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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.

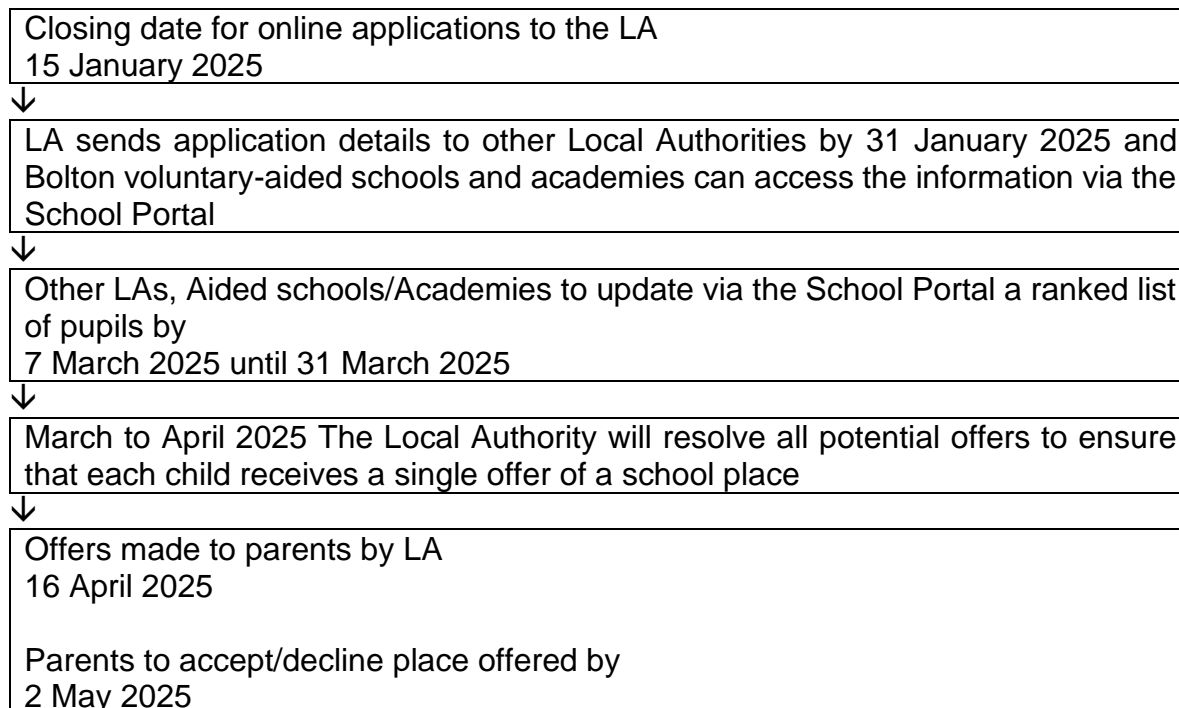
### **Children from Service families or crown servants**

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 2025**



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Appeals  
May to July 2025

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**Bolton Blackrod Farnworth Horwich Kearsley Little Lever South Turton Westhoughton ...all in the family**



## **Part 2: Co-ordinated Scheme for Secondary Admissions for 2025/26**

### 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 2024. (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 11 November 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 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 6 December 2024 of the priority ranking of all applicants

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- (k) By 13 January 2025, 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 2025.
- (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 3 March 2025. 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 2025. 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 2025 will be classed as late regardless of the circumstances.

#### **1. Late applications received after the closing date until 15 January 2025**

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 2025 will receive notification of the offer of a school place on 3 March 2025.

#### **2. Applications received after 15 January 2025**

Applications received after 15 January 2025 may only receive notification of the offer of a school place after the allocation date, 3 March 2025.

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The LA will continue to manage the co-ordinated admission arrangements until 31<sup>st</sup> December 2025.

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 2025.

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 2024 until after the offer date of 3 March 2025.

## Timetable for Secondary admissions for September 2024

Closing date for applications and return of forms to the LA 31 October 2024
↓
LA sends application details for schools in other LAs to those LAs 11 November 2024
↓
School Portal available for access to aided schools/academies/free schools within Bolton LA from 31 October 2024
↓
Aided schools, Academies/ free schools (via the school portal) and neighbouring LAs to inform Bolton LA of pupils to be offered / refused places 6 December 2024
↓
LA to exchange information of children to be offered and refused places with neighbouring LAs 13 January 2025
↓
Final exchange of offers between Local Authorities. 31 January 2025
↓
Schools informed by LA of the list of pupils offered admission to their school, including pupils not resident in the borough LA. 28 February 2025
↓
Offers made to Bolton parents by LA 3 March 2025
↓
Appeals April to July 2025

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### **Part 3: Proposed Co-ordinated Scheme for In-Year Admissions to Primary Schools from September 2024**

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, parent/carers will be advised of the waiting list policies for the relevant schools as well as their right to appeal. 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. Where a child cannot be offered a place at their preferred school an alternative offer will be made at the next nearest school with a place available. Where no reasonable offer can be made the child will be referred through into the Bolton's Fair Access process.
11. 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.
12. 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 2024**

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/carers 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/carers to admit the student within 10 school days of the offer being made
8. Where schools are full in the relevant year group, parent/carers will be advised of the waiting list policies for the relevant schools as well as their right to appeal. Waiting lists will be prioritised in accordance with the schools published admission criteria.
9. Where a child cannot be offered a place at their preferred school an alternative offer will be made at the next nearest school with a place available. Where no reasonable offer can be made the child will be referred through into the Bolton's Fair Access process.
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.

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