



St. Ethelbert's R.C.P. School,
Admission Policy

Bolton

2025-2026

St. Ethelbert's is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is a Voluntary Academy maintained by the directors of the St. Teresa of Calcutta Catholic Multi-Academy Trust. The Local Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. The coordination of admissions arrangements is undertaken by Bolton Local Authority.

For the school year commencing September 2025, the Local Governing Board has set its admission number at 30.

Admission to the school will be determined by the Local Governing Board. **Places will first be offered to children with an Education Health Care Plan (EHCP), where the school is named.** Following this, all preferences listed on the Local Authority preference form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available:

1. Baptised Catholic Looked After and previously Looked After children.
2. Baptised Catholic children who will have a brother or sister attending the school at the time of admission and who are resident in the catchment area of St. Ethelbert's RCP School within the parish of Christ the Redeemer; or who are resident in the parish of St. Vincent's.
3. Baptised Catholic children in the catchment area of St. Ethelbert's RCP School within the parish of Christ the Redeemer; or who are resident in the parish of St. Vincent's.
4. Baptised Catholic children who will have a brother or sister attending the school at the time of admission and who are resident in another parish.
5. Other Baptised Catholic children
6. Other Looked After and previously Looked After children.
7. Catechumens and members of an Eastern Christian Church
8. Non-Catholic children who have a sibling in school at the time of admission
9. Other children.

Notes

a. All applications will be considered at the same time and after the closing date for admissions in January 2025. Applications received after this date will be treated as a late application and will not be considered until after the main allocation of places has taken place.

b. 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. Included in this definition are those children who appear to the governing board to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

c. For a child to be considered as a Catholic, evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The Local Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. **Proof of baptism needs to be produced before the closing date. Children baptised after the closing date will remain in their original category for admissions.**

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law.

d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. **Where a parent is not in receipt of child benefit, the determining factor will be the address registered with the child's GP.** Applicants should not state the address of another relative or person who has daily care of the child.

e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

f. If in any category, there are more applications than places available; priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school with those living nearer to school having priority. The RAC Route Finder measuring system, which measures to two decimal places, will be used for this purpose. In the event of distances being the same for two or more applicants, where this distance would be the last place allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

g. **A waiting list for children who have not been offered a Reception place will be maintained until 31st December 2025** and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

h. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. **From September 2025, waiting lists for in year admissions will be held for one term. The termly dates for in-year waiting lists will be as follows:**

- Term 1: 1st September – 31st December
- Term 2 – 1st January – 12th April
- Term 3 – 13th April – 31st August

After a waiting list ends on 31st December, 12th April or 31st 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.

i. If an application for admission has been turned down by the Local Governing Board, parents may appeal to an independent appeals panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the governors.

j. The Local Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

k. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births

where one of the children is the 30th child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

I. If a child is a “summer born child”, parents have the right to send their child part-time or defer entry until the child reaches compulsory school age – this is the start of term after their fifth birthday. However, the child must start before the end of the school year in order for the place to be held. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher.

Parents may also find out about our school’s admission arrangements through the Local Authority:

Tel: 01204 332 191 (Pupil & Student Services)

Reviewed and agreed by the Governors of St. Ethelbert’s RCP School – 9th October 2023