

## Admission Policy

### For admission to Reception in September 2025

St. Matthew's Church of England Primary School, sits at the heart of Little Lever serving the whole community alongside St. Matthew's Church. Our school logo has been carefully designed to reflect our vision of what we want for the children, staff, families and governors at St. Matthew's.

At the centre of our logo is a simple cross. As a Church of England Primary School, we are proud to have Christ at the centre of school life. The two children represent our school community and they can be seen reaching for the stars as we encourage all children to shine.



**Love:** references the Christian faith of the school, an individual's beliefs and values, love for each other and to know that we are loved.

**Learn:** We come to school to 'get better at things'. To make the best progress we can, to make mistakes and learn from them.

**Grow:** To grow as a person, as a friend, as a learner, as a citizen and to understand our place in the world.

At the base of our logo are five coloured blocks. These represent our Christian Values: Faith, Hope, Love, Honesty and Justice. Our school stands firmly on these values and they underpin everything that we do.

We believe that every member of the school community has the right to live their life in all its fullness.

As this is a Voluntary Aided School, the Governing Body is responsible for the school's admission policy, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority on admission issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed, and also take account of guidance from the Manchester Diocesan Board of Education.

This policy should be read alongside the Bolton Council Admission to Primary School Directory which can be found at [www.bolton.gov.uk/admissions/primary-school-places-1](http://www.bolton.gov.uk/admissions/primary-school-places-1)

The published admission number (PAN) agreed for admission to the Reception Class is 30 (thirty). If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

The responsibility for admissions is delegated to the Governing Body Admissions Committee.

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

### **Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available, the decision on which children will be admitted will be based on the following criteria which will be applied in the order of priority shown:

1. Children in public care and previously looked after children ( See Note 1)
2. Children who will have an older brother or sister attending the school at the time of their admission. (See Note 2)
3. Children who have been Baptised or dedicated and are in regular attendance ( See Note 3) with a parent/guardian at a church which is a member of Churches Together in Britain and Ireland, and who are resident in the Parish of Little Lever and designated Bradley Fold Area ( See Note 4)
4. Children whose medical or social circumstances mean that their needs can only be met at this school. ( See Note 5)
5. Children resident in the Parish of Little Lever and designated Bradley Fold Area. ( See Note 4)
6. Any other children, with priority for admission given to children who live nearest to the school ( See Note 6)

**Note 1:** This includes any “looked after child”, “previously looked after children” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. ‘Looked after’ means that the child was (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. This criteria also includes looked after children and all previously looked after children 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.

**Note 2:** Brother or sister includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the governors may admit over the infant class requirement if it is possible to do so.

**Note 3:** Regular attendance means a minimum of monthly attendance at Church at public worship for at least the year prior to 1 September in the year before admission to the school\*. Evidence of infant baptism or dedication at a church which is a member of Churches Together in Britain and Ireland, and evidence of regular attendance at public worship must be provided by the Vicar/Minister/ Designated Church Officer/Faith Leader. If you are seeking a place under category 3 of the

oversubscription criteria you should complete the “SUPPLEMENTARY FORM FOR PARENTS/CARERS APPLYING FOR ADMISSION TO ST MATHEWS’S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN SEPTEMBER 2025” which can be found on the school’s website, [www.stmll.bolton.sch.uk](http://www.stmll.bolton.sch.uk). This form should be returned to the school together with a copy of the child’s baptismal or dedication certificate before the closing date for applications.

Details of churches belonging to “Churches Together in Britain and Ireland” can be found at [www.ctbi.org.uk](http://www.ctbi.org.uk)

\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

**Note 4:** A map of the Parish of Little Lever and designated Bradley Fold area is available for inspection at the school and the Little Lever Library

**Note 5:** When admission is sought under special medical or social circumstances criteria, professional supporting evidence, eg from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

**Note 6:** Priority in each of the above categories (1 to 6) will be determined on the basis of proximity to the school, those living nearest being accorded the greatest priority. Distance will be measured in a straight line from the school to the child’s normal home address. Where the child has shared parenting arrangements the address will be the one in which the child sleeps for the majority of the school week. Evidence, such as Child Benefit paperwork, may be required to establish this address. Measurement of distance between home and school is carried out by Bolton Council on behalf of the school using a computerised mapping system which measures from the home address point to the designated main entrance to the school.

**Tie breaker:** In the event of a tie random allocation will be used as a final tie-breaker. This will be carried out by the Chair of the Admissions Committee or his/her nominee to decide who has the highest priority for admission if the distance between two (or more) children’s homes and the school is the same. The random allocation process will be supervised by someone independent of the school.

### **Appeals**

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group. Further information on the process can be found online at [www.bolton.gov.uk/admissions/school-admission-appeals](http://www.bolton.gov.uk/admissions/school-admission-appeals)

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 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:**

Term 1: 1<sup>st</sup> September to 31<sup>st</sup> December

Term 2: 1<sup>st</sup> January – 12<sup>th</sup> April

Term 3: 13<sup>th</sup> April – 31<sup>st</sup> 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<sup>st</sup> December, 12<sup>th</sup> April or 31<sup>st</sup> 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.

Applications should be made via the Citizen Portal on the Bolton Council website [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions)

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO  
ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN  
SEPTEMBER 2025

Part A – To be completed by one of the child's Parent(s)/Guardian(s)

You only need to complete this form if you wish to apply for admission to St Matthew's Church of England Primary School under the church criteria (oversubscription criterion number 3 in the admission policy). Only forms countersigned by the Vicar/Minister/ Designated Church Officer/Faith Leader can be considered. Forms which have not been countersigned by a church official will not be taken into consideration. The completed form together with evidence of baptism or dedication, should be returned to the school by the closing date for applications.

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

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

Has the child been baptised/dedicated in a Christian ceremony of baptism or dedication (evidence e.g. certificate of baptism/dedication required)? YES/NO

Is the child resident in the Parish of St Matthew's Little Lever and the designated Bradley Fold area? YES/NO

Name, address and denomination of the Christian Church one of the child's parent(s)/guardian(s) and the child regularly attend\*:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denomination \_\_\_\_\_

Does one of the child's parent(s)/guardian(s) and the child attend public worship at Church at least once each month\*? YES/NO

Has this attendance by the parent/guardian and child been sustained for at least the year immediately prior to 1<sup>st</sup> September 2024\*? YES/NO

I declare that the above information is correct and complete.

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will need to arrange for this form to be passed to your vicar/minister/designated church officer/faith leader for verification and return the completed form to the school by the closing date.

**SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION TO ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL LITTLE LEVER IN SEPTEMBER 2025**

**Part B Verification from Church or Faith Leader**

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

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

I confirm that the information in Part A in connection with the above named child is correct and complete. I confirm that the child named has been baptised/dedicated and that the child and one of their parent(s)/guardian(s) has attended public worship at the Church named at least once each month for at least the year immediately prior to 1<sup>st</sup> September 2024\*.

\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

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

Denomination \_\_\_\_\_

Vicar/Minister/designated church officer/faith leader's signature

\_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

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