

2025/26

## Admissions Policy



One team, one  
mission, one family

## **Admissions Policy 2025/26**

The published admissions number (PAN) for St. Paul's CE Primary School in reception for September 2025 is 30 pupils.

Bolton Local Authority manages and co-ordinates the school admission process for every primary school in Bolton. If your child was born between 1 September 2020 and 31 August 2021, your child is due to start Reception in September 2025.

Bolton online admission service will be from 1<sup>st</sup> September 2024 until 15<sup>th</sup> January 2025 for primary Reception 2025 applications. All applications are now done online. Please click on the following link for information about how to apply this year: <https://www.bolton.gov.uk/admissions/primary-school-places>

All children who have an EHCP that name the school will be provided with a place.

**Priority 1** - Children in Public Care (Looked After Children) 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 admissions 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 the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).

**Priority 2** - Priority will be given to children who will have older siblings in years Reception to Year 6 of the preferred school at the date of admission.

**Priority 3** - Children who have strong church connections. Parents must provide with their application evidence that the family and the child are active worshipping members at St. Paul's Church. Active worshipping members of a church will be those persons who worship at least once a month, sustained over a period of a year. 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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Please complete the supplementary form for parents applying for a church school: [Supplementary form for CE Primary Schools](#)

**Priority 4** - Children who are attending St. Paul's Nursery at the time at which the application for admission to St. Paul's CE Primary is made.

**Priority 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. Information needs to be received by the closing date for it to be considered.

**Priority 6** - Children for whom the journey to school is the shortest. The distance will be measured in a straight line using Bolton Council's computerised mapping system. The Ordnance Survey integrated network will measure distance from the centre of the home property to the designated main entrance to the school.

### **Tie breaker**

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, straight line distance to the school from the home property will be used to determine which child shall be given a place.

If the distance between the children's homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tiebreaker. The random allocation process will be undertaken by Bolton Council's School Admissions Team at the Council Offices in the presence of a school representative.

### **Priority for twins/multiple births**

Where a single place remains at a school and the application being considered is for twins or other multiple births, the Council will allocate above the admission number to accommodate each child.

### **Definitions**

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

The 'home property' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.

### **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**

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:

**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.

## **In-year admissions**

In-year admission is the process for applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2025 will be treated as an in-year application.

The in-year admission process will be administered by Bolton Council. Parent(s)/carer(s) are required to complete the application form, which is available from and returnable to Bolton Council.

For some children, it may not be possible to secure admission to a school under the in-year admission process. Where this is the case, Bolton Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children who have an education, health and care plan, the in-year admission process will not apply. Their request for admission will be dealt with by the home Local Authority's Special Educational Needs Team.

### **Applying for a year group outside of chronological age group**

Where parent(s)/carers want their child to be educated outside of their chronological age group, an application should be made in writing to the school, addressed to the Principal, Mrs. Lister, at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the Principal will also be considered. Parents will be notified of the decision in writing on the application, which will be based on the circumstances of the case and what is in the best interests of the child, once it has been made. This decision is separate from the decision on whether a place is granted.

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in special educational needs unit<sup>54</sup> attached to the school, or registered at a special school, who attend some infant classes within the mainstream school <sup>55</sup>.

### **Appeals**

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at St. Paul's CE Primary School. The appeals process will be administered by Bolton Council, on behalf of the school. Parent(s) / carer(s) will be sent an appeal form with the refusal letter.

Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if

they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

### **Part time, deferred and delayed admission**

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

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

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. These requests should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

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