



## Admissions Policy for September 2025

### 1. Introduction

St. Peter's Smithills Dean Church of England Primary School is an Academy. The Forward as One Academy Trust is the admissions authority for the school. The Trust may delegate the application of the admissions policy to a local governing body.

### 2. Admission arrangements

The policy has been agreed with Bolton LA and Manchester Diocesan Board of Education. The admissions number for the Reception class for September 2025 will be 30. Please apply for a school place using the Bolton Council website. Link here: [Primary School Admissions](#)

The Academy Trust will admit all children having an Education, Health and Care Plan (EHCP) naming the school.

#### Oversubscription criteria

In the event of oversubscription for the remaining places the following criteria will apply, in order.

Please note that for 'faith criteria' (paragraph numbers 3 and 4) a points system will apply and places will be awarded to those having the highest scores. If a Parent / Carer is applying under faith criteria he/she will need to complete the church supplementary form and this MUST be submitted to the Bolton Local Authority Admissions by their deadline date, for school Reception Class admissions each year.

1. Children in public care and previously looked after children.  
*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.*
2. Children having a brother\* or sister\* in the school at the time of their admission. (\*See notes below)
3. Children whose parent/guardian regularly attends St Peter's Halliwell, Smithills Chapel, Barrow Bridge or St Andrew's Montserrat. Points will be awarded according to attendance (\*\*See notes below). Supporting evidence will be sought from clergy, minister or Church Officer.

4. Children whose parent/ guardian regularly attends another Christian church that is a member of the National / Local Churches Together in Britain and Ireland, or the Evangelical Alliance.
5. Children having exceptional medical or social needs. For admission in this category written evidence from an appropriate professional, e.g. doctor, social worker, must be submitted. This evidence must say why the child should attend St Peter's Smithills Dean CE School rather than any other school.
6. Children resident within St Peter's Parish, including the area north of Moss Bank Way and south of Dean Brook. (**\*\*\* See notes below**).
7. All other children. In the event of oversubscription in any category places will be awarded to those whose normal home address is nearest to the school. This will be measured using the Local Authority's agreed system from the front door of the child's home to the front gate of the school. In the event of a child having shared parenting the address used will be the home in which the child sleeps for the majority of the school week.

### **Notes:**

\* Brother or Sister includes fostered or adopted children and half-brothers or sisters living at the same address.

\*\* 'Regularly attends' means monthly, fortnightly or more frequent attendance by at least one of the child's parent(s)/carer(s) for a minimum of one year from 1 October to 30 September in the year prior to the application, for which points will be awarded (see Points System below). A higher allocation of points is given where attendance has been sustained for at least two years. So, one year's attendance would be from 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025, and two year's attendance would be from 1<sup>st</sup> October 2023 to 30<sup>th</sup> September 2025.

\*\*\* A map showing the area of St Peter's Parish with the area north of Moss Bank Way and south of Dean Brook is available at the School.

### **Points System for Church Attendance:**

*Frequency of Church attendance:*

More than twice a month - 8 points

Twice a month - 4 points

Once a month - 2 points

*Duration of Church attendance:*

2 years or more - Multiply frequency score by 2

12 months to 23 months - Multiply frequency score by 1

0 to 11 months - Multiply frequency score by 0, therefore NO points

*Worked example:*

*If you attend more than twice a month for 2 years, this will be 8 points X 2 = 16 points.*

*To find and download the church form, please follow this link: [CofE Primary School form](#)*

### **Waiting lists**

Children who are not offered a reception place for the September intake at St. Peter's will automatically be placed on our 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.