

Date: February 2025
Your Ref: n/a
Our Ref: SA/HD/AA26-27



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

To all interested parties

Tel: 01204 333333
www.bolton.gov.uk

Dear all,

Determination of Admission Arrangements and Co-ordinated Scheme 2026/27

Admissions arrangements for community and voluntary controlled schools for 2026/27

Following a six-week consultation in November and December 2024, 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 reduction to the PAN at Mytham Primary School from 50 to 30 will be implemented from September 2026 on a permanent basis.

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 2026/27

I include a copy of the co-ordinated scheme for 2026-27 which is unchanged from consultation (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 **15th May 2025**.

Yours faithfully

Helen Dowman
Head of School Admissions
Email: admissions@bolton.gov.uk

Appendix 1: Admission arrangements for primary community and voluntary controlled schools 2026-27

Bolton Council¹ is the admission authority for community and voluntary controlled schools in Bolton, and therefore is responsible for setting and applying the admission arrangements for those schools. These arrangements do not apply to academies, free schools or voluntary aided schools in Bolton. Those schools will have their own admission arrangements and parents should consult each individual school's website for further information on admission arrangements.

Each school has a published admission number (PAN). This is the number of places which must be offered in each relevant age group, in this instance, reception class. A full list of PANs for community and voluntary controlled schools is included in appendix 2.

Bolton's SENDAS team is responsible for identifying schools and placing all children with an Education, Health and Care Plan (EHCP). All children whose EHCP names the school must be admitted. If a child is awarded an EHCP after the application has been processed, the allocated school will be reviewed by the SENDAS team and in some cases, the school offered may be named on the EHCP.

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. Parents/carers of previously looked after children will be required to provide evidence of the relevant order. (For further information, please see note below 'Looked after and previously looked after children'.)
2. Children for whom there is a child protection plan or has been within a 12-month period. Parents will be asked to indicate this on the application form and provide the child's social worker details so this can be confirmed.
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 (i.e. Blackrod Anglican Methodist School, St James' CE School (Daisy Hill), St Mary's CE Primary School (Deane) and St Matthew's CE School (Bolton)). Parents must complete the supplementary form, included at the end of this policy and 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

¹ Referred to in this document as the 'local authority'

a month sustained over a period of a year prior to the closing date for applications. This form must be returned to the local authority by 15 January 2026.

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 2026. 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. This evidence must name the school at which admission is sought. (For further information, please see note below: 'Medical needs').

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 miles in a straight line which measures from the address point of the home property to the designated main entrance to the school by the local authority's distance measuring software

Notes:

Tiebreaker

If categories two to six are oversubscribed, distance from the school (as set out in category six) will be used as the 'tiebreaker' 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.

Looked after children and previously looked after children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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) at the time of making an application to a school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Parents of previously looked after children should provide a copy of the relevant order to the School Admissions team. This can be submitted via email to admissions@bolton.gov.uk. A copy of the order will be kept for the period of the application.

Medical needs

The evidence provided will be considered and the allocation of any such place will be decided on the basis of that written evidence. Where it is agreed that a particular school is necessary or the child's medical condition will be seriously exacerbated, the application will then be considered under oversubscription criterion 5.

If it is decided that the medical evidence does not demonstrate that the child's medical condition will be seriously exacerbated if not allocated a place at the named school, then the application will be considered in line with the other oversubscription criteria.

Medical evidence must be submitted to the school admissions team by 15th January 2025. Evidence received after this date will be considered, but only for priority placement on the waiting list after the initial allocation of places.

This criterion can only consider the child's medical needs. No consideration will be given to parent's medical needs.

Priority for Twins/Multiple births

Where a single place remains at a school and the application being considered is for children of a multiple birth, the local authority 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 parents, 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. Where an agreement

cannot on school preferences and their order by the child's parents, it may be necessary for them to obtain further legal advice.

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 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 School 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 process. 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.

Change of address received after the 15 February will be applied to the application after the national offer day (16 April, or next working day where this falls on a non-working day) and children will be ranked on the waiting list based on the address where they are now living.

Withdrawing offers

A place may only be withdrawn if it has been offered in error, the parent has not responded to the place within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

Place offered in error:

Where it has been identified that the local authority has made an administrative error in the processing of an application for a school place, and it is established that another child has been disadvantaged by this error the place may be withdrawn. If it is established no other child has been disadvantaged, the allocation will remain.

Applicants are responsible for the accuracy of the information which they submit. The local authority takes no responsibility for incorrect information submitted as part of the application (i.e. failure to mention a sibling(s) or provide supporting evidence).

Response within a reasonable time:

Where a parent has not responded to the offer, the local authority will contact parents to confirm their acceptance. Where telephone contact is unsuccessful, an email will be sent to the registered email address providing parents an additional 5 working days to respond. In the absence of an email address, a letter will be sent to the home. This communication will explain that if no response to the offer is received, the offer may be withdrawn.

Fraudulent or intentionally misleading application:

The local authority will investigate any application where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide the information or is unable to, the local authority will seek to obtain confirmation of the information from other local government departments, including schools.

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application (e.g. if the wrong address is given), and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

If you suspect that someone has given false information to get a school place, please contact the school 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

Reception intake 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 oversubscription criteria on page 1 of this policy.

As children are added to the waiting list, the list will be re-ranked in accordance with the published oversubscription criteria. This means that children can move both up and down the waiting list. Being on a waiting list does not mean that a place will eventually become available.

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.

In-year admissions waiting list:

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, using the link to the request form which will be provided with their outcome of application notification. Should any places become available at a school they will be allocated in accordance with oversubscription

criteria on page 1 of this policy. This means that children can move both up and down the waiting list. Being on a waiting list does not mean that a place will eventually become available.

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 using the in year admissions process.

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 (www.bolton.gov.uk/admissions/school-admission-appeals).

Where a parent makes a second application for the year group prompted by the closure of a waiting list, they will only be offered the right of appeal if no appeal for that school has already been considered for the child's current year group.

A second right of appeal may be allowed where there has been a significant or material change in circumstances since the first appeal hearing. The local authority considers this to be in one of three circumstances:

1. where the oversubscription criteria under which the child's application is considered has changed
2. where a child changes address and the distance to the current/allocated school would be unreasonable (using the definition of reasonable as defined at <https://www.bolton.gov.uk/admissions/moving-school-year/4>)
3. Where the condition, means, needs or circumstances of the child have changed, and this change materially affects the child. In this instance, this change was not foreseen or could not have been contemplated at the time of the original appeal.

In each instance, the local authority would only consider allowing a second right of appeal if the parent had not already presented the change of circumstances to the panel as part of their case at their first appeal.

Part time and deferred admission

The local 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.

Admission outside the normal age group (including summer born children)

Parents may seek a place for their child (at any age) 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.

All such requests should be made to the school admissions team in writing (please email: admissions@bolton.gov.uk) giving reasons for the request. In all instances, the request should be made at the time of application. For summer born children starting reception, this should be done at the time the child would usually be expected to apply for a reception place.

Parents may wish to submit additional information with their request, such as information about their child's academic, social and emotional development; where relevant, the child's medical history and the views of the medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school (the local authority) will decide on whether the child should be offered admission out of the normal age group. 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.

The child will be considered for admission into the agreed year group. Parents have a statutory right of appeal against the refusal of a place at a school which they have applied for. 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. The local authority co-ordinates all in-year applications for community and voluntary controlled schools. An application is an in-year application if it is for the admission of a child to the relevant age group (reception), but it is submitted on or after the first day of the first term of the admission year, or if it is for admission of a child to an age group other than a relevant age group (for example, a change of school during the school year)

An application should be made online at 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>

Fair Access Protocol

The protocol may be used to place key groups of vulnerable and/or hard to place children where they are having difficulty in securing a school place in year. The children will only be used for children that meet the prescribed categories set out in paragraph 3.17 of the School Admissions Code, 2021.

The Fair Access Protocol will not be used in place of the usual in-year admissions process. A parent can make an application at any time and is entitled to have their preferences met wherever possible, as well as the opportunity to appeal a decision when a place is not offered. If a child is placed through the fair access protocol, the parent will retain the right of appeal for any preferred school their child has been refused a place at.

SUPPLEMENTARY FORM FOR PARENTS APPLYING FOR ADMISSION INTO CHURCH PRIMARY SCHOOLS IN SEPTEMBER 2026

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 2026.

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 or on each schools' individual website. If you need further help you should contact the local authority by emailing 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 by 15 January 2026

Admission arrangements for secondary community schools 2026-27

Bolton Council² is the admission authority for community and voluntary controlled schools in Bolton, and therefore is responsible for setting and applying the admission arrangements for those schools. These arrangements do not apply to academies, free schools or voluntary aided schools in Bolton. Those schools will have their own admission arrangements and parents should consult each individual school's website for further information on admission arrangements.

Each school has a published admission number (PAN). This is the number of places which must be offered in each relevant age group, in this instance, year 7. The following schools are covered by this policy:

Ladybridge High School	PAN 210
Turton School	PAN 270
Westhoughton High School	PAN 270

Bolton's SENDAS team is responsible for identifying schools and placing all children with an Education, Health and Care Plan (EHCP). All children whose EHCP names the school must be admitted. If a child is awarded an EHCP after the application has been processed, the allocated school will be reviewed by the SENDAS team and in some cases, the school offered may be named on the EHCP.

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. Parents/carers of previously looked after children will be required to provide evidence of the relevant order. (For further information, please see note below 'Looked after and previously looked after children'.)
2. Children for whom there is a child protection plan or has been within a 12-month period. Parents will be asked to indicate this on the application form and provide the child's social worker details so this can be confirmed.
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

² Referred to in this document as the 'local authority'

preferred school. Medical evidence **must** be provided by the closing date for applications, 31 October 2025. 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. This evidence must name the school at which admission is sought. (For further information, please see note below: 'Medical needs').

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 address point of the home property to the designated main entrance to the school.

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 miles in a straight line which measures from the address point of the home property to the designated main entrance to the school by the local authority's distance measuring software

Tiebreaker

If categories two to six are oversubscribed, distance (as set out in category six) will be used as the 'tiebreaker' 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.

Looked after children and previously looked after children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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) at the time of making an application to a school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Parents of previously looked after children should provide a copy of the relevant order to the School Admissions team. This can be submitted via email to admissions@bolton.gov.uk. A copy of the order will be kept for the period of the application.

Medical needs

The evidence provided will be considered and the allocation of any such place will be decided on the basis of that written evidence. Where it is agreed that a particular school is necessary or the child's medical condition will be seriously exacerbated, the application will then be considered under oversubscription criterion 4.

If it is decided that the medical evidence does not demonstrate that the child's medical condition will be seriously exacerbated if not allocated a place at the named school, then the application will be considered in line with the other oversubscription criteria.

Medical evidence must be submitted to the school admissions team by 31 October 2025. Evidence received after this date will be considered, but only for priority placement on the waiting list after the initial allocation of places.

This criterion can only consider the child's medical needs. No consideration will be given to parent's medical needs.

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. Where an agreement cannot on school preferences and their order by the child's parents, it may be necessary for them to obtain further legal advice.

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 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 30 November as school offers will be in process. 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.

Change of address received after the 30 November will be applied to the application after the national offer day (1 March, or next working day where this falls on a non-working day) and children will be ranked on the waiting list based on the address where they are now living.

Withdrawing offers

A place may only be withdrawn if it has been offered in error, the parent has not responded to the place within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

Place offered in error:

Where it has been identified that the local authority has made an administrative error in the processing of an application for a school place, and it is established that another child has been disadvantaged by this error the place may be withdrawn. If it is established no other child has been disadvantaged, the allocation will remain.

Applicants are responsible for the accuracy of the information which they submit. The local authority takes no responsibility for incorrect information submitted as part of the application (i.e. failure to mention a sibling(s) or provide supporting evidence).

Response within a reasonable time:

Where a parent has not responded to the offer, the local authority will contact parents to confirm their acceptance. Where telephone contact is unsuccessful, an email will be sent to the registered email address providing parents an additional 5 working days to respond. In the absence of an email address, a letter will be sent to the home. This communication will explain that if no response to the offer is received, the offer may be withdrawn.

Fraudulent or intentionally misleading application:

The local authority will investigate any application where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide the information or is unable to, the local authority will seek to obtain confirmation of the information from other local government departments, including schools.

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application (e.g. if the wrong address is given), and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

If you suspect that someone has given false information to get a school place, please contact the school 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 secondary 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 on page 1 of this policy.

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 (www.bolton.gov.uk/admissions/school-admission-appeals).

Where a parent makes a second application for the year group prompted by the closure of a waiting list, they will only be offered the right of appeal if no appeal for that school has already been considered for the child's current year group.

A second right of appeal may be allowed where there has been a significant or material change in circumstances since the first appeal hearing. The local authority considers this to be in one of three circumstances:

1. where the oversubscription criteria under which the child's application is considered has changed

2. where a child changes address and the distance to the current/allocated school would be unreasonable (using the definition of reasonable as defined at <https://www.bolton.gov.uk/admissions/moving-school-year/4>)
3. Where the condition, means, needs or circumstances of the child have changed, and this change materially affects the child. In this instance, this change was not foreseen or could not have been contemplated at the time of the original appeal.

In each instance, the local authority would only consider allowing a second right of appeal if the parent had not already presented the change of circumstances to the panel as part of their case at their first appeal.

Admission out of normal age group

Parents may seek a place for their child (at any age) outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. All such requests should be made to the school admissions team in writing (please email: admissions@bolton.gov.uk) giving reasons for the request. In all instances, the request should be made at the time of application. For children moving from primary to secondary school, this should be done at the time the child would usually be expected to apply for a secondary place based on their date of birth.

Parents may wish to submit additional information with their request, such as information about their child's academic, social and emotional development; where relevant, the child's medical history and the views of the medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school (the local authority) will decide on whether the child should be offered admission out of the normal age group. 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.

The child will be considered for admission into the agreed year group. Parents have a statutory right of appeal against the refusal of a place at a school which they have applied for. 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. The local authority co-ordinates all in-year applications for community and voluntary controlled schools. An application is an in-year application if it is for the admission of a child to the relevant age group (reception), but it is submitted on or after the first day of the first term of the admission year, or if it is for admission of a child to an age group other than a relevant age group (for example, a change of school during the school year)

An application should be made online at 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>

Fair Access Protocol

The protocol may be used to place key groups of vulnerable and/or hard to place children where they are having difficulty in securing a school place in year. The children will only be used for children that meet the prescribed categories set out in paragraph 3.17 of the School Admissions Code, 2021.

The Fair Access Protocol will not be used in place of the usual in-year admissions process. A parent can make an application at any time and is entitled to have their preferences met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.

If a child is placed through the fair access protocol, the parent will retain the right of appeal for any preferred school their child has been refused a place at.

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

VC	St Matthew's CE, Bolton	60
VA	St Maxentius' CE	30
VA	St Michael's CE	60
VA	SS Osmund and Andrew RC	60
AC	St Paul's CE	30
VA	St Peter's CE, Smithills Dean	30
VA	St Saviour's CE, Ringley	30
VA	St Stephen and All Martyrs	30
VA	St Stephen's CE, Kearsley Moor	30
VA	St Teresa's RC	20
VA	St Thomas' CE, Chequerbent	30
VA	St Thomas' CE, Halliwell	45
VA	St Thomas of Canterbury RC	60
VA	St William and York RC	30
CO	Sunning Hill	60
AC	The Ferns	60
CO	The Gates	30
CO	The Oaks	30
FR	The Olive Tree	60
FR	The Olive Primary	60
CO	The Valley	60
CO	Tonge Moor	60
VA	Walmsley	30
AC	Washacre	30

Secondary Schools:

AC	Bolton Muslim Girls	150
AC	Bolton St Catherine's	160
AC	Canon Slade CE	300
AC	Eden Boys	124
AC	Essa Academy	210
AC	Harper Green	240
AC	King's Leadership	190
CO	Ladybridge	210
AC	Little Lever	240
VA	Mount St Joseph	180
AC	Rivington and Blackrod	300
AC	Sharples	240
AC	Smithills	250
AC	St James' CE, Farnworth	210
VA	St Joseph's RC	210
VA	Thornleigh	270
CO	Turton High	270
AC	University Collegiate	120
CO	Westhoughton High	270

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Appendix 3: Co-ordinated Admissions Scheme for Bolton Local Authority

Applications for primary and secondary schools within Bolton Local Authority (except independent and special schools) for the normal admissions round and in year admissions shall be determined in accordance with the provisions set out in this scheme

1 Part One: The normal admissions round 2026-27 intake

- 1.1 Under its scheme of co-ordinated admissions, Bolton Local Authority will be responsible for managing the admission of pupils who are resident in Bolton. This will cover admissions to Bolton schools that have community, voluntary controlled, voluntary aided or academy status; free schools; and co-ordinated admissions to schools maintained by other local education authorities. (Independent schools and special schools are not included in the co-ordinated scheme.)
- 1.2 Bolton local authority will also co-ordinate applications for other local authority applicants requesting places in the normal admissions round at Bolton schools.
- 1.3 Bolton local authority, as the admissions authority for community and controlled schools in Bolton will be responsible for allocating places at these schools in accordance with the local authority's published admission arrangements.
- 1.4 For voluntary aided schools, free schools and academies, the admission authority is the governing body or trust board. As such each governing body/trust board
- 1.5 is responsible who will be allocated a place at that school in accordance with the criteria described in the school's admission arrangements.

Application process

- 1.6 Full information on admissions processes and links to admission policies for all Bolton schools will be made available on Bolton Council's website by 1 September 2025. Admission policies for each school will be accessible via a link in the Schools Directory to the individual school's website. Hard copies of all information will be available on request.
- 1.7 Parents/carers will be able to make an application online on Bolton Council's website from no later than 1 September 2025.
- 1.8 The online application form will invite parents/carers resident in Bolton to name a maximum of 3 preferred schools.

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- 1.9 Parents/carers should name and prioritise all schools which they wish their child to be considered for, including voluntary aided schools, academies, independent schools and/or any outside the Salford area.
- 1.10 Parents/carers will be asked to submit the online application form by 15 January 2026 (primary) and 31 October 2025 (secondary).
- 1.11 Receipt of all online applications will be acknowledged by email.
- 1.12 Parents/carers will be advised that if they have difficulty applying online, they can contact the school admissions team by email or telephone during office hours for further assistance.
- 1.13 All preferences are treated as equal initially and sent out as equal to other admission authorities (i.e. other local education authorities, aided schools, foundation schools or academies). If more than one school place can potentially be offered, the single offer is for the school listed highest.
- 1.14 Parents/carers who want to express a preference for a voluntary aided school, foundation school, an academy, a UTC or a school maintained by another authority will be advised in the online information to check the admission policy for the appropriate school or the relevant local authority.
- 1.15 Parents/carers who want to express a preference for an independent school will be advised in the information online to contact the school concerned directly.
- 1.16 Some voluntary aided schools in Bolton, free schools or academies may require further information to that collected on the online application, for example they may require a copy of a baptism certificate or a supplementary form. Parents/carers should check with the relevant schools for their requirements. Any information provided will only be used in the event of the school being oversubscribed. This information should be submitted directly to the school by 31 October 2025 (secondary) and 15 January 2026 (primary). It is the parents' responsibility to check what is required and ensure the information is submitted by the correct date. The date may vary for some schools.

Shared parental responsibility

- 1.17 Where two adults have shared responsibility for a child they should agree before submitting an application which school(s) to name as their preference schools. In cases of dispute, or when two application forms are submitted, the local authority will process the application from the parent in receipt of Child Benefit, or in the absence of this, from the parent at whose address the child is registered with the GP.

Processing of applications

- 1.18 Applications will be processed in line with the following timescales:

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Activity	Primary	Secondary
Closing date for applications	15 January 2026	31 October 2025
Preferences for other local authority schools from Bolton residents sent to those local authorities along with any supporting information	2 February 2026	14 November 2025
Bolton receives preferences for Bolton local Authority schools from other local authority residents	2 February to 6 February 2026	14 November to 5 December 2025
Preference information made available to own admission authority Bolton schools for ranking via the Schools Portal ³	9 February 2026	8 December 2025
Bolton local authority receives rankings from own admission authority Bolton schools ⁴	6 March 2026	9 January 2026
Bolton Local Authority informs other local authorities of offers made to their pupils; and requests offer details for Bolton pupils applying to schools in other local authority schools	10 March to 31 March 2026	17 January to 14 February 2026

Determining Offers

- 1.19 When all applications have been ranked, where necessary, the Bolton Local Authority will co-ordinate the offer of a single place for each child. Due to the equal preference system, it is possible that some children will have more than one potential place. If this is the case, the place that has highest priority on the application form will be offered.
- 1.20 School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the application form.
- 1.21 Offers will be co-ordinated with other local authorities in the same way.
- 1.22 If a child living in Bolton cannot be offered a place at any of their parent/carer's preferences of school, where possible they will be offered a place at the next nearest Bolton school from their home address with a vacancy. This could be the nearest community, voluntary controlled, voluntary aided, academy or free school.

³ In order to comply with the School Admissions Code (2021) Bolton Local Authority will not share the parent's preference ranking for a school.

⁴ Where a school has a service level agreement with the local authority the ranking process will be performed by the local authority and sent to the admission authority for approval by this date.

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Notifying parents/carer of decisions

1.23 Bolton Local Authority will inform every Bolton resident of their allocated school place via the online application system. Parents/carers will be sent an email from 8am on the offer day (2 March for secondary and 16 April for primary) with their child's allocated school place. Alternatively, parents can log into the online system at any point on the offer day to view their child's allocated school place. This will also include offers of places that can be made to schools maintained by other local authorities.

1.24 The offer information will include:

1.24.1 The name of the school at which a place has been offered;

1.24.2 Information on how to accept the offered place;

1.24.3 The reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);

1.24.4 Information about the statutory right of appeal against the decision to refuse a place at any school given as a higher preference, and the date by which appeals should be submitted.

1.24.5 Confirmation that in the re-allocation process, a child will be considered for any places that might become available in schools they ranked higher than the school they have been offered (i.e. the child's name will be placed on a waiting list and places will be reallocated to children on the waiting list according to the oversubscription criteria for the school concerned); the fact that the waiting is subject to change as new applications are received; the date at which the waiting list will cease and what to do if they wish to be considered for any vacancies beyond that point. Parents refused places at other admission authority or other LA schools will be advised to contact that admission authority for information on their waiting list process as not all authorities automatically place children on a waiting list.

1.25 Bolton schools will have access to the list of pupils who have been allocated places at least the day before offer day. Schools will not communicate any offers of places to parents until the offer day.

1.26 Parents will have two weeks to accept the place offered. Parents will be able to respond online to accept the place.

Offer days

1.27 The offer day for primary places is 16 April 2026.

1.28 The offer day for secondary places is 2 March 2026.

Right of appeal

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- 1.29 Where parental preference cannot be met the parent/carer will be advised of their right of appeal. Parents will be advised of where information on appeals can be found on the Council website, including an online appeal and the date by which they must submit an appeal. Parents of primary aged children will also be advised of infant class size restrictions on appeals.
- 1.30 If another admission authority maintains the preferred school and that authority is unable to offer a place at the parent/carers preferred school, Salford Local Authority, on behalf of the other admission authority, will inform the parent/carer in writing of this decision. The parent/carer will also be advised of their right of appeal and supplied with details of the appeals procedure.
- 1.31 All appeals for on-time applications must be heard within 40 school days of the appeal being lodged.
- 1.32 Appeals for late applications should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- 1.33 An appeals timetable is published on the Council's website by 28 February. This indicates when parents can expect their appeal to be heard.

Late applications

- 1.34 For applications received after the closing date and before the offer date of places:
- 1.34.1 the application will be classed as late;
 - 1.34.2 it will only be considered after applications received on time;
 - 1.34.3 applications for other admission authority schools will be passed on noting they were received late. It is up to that admission authority to decide how they wish to proceed with the application;
 - 1.34.4 the offer of a place will be decided as described in section 1.19 to 1.22;
 - 1.34.5 where possible applicants will be notified on the usual offer date.
- 1.35 For applications received after the offer date but before the start of the school year:
- 1.35.1 applications will be considered as they are received; and
 - 1.35.2 the offer of a place will be decided as described in section 1.19 to 1.22
 - 1.35.3 applicants will be notified as soon as possible.
- 1.36 The LA will only process applications received after the closing date as on time applications if there is an exceptional reason for late submission. Reasons for late submission should be submitted to the local authority in writing as part of the application. The local authority (or the relevant admission authority) will consider these reasons and where deemed acceptable will process the application as though it were received on time. If not deemed acceptable the local authority will continue to

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process the application as a late application.

- 1.37 A valid late application will include situations where children move into Bolton after the closing date but before offers of places are made; or where a parent/carer or child was hospitalised for a major part of the application period (i.e. 1 September to the closing date).
- 1.38 Parents should note that it may not be possible to accept late applications as on time after 15 November 2025 (for secondary applicants) and 31 January 2026 (for primary applicants). This is the date when application information is exchanged with other admissions authorities.

Waiting lists

- 1.39 Bolton Local Authority will co-ordinate waiting lists for all Bolton schools following the offer day.
- 1.40 Bolton Local Authority will operate a waiting list for Bolton community and voluntary controlled schools which are oversubscribed until 31 December 2026 for applicants whose initial request for primary and secondary places have been unsuccessful. Should any places become available they will be allocated in accordance with Bolton Local Authority's published admission arrangements.
- 1.41 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.
- 1.42 Bolton Local Authority will also liaise with the voluntary aided schools, free schools and academies which are oversubscribed who will operate their own waiting lists until 31 December 2026 for applicants whose initial request has been unsuccessful. Should any places become available the Local Authority will contact the school concerned and the place will be allocated in accordance with the published admission criteria for that school.
- 1.43 Length of time on the waiting list will not be seen as a relevant factor.
- 1.44 Children can only be on the waiting list for up to three schools at one time.
- 1.45 After 31 December, if a parent wishes for their child to remain on a waiting list for a school, they will need to make a new application using the in-year admissions process.

Change of preferences

- 1.46 A parent may change their preferences at any point up until the closing date for applications (31 October 2025 for Secondary or 15 January 2026 for primary). They can do this by amending and resubmitting their online application, or else by emailing

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the School Admissions Team before the closing date.

- 1.47 If a parent makes an on-time application, they may change the order of those preferences after the closing date by emailing the School Admission Team. This will only be possible until the offer process is initiated (30 November for secondary, and 15 February for primary)
- 1.48 A change of preference (i.e. adding new preferences) after the closing date will only be acceptable in exceptional circumstances. This is likely to be where there is a significant change in address. Verification must be provided e.g. letter from the solicitor exchanging contracts or a tenancy agreement together with evidence to confirm permanent residency at the new address. The local authority cannot change preference for whatever reason after 30 November (secondary) or 15 February (primary) until after the offer day (2 March for secondary, 16 April for primary).

Applications outside the normal year of entry

- 1.49 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). This should be requested at the time of application.
- 1.50 Bolton Local Authority, as admission authority for community and voluntary controlled schools, or the governing body/trust board, as admissions authority for voluntary aided, free schools, and academies, will consider these applications individually.
- 1.51 The decision will be taken by the admission authority after discussion with the Head teacher and other relevant professionals, such as an Educational Psychologist. 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).
- 1.52 Full details of the process for such applications are available on the Bolton Council website.

Children from Overseas

- 1.53 Parents living outside of the UK are advised to consult the guidance at 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.
- 1.54 Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school.

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- 1.55 Specific named UK immigration routes also allow children aged under 18 to enter the UK and attend a school if they are part of a family entering and residing in the UK. At the date this scheme was last updated these routes include programmes for:
- 1.55.1 Hong Kong British Nationals (Overseas) (BNO) and their dependants who have applied, at the same time, to move to the UK as a family
 - 1.55.2 Ukrainian families fleeing the conflict in their country
 - 1.55.3 eligible Afghan citizens to enable them to resettle in the UK
 - 1.55.4 eligible people of Chagossian descent
- 1.56 In addition, children who have been recognised as refugees and asylum-seeking children (including dependent children of an asylum seeker) in the UK who are still awaiting a decision, are entitled to access a school-based education. The outcome of their claim will not affect their entitlement to attend school. They do not need to 'prove' their status as an asylum seeker or refugee to apply for a school: they have the same rights to a school place as any other children resident in the UK.
- 1.57 Applications from the above groups will be accepted for the normal admission round however, where distance rules apply only their home address overseas will be used for admissions purposes, until they are resident in the UK.
- 1.58 Further guidance on overseas admissions can be found at:
<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Children from Service families

- 1.59 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. Where possible, an application must be included in the normal admission round.
- 1.60 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').
- 1.61 Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

Full timeline for normal round admissions for 2026-27 intake

Activity	Primary	Secondary
Closing date for applications	15 January 2026	31 October 2025

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Preferences for other local authority schools from Bolton residents sent to those local authorities along with any supporting information	2 February 2026	14 November 2025
Bolton receives preferences for Bolton local Authority schools from other local authority residents	2 February to 6 February 2026	14 November to 6 December 2025
Preference information made available to own admission authority Bolton schools for ranking via the Schools Portal	9 February 2026	8 December 2025
Bolton local authority receives rankings from own admission authority Bolton schools	6 March 2026	9 January 2026
Bolton Local Authority informs other local authorities of offers made to their pupils; and requests offer details for Bolton pupils applying to schools in other local authority schools	9 March to 31 March 2026	17 January to 14 February 2026
Offer day	16 April 2026	2 March 2026
Date for acceptance or decline of places	1 May 2026	16 March 2026
Any appeals to be submitted by	15 May 2026	30 March 2026

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2 Part Two: In-year admissions 2025-26 academic year

- 2.1 Bolton Local Authority will be responsible for managing the admission of all pupils requiring an in-year admission to a school in Bolton, regardless of their residence. This includes community, voluntary controlled, voluntary aided, free school and academies.
- 2.2 Where a school does not participate in the co-ordination of in-year admissions, this will be listed on the online application form and parents will be advised to contact those schools directly to make their application.
- 2.3 Bolton Local Authority, as the admissions authority for community and voluntary controlled schools in Bolton, will be responsible for allocating places at these schools in accordance with the published admission arrangements.
- 2.4 For voluntary aided schools, free schools and academies, the governing body/trust board of each school is the admissions authority. As such it is the governing body/trust board of each school that determines who will be allocated a place at that school in accordance with the criteria laid out in its school admissions policy.
- 2.5 Bolton residents wishing to apply for an in-year move to a school in another local authority area should contact that local authority.
- 2.6 Applications for an in-year move to a Bolton school should be made on the online form at www.bolton.gov.uk/admissions. This can be submitted at any point during the school year, including during school holidays.
- 2.7 For voluntary aided, free schools and academies parents/carers may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned directly to the school. It is the parent/carer's responsibility to ensure they submit all the necessary supporting information for their application.
- 2.8 The local authority will process all in-year applications within 10 school days wherever possible, and within a maximum of 15 school days.
- 2.9 In the case of a pupil with an EHCP, any parent making an application will be referred to the Special Educational Needs and Disability (SEND) team, who will support them with securing a place at a new school.
- 2.10 Applications for Looked After Children will be shared with the Virtual School Team. Where a place cannot be secured at the best school to meet the child's needs via the normal in year admission process, the Virtual Headteacher may wish to consult the preferred school to admit the child as set out in section 3.26 and 3.27 of the School Admissions Code (2021).

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- 2.11 The local authority will liaise with the preference schools to determine whether a place can be offered.
- 2.12 The local authority will co-ordinate responses and wherever possible, a place will be allocated at the highest preference school.
- 2.13 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.
- 2.14 Parents will also be advised of the right to appeal and provided with guidance on how to access appeal information and submit an appeal. Parents will be given 30 days to submit an appeal for an in-year admission. Only one appeal per academic year can be heard unless there has been a significant or material change in circumstances.
- 2.15 Where a child cannot be offered a place at their preferred school, an alternative place will be offered at the next nearest school to their home address with a place available and within a reasonable distance. (See <https://www.bolton.gov.uk/admissions/moving-school-year/4> for information on reasonable admissions)
- 2.16 Where a child is unplaced (i.e. no preferences can be met and no alternative school place can be identified within a reasonable distance of their home address), and their application meets the criteria for in-year fair access, their application will be referred for placement through the in-year fair access process. Under this process, the local authority has a further 20 school days to allocate places for these pupils.
- 2.17 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. If the parent/carer does not accept the place within this timescale then the place will be withdrawn, and a new application will need to be made.
- 2.18 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.
- 2.19 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.

In-year fair access protocol

- 2.20 The protocol will be initiated for children within categories listed in the policy where a school place cannot be found or where a school refers a case for consideration under the protocol.
- 2.21 The operation of the In-Year Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a

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school place under the in-year admission arrangements.

- 2.22 Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of these pupils.
- 2.23 In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the In-Year Fair Access Protocol.
- 2.24 This provision will not apply to a looked after child or a child with an Education Health and Care Plan naming the school in question, as these children must be admitted.
- 2.25 All admission authorities must participate in the In-Year Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- 2.26 In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Directorate of Children's Services

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

