



ADMISSIONS POLICY

ADOPTED FROM LA POLICY SEPTEMBER 2014

BOLTON METROPOLITAN BOROUGH COUNCIL PROPOSED ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY-CONTROLLED PRIMARY SCHOOLS 2015-2016

The Council will admit all children with a statement of special educational needs, in whose statement the school is named

The proposed policy for admission to community and controlled primary schools for 2015-2016 is as follows.

If the school is over-subscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. 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 functions (see definition in Section 22 (1) of the Children Act 1989)
2. Other children who are considered as “vulnerable” whose application for the preferred school is supported by the Assistant Director for Social Care. This will include;
 - a. Children for whom there is a child protection plan or has been within a 12 month period.
 - b. Children who have had a period in care within 2 years of the admission application and are still receiving social care services
 - c. Children who are considered to be at significant risk of becoming looked after
 - d. Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified
3. Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and at the date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who have strong Church connections where the school is a Church school.

Parents must complete the supplementary form attached to the application form 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 a month sustained over a period of a year prior to the closing date for applications.

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. Parents applying under this criteria 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. Medical evidence must be submitted by 31st October 2014. Evidence received after this date will not be taken into consideration
6. Proximity (Where you live).

Shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place.

The nearest/next nearest school will include all community, voluntary-controlled, foundation, free and academy schools whether in the Bolton Borough or not.

- If any categories are oversubscribed then geographical proximity (as set out in category 6 above) will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie-breaker.
- The shortest walking route will be that determined by the Local Authority using only those public rights of way recognised within the measuring system. This will be measured using Routefinder, a computerised mapping system which uses the ordnance survey integrated network which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie-break within a block of flats those living furthest from the communal entrance will be given priority.
- 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.

PROPOSED BOLTON LA CO-ORDINATED PRIMARY ADMISSION SCHEME FOR 2015-2016 ACADEMIC YEAR

Normal Year Admissions

- (a) All parents/carers of Bolton children must complete the Bolton LA application form for admission to the borough maintained primary schools. This will include children with a statement for special educational needs. Parents will also be given the option of applying on-line via the Council's website
- (b) The LA will provide parents with access details to the online application form which will be distributed together with the LA's Primary Admissions Booklet. The booklet will be posted to all parents resident in the Borough who have registered their child for admission into a Bolton primary school. For parents who are unable to apply online a paper preference form will be available and will be posted in December 2014 to all those who have not submitted an online application.
- (c) The LA application form (and online application) will allow parents/carers to express at least 3 preferences in rank order and to state reasons for the preferences.
- (d) Parents/carers must return the completed form (or submit their online application) to the LA by 15th January 2015. The forms should be submitted to the LA's Pupil and Student Services (P&SS).
- (e) The procedures for processing application forms received after the closing date is given below.
- (f) The LA will forward relevant information from the application forms by 4th February 2015 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other LAs will provide details of preferences for Bolton schools or academies expressed by their residents
- (g) The Local Authority will forward relevant information from the application forms by 13th February 2015 to the admission authority schools and academies in Bolton where parents/carers have expressed a preference for them. The preference ranking for them will not be shared with the admission authorities in compliance with the School Admissions Code
- (h) Bolton admission authority schools and academies will inform the LA by 7th March 2015 of the priority ranking of all applicants according to their admission arrangements
- (i) By 11th March 2015 the LA will inform other local authorities of offers to be made to children resident within their areas and receive details of offers they will be making to Bolton residents. This information will continue to be exchanged until 27th March 2015
- (j) All parents/carers of Bolton children will receive letters from the LA informing them of the outcome of the application for admission to the borough primary schools on 16th April 2015. If admission is refused to the preferred school or academy, an appeal form(s) will be sent with the letter, which will inform parents/carers of the alternative school to be offered.
- (k) The LA will continue to co-ordinate admission arrangements until the end of the summer term 2016 and will hold a waiting list of all pupils whose preference for the school could not be met. This will mean the LA application form must be completed. The LA will provide the relevant admission authority details of children requesting admission. The LA will convey to parents/carers of Bolton children the outcome of their application.

LATE APPLICATIONS

1. LATE APPLICATIONS RECEIVED AFTER THE CLOSING DATE BUT BEFORE PLACES ARE ALLOCATED

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Places will however be allocated and parents/carers will receive notification on 16th April 2015.

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents who removed into the borough after the closing date
- parents/carers were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- Parental/carer/child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form.

2. APPLICATIONS RECEIVED AFTER THE ALLOCATION DATE

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e. 16th April 2015 until the end of the summer term 2016.

The LA form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents/carers about the outcome of their application. If admission is refused to the preferred Borough school(s) or academy, an appeal form(s) will be sent with the letter, which will inform parents/carers of the alternative school to be offered.

WAITING LISTS AND CHANGE OF PREFERENCES

WAITING LIST

There is no obligation on admission authorities to maintain waiting lists and it is for individual admission authorities to consider if they wish to maintain a waiting list. Where a waiting list is maintained, the admission authority must use the existing oversubscription criteria to rank the children.

Bolton LA maintains waiting lists for admission to the borough schools and academies and for 2015 admissions this will be held until the end of the summer term 2016. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain the waiting list until the end of the summer term 2016. Procedures for changing schools after this period are outlined in the policy relating to in year admissions.

A parent cannot add their name to the waiting list for a school that was not one of their original three preferences but can change their preferences after offer date on 16th April 2015 if necessary.

CHANGE OF PREFERENCES

A change of preference after the closing date 15th January 2015 will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from solicitor exchanging contracts or a tenancy agreement together with evidence to confirm permanent residency at the new address. The LA cannot change any preferences for whatever reason after 20th February 2015 until after the offer date of 16th April 2015.

TIMETABLE FOR PRIMARY ADMISSIONS FOR SEPTEMBER 2015

Closing date for applications and return of applications to the LA
15th January 2015



LA sends application details to other Local Authorities by 4th February 2015 and Bolton voluntary-aided schools and academies by 13th February 2015



Other LAs, Aided schools/Academies to provide LA with ranked list of pupils by
11th March 2015 until 27th March 2015



March to April 2015 The Local Authority will resolve all potential offers to ensure that each child receives a single offer of a school place



Offers made to parents by LA
16th April 2015

Parents to accept/decline place offered by
30th April 2015



Appeals
May to July 2015

BOLTON METROPOLITAN BOROUGH COUNCIL**PUBLISHED/PROPOSED ADMISSION NUMBERS FOR ADMISSION IN SEPTEMBER 2015**

SCHOOL NAME	2014 ADMISSION NUMBER	2015 PROPOSED ADMISSION NUMBER
COMMUNITY PRIMARY SCHOOLS		
BEAUMONT	30	30
BLACKROD	30	30
BLACKSHAW	30	30
BOWNESS	20	20
BRANDWOOD	60	60
BROWNLOW FOLD	30	30
CASTLE HILL	30	30
CHERRY TREE	60	60
CHORLEY NEW ROAD	45	45
CHURCH ROAD	60	60
CLARENDON	60	60
CLAYPOOL	30	30
DEVONSHIRE ROAD	60	60
EATOCK	30	30
EGERTON	30	30
GASKELL	45	45
GILNOW	30	30
HARDY MILL	45	45
HASLAM PARK	45	45
HEATHFIELD	30	30
HIGH LAWN	60	60
JOHNSON FOLD	30	30
KEARSLEY WEST	30	30
LADYBRIDGE	60	60

LEVERHULME	60	60
LORD STREET	30	30
LOSTOCK	30	30
MARKLAND HILL	45	45
MASEFIELD	40	40
MOORGATE	30	30
MYTHAM	50	50
OXFORD GROVE	60	60
PIKES LANE	60	60
PRESTOLEE	30	30
QUEENSBRIDGE	30	30
RED LANE	60	60
SHARPLES	30	30
SUNNING HILL	60	60
THE GATES	45	45
THE OAKS	30	30
THE VALLEY	60	60
TONGE MOOR	60	60
WASHACRE	30	30
VOLUNTARY-CONTROLLED CHURCH OF ENGLAND PRIMARY SCHOOLS		
BLACKROD ANGLICAN METHODIST	30	30
ST JAMES FARNWORTH	45	45
ST JAMES DAISY HILL	60	60
ST MARY (DEANE)	60	60
ST MATTHEW BOLTON	60	60
VOLUNTARY-AIDED CHURCH OF ENGLAND PRIMARY SCHOOLS		
ALL SAINTS	30	30
BISHOP BRIDGEMAN	60	60

BOLTON PARISH	30	30
HORWICH PARISH	60	60
ST ANDREW	30	30
ST BARTHOLOMEW	30	30
ST CATHERINE (HORWICH)	30	30
ST GEORGE	45	45
ST JOHN KEARSLEY	30	30
ST MATTHEW LITTLE LEVER	30	30
ST MAXENTIUS	30	30
ST MICHAEL	60	60
ST PETER FARNWORTH	60	60
ST PETER SMITHILLS DEAN	30	30
ST SAVIOUR	30	30
ST STEPHEN KEARSLEY MOOR	30	30
ST STEPHEN & ALL MARTYRS	30	30
ST THOMAS CHEQUERBENT	30	30
ST THOMAS HALLIWELL	40	40
WALMSLEY	45	45
VOLUNTARY-AIDED ROMAN CATHOLIC PRIMARY SCHOOLS		
HOLY INFANT & ST ANTHONY	30	30
OUR LADY OF LOURDES	30	30
SACRED HEART	60	60
ST BERNARD	30	30
ST BRENDAN	30	30
ST COLUMBA	30	30
ST ETHELBERT	30	30
ST GREGORY	30	30
ST JOHN THE EVANGELIST	30	30

ST JOSEPH	30	30
ST MARY HORWICH	30	30
SS OSMUND & ANDREW	50	50
SS PETER & PAUL	30	30
ST TERESA	20	20
ST THOMAS OF CANTERBURY	60	60
ST WILLIAM OF YORK	30	30
PRIMARY ACADEMIES		
BOLTON ST CATHERINE'S	30	30
EAGLEY INFANT	60	60
EAGLEY JUNIOR	60	60
HARWOOD MEADOWS	30	30
LEVER EDGE	60	60
THE FERNS	60	60
ST BEDE CE	60	60
SS SIMON & JUDE CE	60	60
ST PAUL CE	30	30
PRIMARY FREE SCHOOL		
THE OLIVE TREE	60	60
ESSA PRIMARY SCHOOL	60	60

HASLAM PARK ADMISSIONS INFORMATION TO BE READ IN CONJUNCTION WITH ABOVE

1 Introduction

- 1.1 The Governing Body of Haslam Park School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.
- 1.2 Admissions to all Reception classes within Bolton Local Education Authority are administered from the central education offices using individual school admission criteria. The LEA informs parents as to which school their child will be attending.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

- 3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.
- 3.2 The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.
- 3.3 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the end of July, thirteen months prior to their child starting in reception class. The school will forward names of those seeking admission to the LEA who will administer the rest of the procedure. Guidelines about LEA procedures are available in school.

Where requests for admission exceed the class size limit of 30, an admissions priority policy is operated:

- a) Places are allocated to children who have an older sibling currently

attending the school

- b) Places are allocated to children who suffer from illness or disability, which makes it better for them to attend Haslam Park rather than another school. Any such illness or disability must be notified at the time of application, and a medical examination may be requested
- c) Places are allocated to children for whom the journey to another school may be unreasonable or difficult

4 Admission appeals

- 4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

5 The standard number

- 5.1 The standard number is the number of children the school can accommodate. The standard number for our school is **45 per age group**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 Review

- 7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

SIGNED:..... DATED