



Admissions Policy

Status	Current
Approval	Pupil Welfare Committee
Date	September 2021
Maintenance	Pupil Welfare Committee
Responsibility	Headteacher
Date of next review	On instruction by LA

Rationale:

Bolton Council Pupils & Student Services are responsible for offering primary school places to children both at the start of their school life in Early Years Foundation Stage and also if there is a need to transfer schools during their primary school years.

To further ensure that the local authorities' procedures are adhered to and also to ensure that children have a positive transition, Devonshire Road Primary School have developed this policy together with in-house procedures to support its effective implementation.

All parents have equal opportunities when applying for a place at Devonshire Road Primary School whilst being governed by Bolton Council Policy which has been devised in accordance with the School Admissions Code 2021. The BMBC Policy and DfE Admissions code can be accessed via the following links:

<http://www.bolton.gov.uk/website/Pages/Admissions.aspx>

<https://www.gov.uk/government/publications/school-admissions-code--2>

Guidelines

- 1.** All applications/enquiries which we receive regarding school places are directed to Bolton Council, Pupil and Student Services, who will ensure that the Council policy is fully adhered to
- 2.** The administration team at Devonshire Road Primary School will ensure that Bolton Council is aware of any spaces in any year groups as and when they occur
- 3.** If no places are available and the parent/carer has contacted Devonshire Road directly a record of the enquiry is kept in school. If a place becomes available we will advise Pupil and Student services of interested parties – these should however, already be on the Bolton Council waiting list
- 4.** If a family approach the school directly and there are communication problems, the administration team will support the family as far as is possible by completion of forms and the initial introduction with Pupil and Student Services. If the child has never been educated in the United Kingdom before the school will refer them to ACIS for support
- 5.** Pupil and Student Services will allocate Reception places on a yearly basis. They will also keep a waiting list and notify school of any changes to the intake list as and when they occur. Devonshire Road Primary School will be responsible for collating acceptance/rejection letters and notify Bolton Council in order that they can update their records

6. With regards children leaving the school, it is the responsibility of the Head Teacher to sign an in-year transfer form. If the transfer is for a reason other than proximity the parent/carer will be encouraged to meet with the head teacher to resolve any issues that may exist and may be leading to the transfer request. It is the responsibility of the parent/carer to forward the signed transfer form to Bolton Council, Pupil and Student Services

Conclusion

By adopting the Bolton Council Policy, Devonshire Road Primary School sets out to ensure that all applications for places are dealt with in a fair and efficient manner. We will support the family wherever possible to ensure their child/children's transition is smooth and happy.