



# Admissions Policy (STATUTORY) 2025-26

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| <p><b>Other Information:</b></p> <p>Links to Bolton Admission Procedures:</p> <p><a href="#">Primary school places – Bolton Council</a></p> <p>For 25-26 no changes</p> |  |
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# **Admission Policy for Community and Voluntary- Controlled Primary Schools 2025/26**

Any pupil has the right to a place at any one of the schools for which Bolton Council is the admission authority, provided that the demand for places at a school does not exceed the admission number for that school. Initially places will be allocated to children with an Educational Health Care Plan which names a particular school in part 4 of that care plan.

Where demand for a school exceeds the number of places available the council needs to allocate places on the basis of a fair and objective method. Where a community school is oversubscribed the criteria listed below will be applied in priority order. All applications will be considered without reference to the parents/ carers preference ranking for a school.

Children who have an Educational Health Care Plan EHCP) will be offered places first. The following criteria will then apply:

## **Oversubscription Criteria:**

- 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. 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).
- 2) Children for whom there is a child protection plan or has been within a 12 month period (see definition under section 47 of the children act 1989).
- 3) Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers, sisters or any child identifying as non-binary living as part of that family unit, 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 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. 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. Medical evidence must be submitted by 15 January 2026. Evidence received after this date will not be taken into consideration.

- 6) Distance from school (Where you live) – Children who live nearest the school (geographical proximity). Under this category the remaining places will be offered to children who live nearest the preferred school. The distance will be measured in a straight line using route finder a computerized mapping system which measures from the point on the highway nearest to the centre of the home property and designated main entrance to the school.

### **Tie-breaker**

If categories two to five are oversubscribed, distance from the school (as set out in category 6) will be used as a tie-breaker 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.

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

### **The child's home address**

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying, only one application can be processed. Where a child spends an equal amount of time with both parent's the address used will be the registered address i.e. the address that child benefit is paid to, or in the absence of this the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- Utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

### **Change of address**

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

**False information**

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

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

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

**Waiting list policy**

Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

For in-year admissions, waiting lists will be held for one term 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. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

**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.

**Part time, deferred and delayed admission**

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

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

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

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

### **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. An application should be made online at [www.bolton.gov.uk/admissions](http://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.