

# St Thomas' (Halliwell) CE School

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## Admissions Policy –

**ADMISSION ARRANGEMENTS 2067/2027**

July 2025

To be reviewed September 2026

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**Bolton**  
**Council**



## **ADMISSION ARRANGEMENTS 2026/2027**

**Age Range: 5-11     Nursery: Yes**

**Agreed Admission Limit for Reception to Year 6 (PAN Number): 45**

### **Admission criteria:**

Bolton Council is responsible for co-ordinating admission into all schools for those families resident within the Bolton Metropolitan Borough and Reception Admissions and processed through an online portal. The closing date for Reception Admissions is 15 January.

Admissions to an Aided school is the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

All applications for every age group, Reception to Year 6 will be offered following our admissions criteria shown below.

The standard number agreed for admission to the Reception Class is 45. 52 places are available in the Nursery on a part time basis each year. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a Nursery place. The below criteria and procedures are followed for Reception admissions.

Responsibility for admissions is delegated to the Admissions Sub Committee, acting in consultation with the Governing Body. Children in whose Education, Health and Care Plan the school is named will be admitted to school.

In the event of oversubscription, when applications are received, the decision on which children will be admitted will be based on the following criteria:

1. Looked after children, (Children in public care) and previously looked after 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). Any child who is or has ever been a looked after child. All references to previously looked after children in this Code mean 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.
2. Children whose parent/carer can convince the Governors of regular attendance and a continuing commitment to St. Thomas' The Apostle Parish Church, Bolton. (excluding the school weekly act of worship). In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.
3. Children whose parent/carer can convince the Governors of regular attendance and a continuing commitment to another Christian Church which is a member of Churches Together in Britain and Ireland, or a local Churches Together. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.
4. Children who will have an older brother or sister attending the school at the time of their admission.
5. Children whose medical or social circumstances mean that their needs can only be met at this school.

6. Places will be allocated to all other children based on geographical proximity to the school but where proximity was equal priority would be given to the child attending St Thomas' Nursery.

**Notes:**

- a) Regular attendance is normally taken to mean a minimum of monthly attendance of the child with a parent/carer at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of this regular attendance must be provided by a member of the clergy or other designated church officer in writing. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.
- b) Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- e) 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/carers 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/carers 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/carers 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.
- f) 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/carers 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/Carers 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/Carers 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/carers 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/carer, 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/carer 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.

- g) 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/carer 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.

- h) For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January – 25 March

Term 3: 26 March – 31 August.

Parents/Carers 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, not by date of receipt of application. After a waiting list ends on 31 December, 25 March or 31 August, if a parent/carer 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. The list will be re-ranked every time a new application is received, meaning that applicants can move both up and down the waiting list.

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.

## **In Year Applications**

In year applications are those received outside the normal admissions round. If places are available then a place will be offered. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. Some applications meeting certain criteria may be referred to the in-year fair access process. Applications to the school should be made to Bolton School Admissions. Applications can be made online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions)

## **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/Carers must give their grounds of appeal in writing and will be given at least 20 school days to submit these. Further information on appeals, including an appeal form, can be found on the local authority's website <https://www.bolton.gov.uk/admissions/school-admission-appeals>