



**TOTTINGTON**  
HIGH SCHOOL

# Admissions Policy

## 2026-2027

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|-----------------|--|
| Updated         | January 2026                             |
| Review Date     | July 2026                                |
| SLT responsible | L Jaunbocus-Cooper (Interim Headteacher) |



## Admissions Arrangements: 2026-27

### Admissions Arrangements for Tottington High School

Tottington High School has the following arrangements for our admissions:

- The admissions are managed by Bury Local Authority
- The standard number of admissions (Published Admission Number – PAN) is 210 students per year group.

To apply for a place at Tottington High School in any year group, please visit Bury Local Authority's website ([Secondary school admissions - Bury Council](#)) or by emailing a completed Bury Local Authority application form to the local authority, using the email address: [admissions@bury.gov.uk](mailto:admissions@bury.gov.uk)

#### **Applications for Students Starting at Tottington in Year 7, September 2026**

Applications for the September 2026 cohort must be received by Bury Local Authority by 31<sup>st</sup> October 2025. Students are allocated places to Tottington High School using the following criteria, in order:

1. Students with an Education, Health and Care Plan who name Tottington High School as their preferred school
2. Children in Public Care (Looked After Children) or Previously Looked After Children\*
3. Children who will have an older brother or sister in the school in September 2024 (for this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address at the time of admission)
4. Other children

#### **Over Subscription Criteria**

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using Bury Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school (for example, two children living in the same block of flats), the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents or carers with shared responsibility and lives with each parent or carer for part of the week, the home address will be decided by using the name and address of the parent or carer to whom the Child Benefit Payment is paid, or where the child is registered with a GP and in agreement with both parents or carers.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

## **Late Applications**

If applications are received after the closing date, they will be dealt with as late applications and will not be considered until after those applications which were received on time.

## **Preferences**

We recommend that parents and carers place the school as 1<sup>st</sup> choice in order to have the best chance of entry. However, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice preferences for all secondary schools in Bury will be considered. If you wish to give reasons for your preferences, you may do so. However, parents and carers should note that the criteria given above, are the criteria which will be used to offer places. Parents and carers are only entitled to one appeal for an individual school each year.

A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

## **Admission Appeals**

Admission appeals at Tottington High School are managed by Bury Local Authority. They determine the timetable for appeals hearing, in line with the relevant local authority policies and procedures. However, it is important for parents and carers to note the following dates for students wishing to start at Tottington High School in Year 7, in September 2026:

- 31<sup>st</sup> March 2026: Appeal deadline
- May to July 2026: Appeal hearings are held.
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To appeal for a place at Tottington High School, please find the relevant information here: [School admission appeals - Bury Council](#)

## **Applications for Students in any other Year Group than Current Year 6 (In-year admissions)**

If your child is currently in any year group, other than Year 6 (i.e. you are applying as an In Year Admission, rather than applying to start in Year 7 in September 2026), you must also apply to Bury Local Authority. Please visit their website to find details about how to apply for a secondary school place as an In Year Admission ([Secondary school admissions - Bury Council](#)).

\*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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or Special Guardianship Order, as well as a child who appears to have been in state care outside of England care (i.e. in the care of, or accommodated by a public authority, religious organisation or any other provider whose sole or main purpose is to benefit society) but ceased to be so as a result of being adopted.