



Walmsley C of E School

# Admissions Policy 2026

Applicable to Admissions from  
September 2026 Onwards

Date Written	05/2025
Policy Written By	J Atherton
Date Reported to Governors	05/2025
Date Reviewed	09/2025
Date of Next Review	07/2026
Responsible Committee	Admissions

# School Vision

Guided by God, we will provide rich, memorable learning experiences which will build character in each individual child.

We will ensure that all children are able to flourish and experience God's wonderful world in all its fullness.

Together as a family we aim to love, respect, aspire, trust, show compassion and be resilient.

Our vision is inspired by the Parable of the Sower (Matthew 13:1-23). We believe, as Jesus taught, that our school prepares the soil (our children) using the tools of our Christian values led environment, worship, culture, aspiration and pastoral care through our carefully selected seeds (opportunities) in our learning opportunities, curriculum and the wider Walmsley Experience.

The growth of the seeds represents how well the soil (our children) have received, nurtured and flourished in our Walmsley family.

## Values

- Aspiration
- Compassion
- Love
- Resilience
- Respect
- Trust

# Admission Policy

## Introduction

Walmsley Church of England Primary School is a Voluntary Aided school. The Governing Board is the admission authority for the school, and the school is required to act in accordance with the Department for Education (DfE) School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. Responsibility for admissions is delegated to the Governing Board's Admissions Committee.

As required by the DfE School Admissions Code, the admissions arrangements, including the criteria used to determine the allocation of places when the school is oversubscribed, are agreed by the Governing Board following consultation.

## Process

Applications for admission to the school should be made using the Local Authority Application Form via the Citizen Portal by the national closing date of 15th January 2026.

<https://www.bolton.gov.uk/admissions/apply-online-school-place>

The Local Authority will inform parents of the offer of a place on behalf of Walmsley CE Primary on the national offer date 16th April 2026 or the next working day.

## Admission arrangements

### Published Admission Number

The school's published admission number (PAN) agreed for admission to the Reception Year in September 2026 is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

The school will admit all children having an Education, Health and Care Plan (EHCP) in whose EHCP the school is named.

### Oversubscription criteria

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Children in public care and previously looked after children. (Note (a)).
2. Children who with their parent/carers regularly attend Christ Church Walmsley or St Andrew's Bromley Cross (Note (b)).
3. Children who with their parent/carers regularly attend any Christian church and live within the Egerton, Bromley Cross or Sharples areas (Note (c)).

4. Children who already have an older brother or sister (sibling) attending the school at the time of application.

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. All other children (Note (d)).

**Notes:**

**a) Looked After Children**

Includes any “looked after child”, “previously looked after child” and any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.

“A “Looked After Child” (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

**b) Walmsley Parish**

Regular attendance by the parent/carer and the child at public worship at Christ Church Walmsley or St Andrews, Bromley Cross.

For the purposes of these admission arrangements ‘regular’ means attendance at least once per month during the twelve month reference period ending on 30th September in the year prior to admission to the school.

Attendance will be established by information provided on the Supplementary Information Form (SIF) available from the school directly, or from the school website, and completed by a member of the clergy or other designated church officer. Only forms countersigned by the Church can be considered. The completed form should be returned to Walmsley CE Primary School (marked for the attention of the School Business Manager) by the closing date for applications as published by Bolton Council – 15<sup>th</sup> January 2026.

**c) Any other Church**

Regular attendance by the parent/carer and the child at public worship in any other Christian church and live within the Egerton, Bromley Cross or Sharples areas. (A map is available to view at school if required).

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at <https://www.churchofengland.org/sites/default/files/2022-05/designated-churches-may22.pdf>

Parents/carers wishing to apply against this criterion must complete a Supplementary Information Form (SIF). Attendance at public worship will be established by information provided on the SIF, including verification by the relevant Minister or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least once per month during the twelve month reference period ending on 30th September in the year prior to admission to the school.

**NOTE:** In the event that during the period specified for attendance at worship the church has been closed for public worship *or has restricted the numbers able to attend* 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 *fully* available for public worship.

**d) All other children/tie-breaker**

All other applications which have not been allocated on criteria a) and b) above will be based on proximity to the school.

We will measure the distance by a straight line distance measurement. Distances will be measured from home address point as defined in the Local Land and Property Gazetteer (LLPG) to the school main gate.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation determined by the drawing of lots supervised by a person independent of the School will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the DfE School Admissions Code).

**In-Year admissions**

From time to time a place becomes available at the school. In year admissions should be made directly with the local authority through the citizen portal -

<https://www.bolton.gov.uk/admissions/apply-online-school-place>

**Fair Access Protocol**

The Local Authority has a Fair Access Protocol in place to ensure that children who may have difficulties securing a school place are allocated a place as quickly as possible. The Fair Access Protocol is designed to facilitate the school placement of the most vulnerable children and/or challenging children in the Borough. In doing so it aims to:

- acknowledge the real need of vulnerable children to be dealt with quickly, sympathetically and to be placed appropriately;
- reduce the time that such children spend out of education;

- ensure that schools admit children with challenging behaviour and behavioural needs on as fair and equitable basis as possible;
- ensure that the process is transparent and fair for all schools; and facilitate appropriate challenge where necessary.

There is no duty on an Admission Authority to comply with the parental preference when allocating a place through the Fair Access Protocol.

### **Children with behavioural difficulties**

Where a child has been identified by the Fair Access Panel as having a history of behavioural difficulties; and the requested school has a high proportion of children with challenging behaviour or previously excluded children; the application may be refused even though places are available. This does not apply to a looked after child, a previously looked after child or a child with an Education, Health and Care Plan that names the school in question as these children must be admitted.

### **Compulsory school age**

All children are entitled to a full-time place in the September following their fourth birthday. There is a duty on parents to ensure that their child receives an efficient full-time education suitable to the child's age, ability and aptitude when the child reaches compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Deferred entry to school/part-time schooling**

Parents/Carers can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. 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.

### **Summer-born children**

The Parents/Carers of a summer-born child (those born between 1st April and 31st August) may choose not to send their child to school until September following their fifth birthday and may request that they are admitted out of their normal age group (i.e. to Reception rather than Year 1).

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the

application, for instance from a medical practitioner, headteacher, etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Waiting List**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Children will be held on the waiting list for one term only. This will be the term in which the application is made. Waiting lists will be cleared on 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. Further requests would need to be made for children to remain on the waiting list for subsequent terms. The waiting list will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Applicants should contact the School Business Manager at Walmsley C of E Primary School, Blackburn Road, Egerton, Bolton, Lancashire, BL7 9SA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on Bolton Council's website at:

<https://www.bolton.gov.uk/admissions/primary-school-places-1>

### **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

**Enquiries**

Please refer all enquiries to our School Business Manager at Walmsley CE School, Blackburn Road, Egerton, Bolton, BL7 9SA.