



ADMISSIONS POLICY

Applicable to Admissions from September 2027

Our Mission Statement

Our mission is to provide the highest quality education for every child entrusted to our care within a framework of Christian values, positive attitudes and caring citizenship so that each child can develop a love of learning and achieve his or her potential.

1. INTRODUCTION

All Saints' Church of England Primary School ("the school") is a Voluntary Aided school. As such, the Governing Board is the admissions authority for the school, and the school is required to act in accordance with the 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 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.

2. ADMISSION ARRANGEMENTS FOR RECEPTION YEAR

NB Separate arrangements apply to the Nursery provision – these are detailed later in the Policy.

The school also hosts a High Needs Base for Nursery pupils with SEND. The school is not the admissions authority for this provision and have no say on which children get places. This is done through the local authority's SEND team.

Published Admission Number (PAN)

The school's published admission number agreed for admission to the Reception Year is 30.

The Governing Board work in conjunction with Pupil and Student Services to secure the appropriate number of admissions to the school within its published admission number. 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 a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or 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 a statement of special educational needs or 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. All information must be accurate and submitted by the application date:

Criterion 1: Children in public care and previously looked after children

This includes any “looked after child”, “previously looked after children” and any child who was previously looked after but immediately being looked after became subject to an adoption, residence or special guardianship order. “Looked after” means that the child was

- (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.

This criterion also includes looked after children and all previously looked after 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.

Criterion 2: Christian Faith Attendance at Worship

Regular attendance (at least once a month for 12 months) by the parent/guardian/other family member/Godparent and the child at public worship at a church which is a member of the Parish of Farnworth and Kearsley or the Parish of Seven Saints, New Bury and Great Lever.

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Evidence will be required from a member of the clergy or other designated Church Officer. (A list of churches which are members of these parishes can be viewed at the school).

All acts of worship refer to attendance for a full twelve-month period. The twelve month period is 1st September to 31st August prior to your application. Example: For Admission in September 2025 the period would be 1st September 2023 to 31st August 2024. Attendance must be confirmed by filling in the supplementary form and having the signature of an official of the church or place of worship.

Criterion 3: Children who will have an older brother or sister attending the school (excludes Nursery) at the time of their admission. (Brother or sister includes full brother or sister, half brother or sister, and adopted or fostered children living at the same address).

Criterion 4:

Regular attendance (at least once a month for 12 months) by the parent/guardian/other family member/Godparent and the child at public worship at any church or other place of worship in membership of the Inter-Faith Network and not listed in Criterion 2.

In the event that during the period specified for attendance at worship the church/relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church/relevant place of worship or alternative premises have been available for public worship

All acts of worship refer to attendance for a full twelve-month period. The twelve month period is 1st September to 31st August prior to your application. Example: For Admission in September 2025 the period would be 1st September 2023 to 31st August 2024. Attendance must be confirmed by filling in the supplementary form and having the signature of an official of the church or place of worship. (A list of members of the Inter-Faith Network can be viewed at www.interfaith.org.uk)

Criterion 5: Children with exceptional medical or social needs. Where admission is sought for exceptional medical or social reasons, professional supporting evidence (e.g. a letter from a doctor, psychologist or social worker) is essential. This written evidence must explain why the child should attend All Saints' C.E. School rather than any other school and the difficulties that would be caused if the child had to attend another school. Applicants must ensure that the written evidence is returned to the school by the closing date for applications as it is on this evidence that Governors will base their decision.

Criterion 6: All other children.

To prioritise between otherwise equal cases after application of criteria 2-6 (or within those criteria as necessary), places will be allocated on the basis of geographical proximity to the school, using the "Straight-line Measurement" (see below for full definition) as calculated using the LA computerised measuring system - nearer addresses having priority.

(The distance is measured using RouteFinder, a computerised mapping system. The measurement is from the centre of the child's normal home address to the designated main entrance of the school)

The 'normal' home address of the child will be taken to be the address which is registered with the child's GP. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required

Tie-breakers

As indicated above, where there are more applicants for the available places within a category, the geographical proximity to the school (as defined above) will be used as the determining factor, nearer addresses having priority.

If the “Straight-line Measurement” does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births

Where there are children of multiple births (twins, triplets etc) wishing to be admitted and the sibling (brother or sister) is offered the final place, the Governors may admit over the published admission number if it is possible to do so.

Infant class size

Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain “excepted pupils” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. A list of “excepted pupils” is set out in the School Admissions Code.

Applying for places

Applications must be made on the common application form provided online through Bolton council’s citizens portal, or enclosed with the Local Authority’s brochure within the deadlines set by the Local Authority and described within the brochure.

This is where parents will also find the supplementary form which must be completed as necessary regarding family worship if admission is sought under criteria 2 or 4. This form must be signed by the family’s worship leader. This form is also available from school.

The Local Authority inform the school of all applications received and Governors will determine the allocation of places in accordance with the Oversubscription Criteria published within this Policy. Parents of children to be admitted to the Reception class in September will be contacted by the school in June of each year to invite the family members to visit the school and take part in transition activities.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places.

Children who are not offered a reception place for the September intake 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 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:

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

Appeals

Where the governors are unable to offer a place because the school is over- subscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent Admission Appeal Panel.

Parents wishing to appeal must set out their grounds for appeal in writing within 20 days of receiving the letter refusing a place and must send the appeal to:

Democratic Services
Town Hall
Bolton
BL1 1RU

Tel No: 01204 332143

Deferred Admissions

Children are entitled to a full time place in school in the September following their fourth birthday.

Once they have been offered a place at the school, the child's parents 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 the application was made.

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.

Admission to Nursery does not guarantee a place in the main school, as these places are allocated in accordance with the School's Admission Policy. A separate application must be made for Nursery children who wish to be admitted to the Reception Year.

It is not assumed that children who attend Nursery will wish to be considered for a placement in the school's Reception Class.

The Supplementary form for proof of worship can be found on our website or requested from school. This needs to be returned to school by the deadline (15th January).

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child 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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The Governing Board will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 Governing Board will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Governing Board will set out clearly the reasons for their decision.

Where the Governing Board agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Board must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Board must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

3. NON-ROUTINE/IN-YEAR ADMISSIONS

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are classed as “non-routine”. Parents/guardians wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form (available from the Local Authority) and will be offered a place by the LA/Governing Board if one is available.

If there is no place available in the relevant class, the applicant will be informed in writing and information about how to appeal against the refusal will be provided. The child's name may be placed on a waiting list if the parent/guardian so wishes. Should a place then become available it will be allocated according to the School's Admission Policy.

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 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

NB The school participates in the Local Authority's In-Year Fair Access Protocols for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocols

This policy will be reviewed annually by the Headteacher and the Governing Board's Admissions Committee.

4. ADMISSION TO NURSERY

The school has a Nursery Class, which can accommodate 26 3 and 4 year old children and 5 2 year old children per session (ie. morning or afternoon).

Parents/guardians may apply for a Nursery placement at any time by completing an application form and returning it to the school.

Children are eligible to be considered for a Nursery Placement from the beginning of the term after attaining their third birthday (for this purpose, term start dates are taken to be 1st September, 1st January and 1st April each year). Children are eligible for 2 year old funding from the term after their 2nd birthday.

Proof of the child's date of birth is required (eg. birth certificate, medical card).

On receipt of the above documentation the child's name will be placed on the waiting list and parents/guardians will be notified if and when a place becomes available.

Nursery places are offered to siblings first and then on an age-order basis, ie. the oldest children are given precedence.

Admission to Nursery does not guarantee a place in the main school, as these places are allocated in accordance with the School's Admission Policy. A separate application must be made for Nursery children who wish to be admitted to the Reception Year.

It is not assumed that children who attend Nursery will wish to be considered for a placement in the school's Reception Class.

The Supplementary form for proof of worship can be found on our website or requested from school. This needs to be returned to school by the deadline (15th January).