St Catherine's CofE Primary School

Admissions Policy 2028

Reviewed: Spring 2026
Next review: Spring 2027

Introduction

1. This document sets out the admission arrangements of St Catherine's CofE Primary School.

2. St. Catherine's CE Primary School is an Academy. The Academy Trust is the admission 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. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with parents, Manchester Diocesan Board of Education, neighbouring admission authorities, other interested parties and the Local Authority.

3. Responsibility for admissions is delegated to the Local Governing Body Admissions Committee.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

2. The Local Authority will inform parents of the offer of a place on behalf of the academy Trust on the national offer date 16th April or the next working day.

3. St Catherine's CofE Primary School has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are

received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

   The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

   A “Looked After Child” (LAC) s 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 arrangements 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.

2. **Social and Medical need**

   Priority will be given in exceptional circumstances to a small number of children (or in some cases a parent/carer) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

   Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

Faith Based

3. **Children whose parent/guardian is in regular attendance* at public worship at St Catherine's Church of England church or any other Church of England Church**

4. **Children whose parent/guardian is in regular attendance* at public worship at any Church that is a member of Churches Together in Horwich and Rivington. A list of member churches is available from school.**

5. Children whose parent/guardian is in regular attendance* at public worship at any Christian Church and where the child lives within the BL6 postcode.

*Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least monthly in the twelve months prior to 31st December in the year before admission to the school. Attendance for less than twelve months will not be considered.

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 public worship. Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer.

For the purposes of considering applications, Governors define a 'Christian Church' as one which is a member of 'Churches Together in Britain & Ireland' (CTBI) and/or 'Churches Together in England' (CTE). For churches which are not members/affiliates of CTBI or CTE, Governors require evidence that the church shares the statement of belief ('the Basis') of CTBI or CTE. This evidence needs to be supplied at the time of application. A list of churches in membership and criteria can be found at:- Churches Together in Britain & Ireland at https://ctbi.org.uk/ and Churches Together in England at https://www.cte.org.uk/

6. Siblings

Siblings of pupils attending the school during the academic year to which the child would be admitted. '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.

7. All other children

Tie-breaker

Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system. Distances will be measured in a straight line from the home address point to the designated main entrance to the school using Routefinder, a computerised mapping system used by the local authority. The home of a child will be taken to be the home in which the child sleeps for the majority of the school week. .

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, where supervised drawing of lots by an independent responsible person of good standing 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 School Admissions Code).

Late applications

Applications received after the closing date and before the Governor's Admissions Committee admission meeting will be considered after all other applications and placed on the waiting list in order according to the criteria unless the Governor's Admissions Committee is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless the Governor's Admissions Committee is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time, a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

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 Lists

Reception:
Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and children will automatically be placed on the school's waiting list. This waiting list is co-ordinated on our behalf by Bolton Council. 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.
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.

In-Year Admissions
For in-year admissions, waiting lists will be held until the end of that 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. This waiting list is co-ordinated on our behalf by Bolton Council Should any places become available they will be allocated in accordance with the admission 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 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. Appellants should contact the Local Authority for an appeals form. This should be returned to: The Clerk to the Independent Appeals Panel, c/o Democratic Services, Chief Executives Department, 3rd Floor, Information on the timetable for the appeals process is on Bolton Council's website at https://www.bolton.gov.uk/admissions/school-admission-appeals

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

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

Should be to: Headteacher at Greenstone Avenue, Horwich, Bolton, Lancashire, BL6 5SJ.

Reception Admissions for September 2028

Supplementary Form if applying for entry under criteria 2 to 6

Child's details:

Surname . . . . . .Forenames . . . . . .

Date of birth . . . . . .

Name of parent(s)/guardian(s) . . . . . .

Address . . . . . .

. . . . . Post code . . . . . .

Daytime contact telephone number . . . . . .

I wish to apply for entry using criterion number . . . . . .

If applying under criterion 2, please attach a note stating what the medical or social circumstances are, and supply professional supporting evidence.

If applying under criterion 3,4 or 5 please complete below:
Church one of the parent(s) / guardian(s) regularly attends

Name of church . . . . . .

Address . . . . . .

Church attendance

I confirm that I . . . . . (*name of parent/guardian)* have attended public worship at least once a month at the church named above **for every month in 2027 in which the church or alternative premises have been available for worship throughout that month.**

SIGNED. . . . . *(Parent/Guardian)*

Your must ask your faith leader to confirm this information by completing the section below

Name of vicar / priest / minister / church officer . . . . . .

Address . . . . . .

. . . . . .Post code . . . . . Telephone . . . . . .

I confirm that the parent/guardian named above has attended public worship at least once a month at the church named above **for every month in 2027, in which the church or alternative premises have been available for worship throughout that month.**

SIGNED. . . . . *(Vicar / priest / minister / church officer)*

DATE. . . . . .

If applying under criterion 6 please supply the name of any older brother or sister who will still be attending the school at the date of admission of the younger child.

. . . . . .

Please return this form to St. Catherine's CE Primary School no later than the Local Authority closing date for applications