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## **Reception Admissions for September 2021**

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.

### **Admission arrangements**

The school's Published Admission Number (PAN) agreed for admission to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception Year, all applicants will be offered places.

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

The Governors 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 children having a statement of special educational needs or an EHCP) naming the school), the decision on which children will be allocated places will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Looked after children and previously looked after children
2. Children whose medical or social circumstances mean that their needs can best be met at this school. Professional supporting evidence (a letter or report from eg a doctor, psychologist or social worker) will be essential if admission under this criterion is to be considered. This evidence must set out the 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.
3. Children whose parent/guardian is in regular attendance at public worship at St. Catherine's Church.
4. Children whose parent/guardian is in regular attendance at public worship at any church which is a member of Churches Together in Horwich and Rivington. A list of member churches is available from school.

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5. Children whose parent/guardian is in regular attendance at public worship at any church which is a member of Churches Together in Britain and Ireland, or the Evangelical Alliance, and who live within the BL6 postcode.
6. Children who will have a brother or sister attending the school at the time of their admission.
7. All other children.



Notes:

- a) A "looked after child" is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are 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).
- b) Regular attendance means at least once a month at church at public worship for at least the full 12 months prior to 31<sup>st</sup> December in the year before admission to the school. Evidence of regular attendance of one of the child's parents/guardians must be provided by a member of the clergy or other designated church officers, **on the school's supplementary form available from the school**. A list of Churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk) and a list of churches in membership of the Evangelical Alliance can be viewed at [www.eauk.org](http://www.eauk.org).

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.

**Question:** What if, although my church has reopened for public worship, I was unable or considered it too high a risk to attend public worship, because someone in my household is clinically vulnerable or shielding. **Answer:** If you have a previous pattern of church attendance and if you feel you may have a significant and well-evidenced reason for being unable to meet the criterion in specified circumstances, you should submit a letter from your vicar (or appropriate church officer) indicating the level of previous attendance, and professional supporting evidence (for example, confirmation from the person's GP or consultant) of the reason for being unable to attend.

- c) 'Brother or sister' includes full, step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living together or apart.
- d) Tie-breaker: Where there are insufficient places available to admit all the applicants within any of the above categories, the allocation of places will be determined on the basis of proximity to the school, those living nearest being accorded greatest priority. 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 otherwise equal applicants for the last available place live the same distance from the school, random allocation will be used as a final tie-breaker. The random allocation process will be supervised by someone independent of the school.
- e) Children from multiple births: where there are children of multiple births wishing to be admitted and one 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.
- f) If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority (a form is available for this purpose and should be returned to: The Clerk to the Independent Appeals Panel, c/o Democratic Services, Chief Executives Department, 3<sup>rd</sup> Floor, The Wellsprings, Bolton BL1 1US). An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then



we will accept this and continue to do all we can to provide the best education for all the children at our school.

- g) Applications for a place in Reception in September should be made using a preference form/online application available from and returnable to the local authority by the closing date published by the local authority. If applying under criteria 2 to 6 please also complete the school's Supplementary Form (available from and returnable to the school) by the same closing date.

### **Late applications for admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions oversubscription criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

The waiting list will be kept until 31 December following admissions to Reception in September.

### **Deferred admission**

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.

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between 1st September and 31<sup>st</sup> December, then, if you wish it, admission may be deferred until January; if it is between 1<sup>st</sup> January and 31<sup>st</sup> March, then admission may be deferred until the start of the summer term. Parents considering deferring the date of their child's admission are encouraged to discuss the matter with the school.

### **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 is gifted and talented or 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.

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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 body 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 body 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 body will set out clearly the reasons for their decision.

Where the governing body 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 body 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 body 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.

### **In Year/Non-routine Admissions**

The school participates in the Local Authority's arrangements for co-ordinating in-year admissions.

Guidelines and application forms are available from Pupil and Student Services at Bolton Council or can be obtained from the School Office.

### **Information on previous admissions**

For the 2019 entry there were 99 applications for 30 places. These were allocated as follows:

- Category 1: 3 children
- Category 2: 0 children
- Category 3: 6 children
- Category 4: 7 children
- Category 5: 0 children
- Category 6: 9 children
- Category 7: 5 children

This policy/document was reviewed by:- The Local Governing Body and Trustees 20/07/2020

Date of next review  
Autumn 2020



Reception Admissions for September 2021
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 at least the full 12 months prior to 31st December 2020 for every month in 2020 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 at least the full 12 months prior to 31st December 2020 for every month in 2020, in which the church or alternative premises have been available for worship throughout that month.

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

DATE.....

Question: What if, although my church has reopened for public worship, I was unable or considered it I that it is too high a risk to attend public worship, because someone in my household is clinically vulnerable or shielding. Answer: If you have a previous pattern of church attendance and if you feel you may have a significant and well-evidenced reason for being unable to meet the criterion in specified circumstances, you should submit a letter from your vicar (or appropriate church officer) indicating the level of previous attendance, and professional supporting evidence (for example, confirmation from the person's GP or consultant) of the reason for being unable to attend.

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