



St James Church of England 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 coordinated by Bolton Council (the Local Authority), and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

**Admission Arrangements:**

The school's published admission number (PAN) agreed for admission to the Reception Year in September 2027 is 45. If no more than 45 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—the deadline for applications is 15<sup>th</sup> January 2027. Parents will need to apply for a place by logging into, or creating an account with, the Bolton Council [Citizen Portal](#).

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 allocated places 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. This includes any "looked after child", "previously looked after children", and any child who was previously looked after but immediately after 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.
2. Vulnerable children for whom there is a child protection plan or has been within 12 months (see definition under section 47 of the Children Act 1989).
3. Children who will have an older sibling in Years Reception to Year 6 of the school at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.

4. Children who, with an appropriate adult, are in regular attendance at public worship. This is considered to be at least 12 attendances over the 12 months prior to application for admission to the school, either:

a) at a Church of England church within the Seven Saints parish, or,

b) at another Christian church, any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity. Applicants seeking admission under this criterion should complete the Supplementary Information Form and return it to the school by the closing date. Verification of regular attendance of the child's parent(s)/guardian(s) at public worship must be provided by a member of the clergy or other designated church officer.

5. Children whose exceptional medical condition or disability mean that their needs can only be met at this school. Parents applying under this criterion must provide professional supporting evidence in the form of a letter from the child's GP/consultant. This must set out the particular 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.

6. Any other children, with priority given to those living nearest to the school. The distance will be measured in a straight line, using a computerised mapping system which measures from the child's normal home address point to the designated main entrance to the school.

If the distance from home to school does not distinguish between two or more applicants with equal priority for the final place, random allocation will be used as a tie-breaker. This will be supervised by someone independent of the school.

#### **Children from Multiple Births:**

Where there are children of multiple births 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.

#### **The Child's Home Address:**

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying; only one application can be processed. Where a child spends an equal amount of time with both parents, the address used will be the registered address, i.e., the address that child benefit is paid to, or in the absence of this, the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences. Where an agreement cannot be reached on school preferences and their order by the child's parents, it may be necessary for them to obtain further legal advice. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered. We may ask to see evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence. If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Change of address**

Any permanent change in address must be notified in writing or by email to the School Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15<sup>th</sup> February, as school offers will be in process. However, please still inform the admissions team of changes of address after this date so that the offer information can be sent to the correct address. A change of address received after 15<sup>th</sup> February will be applied to the application after the national offer day (16<sup>th</sup> April, or next working day where this falls on a non-working day), and children will be ranked on the waiting list based on the address where they are now living.

### **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 an 'excepted' pupil for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The 'excepted' children are:

- a) Children admitted outside the normal admissions round with statements of special educational needs or an Education, Health and Care Plan specifying a school
- b) Looked after children and previously looked after children admitted outside the normal admissions round 3
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) Children admitted after an independent appeals panel upholds an appeal
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within a reasonable distance
- f) Children of UK service personnel admitted outside the normal admissions round
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

**Applying for Places:** Applications for places in Reception in the normal admissions round each year must be made on the local authority's common application form through the [Citizen Portal](#). Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please complete and return the school's Supplementary Information Form (SIF) if you wish your child to be considered for entry under the faith-based criterion (criterion 4) above. This can be downloaded from the school's website.

**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 allocated places, 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 oversubscription criteria.

**Fraudulent Applications:**

Where the governors discover that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the admission authority is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

**Waiting List:**

Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31<sup>st</sup> December). Should any places become available, they will be allocated in accordance with the Local Authority's 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<sup>st</sup> 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<sup>st</sup> September to 31<sup>st</sup> December

Term 2: 1<sup>st</sup> January – 12<sup>th</sup> April

Term 3: 13<sup>th</sup> April – 31<sup>st</sup> August.

Parents will need to request that their child 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<sup>st</sup> December, 12<sup>th</sup> April or 31<sup>st</sup> 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**

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found about appeals on the local authority's website ([www.bolton.gov.uk/admissions/school-admission-appeals](http://www.bolton.gov.uk/admissions/school-admission-appeals)).

Where a parent makes a second application for the year group prompted by the closure of a waiting list, they will only be offered the right of appeal if no appeal for that school has already been considered for the child's current year group.

A second right of appeal may be allowed where there has been a significant or material change in circumstances since the first appeal hearing. The local authority considers this to be in one of three circumstances:

1. where the oversubscription criteria under which the child's application is considered has changed
2. where a child changes address, and the distance to the current/allocated school would be unreasonable (using the definition of reasonable as defined at <https://www.bolton.gov.uk/admissions/moving-school-year/4> )
3. Where the condition, means, needs or circumstances of the child have changed, and this change materially affects the child. In this instance, this change was not foreseen or could not have been contemplated at the time of the original appeal.

In each instance, the local authority would only consider allowing a second right of appeal if the parent had not already presented the change of circumstances to the panel as part of their case at their first appeal.

### **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 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.

All such requests should be made to the school admissions team in writing (please email: [admissions@bolton.gov.uk](mailto:admissions@bolton.gov.uk)), giving reasons for the request. In all instances, the request should be made at the time of application. For summer-born children starting reception, this should be done at the time the child would usually be expected to apply for a reception place.

Parents may wish to submit additional information with their request, such as information about their child's academic, social and emotional development; where relevant, the child's medical history and the views of the 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 request will be considered in conjunction with the school and the parent, and the admission authority for the school (the academy trust) will decide on whether the child

should be offered admission out of the normal age group. The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2021). The decision, and the reasons for it, will be communicated to the parent in writing.

The child will be considered for admission into the agreed year group. Parents have a statutory right of appeal against the refusal of a place at a school which they have applied for. Where a child is offered a place at a school but not in the year group preferred, there will be no right of appeal. They may naturally have fallen into a lower age group if it were not for being born prematurely. The academy trust will also take into account the views of the Headteacher.

**Information on Previous Admissions:**

Information on previous admissions is available from the local authority

**Non-routine/in-year admissions:**

It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school.

Parents will be asked to complete an application form (which will be the Bolton Council in year admissions form) and will be offered a place by the academy trust if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**Fair Access Protocol:**

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



**Supplementary Form – Verification from Clergy**

Name of child: .....

Child’s D.O.B.: .....

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

Address: .....

.....

Post code: .....

Telephone: ..... Mobile: .....

Please delete as appropriate:

I confirm that at least one of the parent(s)/guardian(s) of the child named above has attended public worship at a Church of England church within the Seven Saints parish at least 12 times in the past year.

I confirm that at least one of the parent(s)/guardian(s) of the child named above has attended public worship at a church that is in membership of CTBI or the Evangelical Alliance at least 12 times in the past year.

Name of Church:.....

Name of Vicar/Minister: .....

SIGNED.....(Vicar/Minister)

DATE.....