

# Admission to secondary school September 2019

Information for parents and carers applying for year 7 admission in September 2019



**Bolton  
Council**



**From August you can apply for a school place online. Paper application forms are available from September. Applying online is:**

- Quick and easy
- Safe and secure
- Avoids the risk of losing the application
- Allows you to make changes at any time up until the closing date
- Provides confirmation upon receipt of your application
- Enables you to receive application results by e-mail

## **Where can I access the website to apply online?**

At home, work, or at any Bolton Library.

Free internet access is available at Bolton libraries for two hours per day.

Computers can be booked up to one week in advance, either in person when visiting the library or by telephone on 01204 333333.

To use the computers you need to be a member of Bolton libraries, however, you can join as an ICT member only if this is all you want to do. Membership of the library is free and anyone can join. All you have to do is fill in a form at your nearest library.

Please note: to register online applications you will need a valid email address.

The closing date for applications is **31 October 2018**, whether you apply online or use a paper form.

# Frequently asked questions about applying online

**1. How do I apply for a secondary school place at a school outside Bolton?**

If you want to apply for a secondary school place in another authority you can still apply online using this facility.

**2. When can I use the online system?**

The online system is available seven days a week. However, you will only be able to apply online for a school place up to the date set as the deadline for applications. If you miss that deadline and still want to submit an application you will need to contact the admissions team.

**3. Will my details and those of my child be secure?**

Yes, the system is very safe and has a series of security procedures. You will have to set up an account using an email address and then provide your child's details.

**4. What details will be requested on the online application?**

You will not need any more information than you would need if you were using a paper application form. You will need to provide your child's details to start the application.

**5. If I can't finish the application in one go can I save it and recall it later?**

Yes, up to the closing date for applications.

**6. Having submitted an electronic application, will I be able to change my mind?**

Yes, you can make changes right up until the closing date. You must remember to 're-submit' your application form each time you make a change.

**7. How will I know that the amendments have been logged?**

Every time you re-submit the online application you will receive an email notification confirming the status of your application. You can also check the status when you log into the system.

**8. I am concerned that technology sometimes fails, should I send a paper copy as well?**

The system notifies you of the status of your submitted application by email. If you think you have submitted an online application but not received an email acknowledgment, you should contact the admissions team. There should have no need to complete a paper form as well.

**9. Will my application receive any preference if I apply online?**

No, it's just quicker. You will not get a higher priority for a school place.

**10. Will I be told the result of my application electronically?**

An email will be sent telling you the outcome of your application on the date specified in the admissions timetable.

**11. How can I make comments about the online facility or the admissions process?**

We are keen to improve the service we provide and are therefore happy to receive feedback from those who use it. You can contact the admissions team on 01204 332137/332143 or complete the form at the back of this booklet.

**12. How do I access the online system?**

The online application system is available through the Council's website at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions)

**13. What do I need to be able to apply online?**

You will need to have an e-mail account and you will need to register to use the system, by entering your e-mail address on the first screen.

**14. What do I do if I live outside Bolton?**

If you live outside of Bolton and wish to apply for a school place in Bolton, you must make an application to your own Local Authority. If you live outside Bolton and use the Bolton system your application will not be downloaded.

**Further information and notes of guidance about how to apply online can be found at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions).**

**Please take the time to complete our parental survey at the back of this booklet.**

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Dear Parent or Carer

If your child was born between 1 September 2007 and 31 August 2008 (in Year 6 2018/19) they will transfer to secondary school in September 2019. This is an important time for children and parents/carers.

Bolton Local Authority manages and co-ordinates the school admission process for every secondary school in Bolton (apart from independent fee-paying schools) and schools in neighbouring areas. This booklet is designed to help you with the process of applying for a school place. It sets out the basic process to be followed and also provides important information on the admission criteria and how places were allocated at schools for previous years. The booklet also includes details of the open occasions when you may visit the schools of interest to you.

If you live within the borough you will need to complete a preference form/online application to express a preference for a school in Bolton or a school in another Local Authority (LA). If you have access to the internet I would encourage you to apply online. The process is relatively simple and straight forward and provides the added benefit of an e-mail offer being sent in March 2019. If you do not want to apply online, a paper preference form will be posted out at the end of September.

The closing date for both online and paper applications is **31 October 2018**. Offer emails (letters for those that do not apply online) will be sent out to parents/carers on 1 March 2019 (or next working day).

Finally, I should like to express my best wishes for your child's progress in secondary school.

Yours Sincerely

**Ged Rowney**

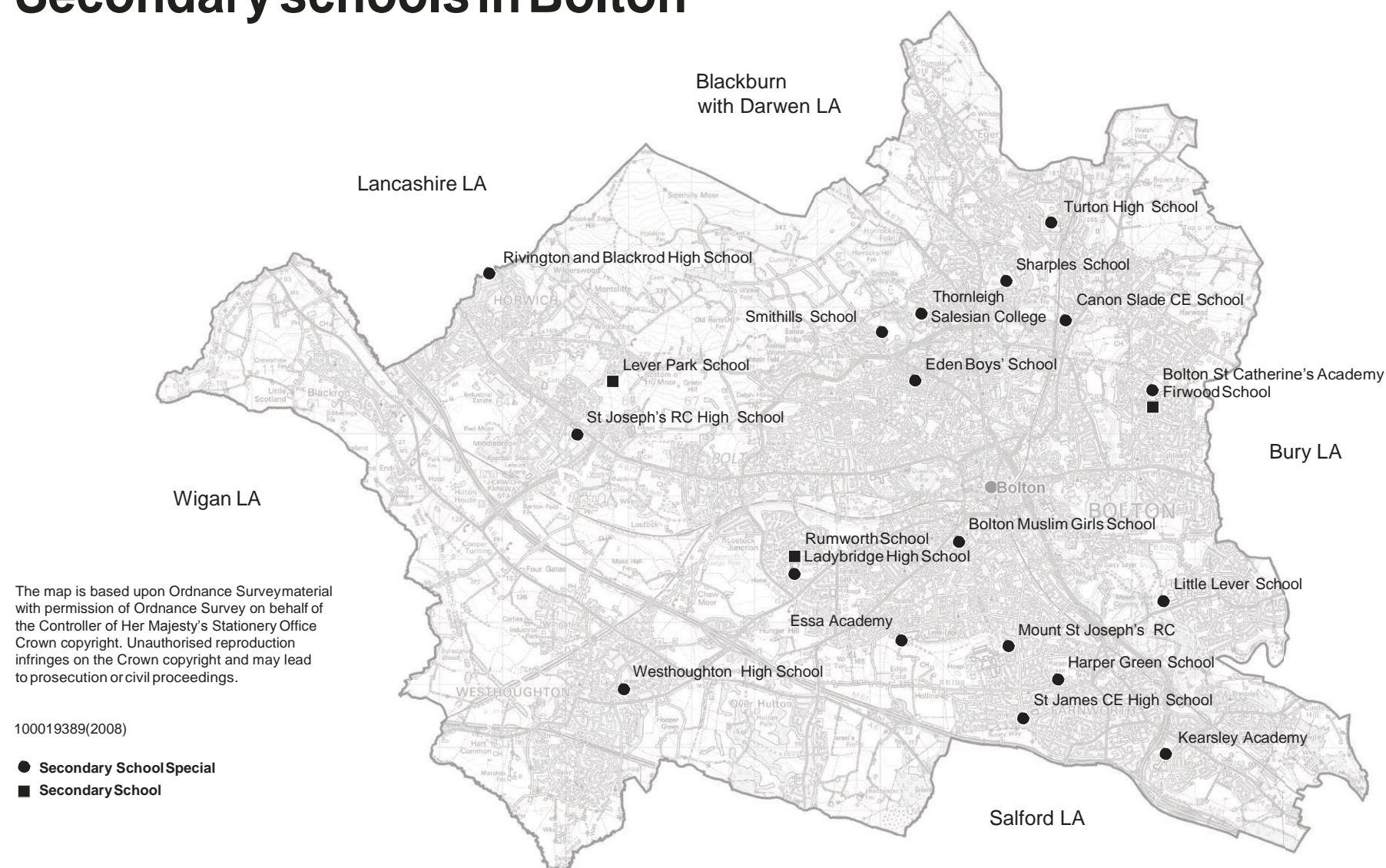
Interim Director of People

Bolton Council  
Pupil and Student Services  
Town Hall  
Bolton BL1 1RU

Tel. 01204 332137/332092



# Secondary schools in Bolton



# Open occasions

The following dates have been arranged for parents and pupils to visit the schools listed below which are of interest. If the dates and times are not convenient, most schools offer appointments for individual visits and are always happy to answer your questions. You are advised to check with the individual school about the arrangements for attending an open occasion.

<b>Bolton St Catherine's Academy</b>	Wednesday 3 <sup>rd</sup> October 2018 5.30pm to 8.00pm
<b>Bolton Muslim Girls School</b>	Thursday 4 <sup>th</sup> October 2018
<b>Canon Slade</b>	Wednesday 26 <sup>th</sup> September 2018 5.30 pm – 8.30 pm
<b>Eden Boys School</b>	Thursday 4 <sup>th</sup> October 2018 5.00pm to 8.00pm
<b>ESSA Academy</b>	contact the school for further details
<b>Harper Green</b>	Thursday 20 <sup>th</sup> September 2018, 5.30pm – 8.00pm
<b>Kearsley Academy</b>	Wednesday 26 <sup>th</sup> September 2018, 6.00pm-8.00pm. Open morning Thursday 4 <sup>th</sup> October 2018 (bookings will be through Academy website). Visitors welcome by appointment with Academy office.
<b>Ladybridge High</b>	Tuesday 18 <sup>th</sup> September 2018 6.00 pm – 9.00 pm
<b>Little Lever</b>	Wednesday 19 <sup>th</sup> September 2018, 4.30pm – 7.30pm. Over the course of the week the school will also host personalised tours via appointment only.
<b>Mount St Joseph RC</b>	Thursday 4 <sup>th</sup> October 2018 5.30 pm – 8.30 pm
<b>Rivington &amp; Blackrod</b>	Thursday 4 <sup>th</sup> October 2018, 5.00pm – 8.00pm upper school Friday 5 <sup>th</sup> October 2018 open day lower school – contact school for appointment
<b>Sharples</b>	Tuesday 18 <sup>th</sup> & Wednesday 19 <sup>th</sup> September 2018, 9.30-11.30 am and Thursday 27 <sup>th</sup> September 2018, 4.00 - 7.00pm
<b>Smithills</b>	Thursday 27 <sup>th</sup> September 2018, 4.30pm – 8.00pm
<b>St James CE</b>	Thursday 27 <sup>th</sup> September 2018 9.00 am – 10.30 am & 6.00 pm – 8.00 pm
<b>St Joseph RC</b>	Tuesday 25 September 2018 from 5-7pm
<b>Thornleigh Salesian</b>	Thursday 20 <sup>th</sup> September 2018, 6.00pm – 9.00pm
<b>Turton</b>	Tuesday 25 <sup>th</sup> September 2018, 5.00pm to 7.30pm
<b>Westhoughton</b>	Thursday 27 <sup>th</sup> September 2018, 5.00pm to 8.00pm

Dates and times correct at time of publication of this booklet. Please check with individual schools regarding arrangements for visiting.



# Timetable for admission to secondary school 2019

## **End of summer holidays August 2018**

Secondary school admission letter about applying online posted out directly to parent/carers home address. Admission booklet available online.

## **September/October 2018**

Paper preference form posted out to parents/carers who have not applied online. Schools will be holding open occasions where parent/carer will have the chance to visit the schools they are interested in (details on page 8 of this booklet). Further information can be gained directly from the school.

## **31<sup>st</sup> October 2018**

Closing date for return of paper and online applications. Online applications must be submitted by the end of the day, and the website will close at the end of this day.

## **1<sup>st</sup> March 2019 (or next working day)**

National offer day. Offer emails (letters for those that do not apply online) will be sent out to parents/carers informing them of the school they have been allocated. Appeal forms will be enclosed with the letter/made available online for any child not receiving a place at their first preference school.

## **End of March 2019**

Last date for appeals to be lodged, to be heard in the first round of appeals.  
Appeals lodged after this date may be heard later in June/July.

## **March - Autumn 2019**

Children who have not been offered a place at their chosen school will automatically be added to the schools waiting list.

## **End of April/May/June 2019**

School appeals heard.

## **September 2019**

School term starts.

Note: this timetable applies to parents/carers resident in the Bolton Council area. If you live outside Bolton the timetable may differ.

# Selecting schools

## Introduction

Applying for a school place takes time and effort, and as a parent/carer you will want to get it right. This guide will help you through the admission process and clear up any confusion about how it works. Please take the time to read through this booklet.

Your Local Authority (LA) manages the school admission process for every secondary school in your local area and neighbouring areas (apart from Independent fee-paying schools) and sets the deadline for applying for places. This is called co-ordinated admissions and full details of the Bolton Local Authority co-ordinated admission scheme can be found in this booklet. Co-ordinated admissions ensure every child applying for a place will receive a single offer of a school place in March 2019.

## How do I apply?

You can apply quickly and easily online at [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). If you do not want to apply online we will send a paper application later in September 2018. The closing date for both methods of applying is **31st October 2018**. Please do not do both, applying by one method (internet or paper) will ensure you receive an offer.

The preference form/online application will allow you to express three preferences for a school. All applications will be considered after the closing date. Applications are not considered on a first come first served basis.

If you are applying for a place at **Bolton Muslim Girls, Canon Slade CE or St James CE School** you should also complete the school's own application form. This form is available from, and must be returned directly, to the appropriate school. If you are applying for a place at Bolton Muslim Girl School, you will also need to provide a letter from the Imam/Aalima confirming attendance at prayer (for male parents) or study circle (for single female parents) at least once a month in the two years preceding the application. Check with Bolton Muslim Girls School for full details. Although the supplementary form/letter for these three schools is not compulsory, parents/carers must be aware that failure to complete the schools supplementary form may affect where your child is ranked within the school's over subscription criteria.

## Which school?

In order to make an informed decision about the preferred school for your child, you need to be aware of the variety of information available about each secondary school and the ways in which you can access that information.

Details of all secondary schools in Bolton are listed in this booklet. The dates of open occasions are listed on page 8. More detailed information is available from the schools prospectus/website.

## Performance tables

Each year the Department for Education (DfE) publishes performance tables for secondary schools. Though they cannot give a complete picture of a school they do provide a guide as to how well a school is doing. The DfE have a website with a specific section for parents; **[www.gov.uk/education](http://www.gov.uk/education)**. You will find information here on performance tables and advice on expressing preferences. You are advised not to rely on performance tables alone, as the wider educational experience offered by each school needs to be considered carefully.

The Advisory Centre for Education (ACE) is an independent registered charity, which offers information about state education in England and Wales for parents/carers of school age children. To contact the ACE telephone 020 8888 3377, or visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

## Ofsted reports

You may find it helpful to read The Office for Standards in Education (Ofsted) reports on a school. Ofsted is responsible for inspecting all schools. The report is an external and independent view of what is good and not so good about a school compared to others. If you want a copy of the report for a particular school you can contact that school who must make available a copy of the report. There may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from the website [www.gov.uk/government/organisation/ofsted](http://www.gov.uk/government/organisation/ofsted).

## School prospectus/website

Each school usually publishes a prospectus. This and the schools website will also give information on:

- The school curriculum
- Arrangement for pupils with Special Educational Needs
- The ethos and values of the school
- Assessment/examination results
- Attendance
- How bullying is dealt with
- Discipline
- Dress code

## Visiting a school

One of the best ways to assess a school is by visiting as you will gain first-hand knowledge of where your child will be spending their days. Details of school open occasions can be found at the front of this booklet. You may wish to consider the following questions about the school you visit:

- The location of the school - is it nearby? How will your child get to school? How much will it cost to get to school?
- What are the average class sizes in the school?
- How is progress monitored and reported to parents?
- What help is given to children with Special Educational Needs or a child who has difficulty in a particular subject?
- Does the school make provision for gifted or talented pupils?
- Was the school welcoming?
- Does it appear to be a school where children and staff are serious about learning?
- Was the school well equipped?

## Considering your preferences

**It is important to remember that you have the right to express a preference for which school you would prefer your child to attend. But your right to express a preference does not guarantee a place at the school if it is oversubscribed.** It is important that you consider the admission criteria of your preferred school(s) to see whether you are likely to be offered a place. Whilst it is not possible to predict with total accuracy what will happen this year you need to think about the following before making your preferences:

- What is the admission number for the school?
- What are the admission criteria for the school you have chosen?
- How many places were allocated in each criterion last year?
- Which criteria your child would be placed in for each school?
- Was the school oversubscribed in the previous year?

## How we decide which school to offer your child

If the school you are expressing a preference for is not oversubscribed we will be able to offer you a place at that school. If the school you are expressing a preference for is oversubscribed the admission authority for the school will apply their admission criteria to rank your application to determine if a place can be offered. The Order of priority you have given to the schools you have expressed as preferences will then determine which school is then offered.

## What happens if we cannot offer a place in any of the schools you have asked for?

If we cannot offer a place in any of the schools you have expressed a preference for, we will offer a place at the nearest Bolton Local Authority School that has places available (after places have been offered to anyone who has expressed a school as first, second or third preference). This place will be offered even if the school was not one of your preferences. If you do not express your nearest community/academy/free/voluntary controlled school as a preference and this school is usually oversubscribed, we may have to offer you a place in a school that is not near where you live.

## Equal preferences

All admission authorities in Bolton (the council and schools) and in neighbouring authorities follow an equal preference system. All applications for schools are considered at the same time and the admission criteria administered equally regardless of the order the schools are listed on the preference form/online application.

You will have the opportunity to express a preference for up to three schools. These will be ranked using the admission criteria of the preferred school(s), without reference to the preference order you have put the schools. If we cannot offer a place at your first preference school, your second preference will become your first effective preference. If we are unable offer a place at your first or second preference school, your third preference will become your first effective preference. If we are able offer your child a place at more than one of your preferences we will offer your child a place at the school ranked highest on your preference form/online application. You will only receive an offer of one school place.

## How the equal preference mechanism works

The examples below are designed to give you an idea of how the mechanism for determining the offer of a school place works. The examples are not meant to be an indication of the pattern of preferences or the likely outcomes that may occur for admissions in September 2018.

<b>Example 1</b>	
Preference 1: Essa Academy	A place could be offered under the admission criteria for the school.
Preference 2: Canon Slade	Completed supplementary form and has enough points to be offered a place under the schools' admission criteria.
Preference 3: Thornleigh RC	A place could be offered under the schools' admission criteria.

The allocation process identifies that a place could be offered at Essa, Canon Slade and Thornleigh RC School. The place offered would be at Essa Academy as this is the highest ranked school at which a place could be offered.

<b>Example 2</b>	
Preference 1: Rivington & Blackrod	A place could not be offered under the admission criteria for the school.
Preference 2: St Joseph RC	A place could be offered under the schools admission criteria.
Preference 3: Smithills	A place could be offered under the schools admission criteria

The allocation process identifies that a place could be offered at St Joseph RC and Smithills School. The place offered would be at St Joseph RC School as this is the highest ranked school at which a place could be offered. The child's name would be kept on the waiting list for their first preference school.

<b>Example 3</b>	
Preference 1: Ladybridge	A place could not be offered under the admission criteria for the school.
Preference 2: Bolton Muslim Girls School	A place could not be offered under the school admission criteria.
Preference 3: Harper Green	A place could be offered under the admission criteria for the school.

The allocation process identifies that a place could be offered at Harper Green School. The child would be offered a place at Harper Green School as this is the highest ranked school at which a place could be offered. The child's name would be kept on the waiting list for the first and second preference school.

<b>Example 4</b>	
Preference 1: Kearsley Academy	A place could not be offered under the admission criteria for the school.
Preference 2: St James	Completed supplementary form but does not have enough points to be offered a place under the school admission criteria.
Preference 3: Westhoughton	A place could not be offered under the admission criteria for the school.

The allocation process identifies that a place could not be offered at any of the three preferences. The child would be offered a place at the nearest school that has places available (after places have been offered to anyone who expresses the school as a first, second or third preference) and this may not be a school near where you live. The child's name would be kept on the waiting list for their first, second and third preference school.

## Completing your preference form

If you pay council tax to Bolton Local Authority and your child is in Year 6 of primary school (2018/19) you will receive a letter that explains how you can apply online. If you are unable to apply online we will send a paper application later in September 2018. You must complete a preference form or online application if you want a place in a secondary school in September 2019.

**Please note that if you are applying online you do not need to complete a paper application.**

## The paper preference form

### Section 1

The form will already have your child's name, address, date of birth and primary school on it. Check the details on the pre-printed form are correct. If anything is wrong (e.g. date of birth, address) please write on the form the correct details.

### Section 2

Write at least one contact name/telephone number for parent/carers.

### Section 3

Write down the name(s) of the school(s) you want a place in. You are advised to express three preferences. Expressing only one preference for the same school more than once will not increase the chances of you being offered your preferred school. If your preference is for a school that is not in Bolton you still need to put this as one of your preferences. If you are applying for a catholic school and your child is catholic please indicate this on the form (you may be asked for evidence of this from the school). If you have a sibling (brother/sister) attending your preferred school please write down the details and name of the school they attend.

### Section 4

If you are applying for a place at Bolton Muslim Girls, Canon Slade CE or St James CE School you should also complete the school's own application form. This form is available from and must be returned directly to the appropriate school. If you are applying for a place at Bolton Muslim Girl School, you also need to provide a letter from the Imam/Aalima confirming attendance at prayer (for male parents) or study circle (for single female parents) at least once a month in the two years preceding the application. Although the supplementary form for these three schools is not compulsory, parents/carers must be aware that failure to complete the schools supplementary form may affect where your child is ranked within the school oversubscription criteria.

## Returning the form

If you are posting in the application please return the form directly to; Bolton Council, Pupil and Student Services, Town Hall, Bolton BL1 1RU, to arrive at Pupil and Student Services **no later than 31<sup>st</sup> October 2018**.

If you want to hand the application form in you should put it in an envelope addressed to Pupil and Student Services and hand it in at the One Stop Shop in the Town Hall and obtain a receipt.

Please note that if you are completing a paper application you are strongly advised to obtain proof of posting by recorded delivery. You do not need to submit an online application.

## Applying online

If you are a resident of Bolton you will receive a letter that invites you to apply online. You will need to set up an account using a valid email address and password, and provide your child's details.

The online application website [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions) will be available from the end of August 2018 until the deadline, **31 October 2018**.

To apply online go to [www.bolton.gov.uk/admissions](http://www.bolton.gov.uk/admissions). You will need to register your details, a valid email address, and set a password. **Please make a note of your password**; you will not be able to make an application without it.

Instructions about applying online can be found on the website.

**Please note that if you are applying online you do not need to submit a paper application form.**

## Verifying information provided

Please ensure you give the correct details on your application form/online application. The address must be where the child and parent/carer are ordinarily permanently resident. It should not be the address of a relative or child minder.

The Local Authority (LA) may ask for appropriate written evidence (e.g. child tax credit letter, utility bill, medical card) to verify an address. If, on the balance of the evidence provided, it believes an address given is a temporary one in order to secure a place in a school, the authority may not use the address given. All addresses may be checked or the authority may carry out spot checks on addresses. If there is any doubt about the authenticity of the documents provided, they may not be used.

We will not take into consideration an intention to move to another address. If you are moving or have moved we will need to see appropriate written evidence in the form of a letter from your solicitors, detailing your exchange of contracts and the actual completion date. If you are renting a property we will need to see appropriate written evidence (e.g. from estate agent or solicitor) of the tenancy agreement or lease including start and end date. The LA will need a long term (12 months or more) tenancy agreement. We will also request appropriate evidence of the sale of/termination of rental agreement on your existing property. Without this evidence a short term/rental address will not be used.

If parents are claiming that they have recently separated and are giving a different address we may ask for appropriate independent evidence of this. If the Admission Authority, on the balance of the evidence provided, feels this is just a temporary situation in order to secure a place in a school the address will not be used.

If parents share custody of a child we may ask to see the court order, child tax credit letter, child benefit letter, medical card or other evidence in order to verify where a child is ordinarily resident for the majority of the time. Any information requested regarding an address must be provided by 31 January 2019. Any change of address, even if verified with the appropriate documentation, will not be used unless it is provided before 31 January 2019.



Schools that control their own admissions (e.g. Canon Slade, Bolton Muslim Girls, St Joseph RC) will have their own procedures to verify information provided to them. The LA may help them in doing this. If fraudulent information is given on the application form/online application the place will not be offered. If the offer of a place has already been made and it is found out at a later date that fraudulent information has been given to secure a school place, the place will be withdrawn. If a decision is made to allow a child to continue in the school since the fraudulent application came to light after the child had started, any subsequent child will not benefit from the sibling link priority.

## **Bolton residents applying for a school outside Bolton Local Authority**

If you want to express a preference for a school that is not in Bolton (e.g. The Elton High, Tottington High, Albany High School) you must state this on the preference form that you will be issued with by Bolton Local Authority (LA) or on your online application. Bolton LA will inform the relevant LA about your preferences. The relevant Local Authority will inform us of the decision and a letter will be posted out by Bolton LA to the parents/carers in March 2019 notifying you of the decision.

If you are expressing a preference for a school that is not within Bolton LA you must obtain a copy of the relevant LA admission booklet which will explain the admission criteria for the school. If you are expressing a preference for a school in another LA you must make sure that you complete any additional forms (e.g. regarding church attendance) that may be required by the school. If you are expressing a preference for a non-fee paying grammar school (e.g. Stretford Grammar School or Queen Elizabeth Grammar School) you must make sure you complete any examinations/additional requirements stated in the schools admission criteria.

## **Non-Bolton residents applying for a Bolton school**

If you live outside the Bolton area you can still express a preference for a Bolton Local Authority (LA) school. You must state the school you want on the preference form issued by your home LA. Your home LA will inform us of your preference and we will let them know if we can offer a place. You need to submit your application to your home Local Authority within the deadlines set out by them for your application to be considered as on time by Bolton Council.

If you are applying for a place at Bolton Muslim Girls, Canon Slade CE or St James CE School you should also complete the school's own application form. This form is available from and must be returned directly to the appropriate school. If you are applying for a place at Bolton Muslim Girl School, you will need to provide a letter from the Imam/Aalima confirming attendance at prayer (for male parents) or study circle (for single female parents) at least once a month in the two years preceding the application. Although the supplementary form/faith letter for these three schools is not compulsory, parents/ carers must be aware that failure to complete the schools supplementary form/letter may affect where your child is ranked within the schools oversubscription criteria.

## **Late applications received after the closing date but before places are allocated**

The closing date will, as far as possible, be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Where possible places will be allocated to late applicants and parents/carers sent a letter offering a school place on the 1 March 2019. Only in exceptional circumstances will late applications be considered as equal to those that arrived on time. These may include:

Parents moving into the borough after the closing date.

Parents were abroad for the whole period between the publication of the LA's admission booklet and the closing date of the application form.

Parent/Carer/Child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form.

Verification as to why the application form is late may be requested. You should note that applications cannot be accepted after the 31 January 2019. After this date applications will be added to the waiting list.



## Applications received after the allocation date

The Local Authority will continue to manage the co-ordinated admission arrangements after the allocation date, i.e. 1 March 2019 until the end of the autumn term 2019 for all schools including Voluntary Aided, Voluntary Controlled, Foundation schools, Free Schools and Academies.

If we receive an application after the allocation date (1 March 2019) the details and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents about the outcome of their application. Where a place cannot be offered at the preferred school the LA will offer an alternative school, provide details of the appeals process and add the child's name to the waiting list.

## Change of preferences

If you change your mind about the order of your preferences you must write to Bolton Council Pupil and Student Services before the closing date **31 October 2018**. If you have applied online, you can easily make changes to your online application form up until the closing date, using your email and password. You will not be permitted to change your preferences or add additional preferences after the closing date of 31 October 2018 unless there is evidence of exceptional circumstances such as:

- Parent/carer moving into/within the borough after the closing date
- Parent/carer separating and moving home after the closing date

Verification of your change of circumstance may be requested and must be provided by 31 January 2019. You should note however that preferences cannot be changed for any reason after the 31 January 2019.

## Children with an Education, Health and Care Plan

If your child has an Education, Health & Care Plan, your child's primary school will discuss secondary school placement at the annual review or Person Centred Transfer Review (PCR) in either Year 5 or Year 6. You will receive a preference form for secondary school. You should apply online or complete the paper form and return by 31 October 2018.

If you are considering a place at a secondary special school for your child, this will have been discussed at the annual review or Person Centred Transfer Review (PCR). You can identify your preference of special school on the form, but also need to identify your preference for a mainstream school in case your child is not offered a special school place (see page 48 for further details).

## National offer day for secondary school places

The school admissions code of practice gives the national offer day as the **1 March 2019**. Bolton Local Authority will send out offer emails (letters for those that do not apply online) regarding secondary school places on this day.

Information regarding the school place offered will not be given out before 1 March 2019. If you are on holiday when the offer emails / letters are sent out, no special arrangements will be made to give information out to parents/ carers before 1 March 2019. If you applied online you can also log onto your account on offer day to view the offer we have made.

## Waiting lists for oversubscribed schools

On the national offer day of 1 March 2019 the admission authority will establish a waiting list for all secondary schools in Bolton that are still oversubscribed. If a child has expressed a preference for a school and they have not been offered a place in that school they will be put on the waiting list. The child will be on the waiting list regardless of whether you are appealing for a place. The waiting list will be maintained until the end of the Autumn Term 2019. The waiting list will remain fluid. It is possible that places may become available in a school after the offer day, 1 March 2019. The main reason places become available is because of children declining places in Local Authority schools to take up a place in an Independent School (e.g. Bolton School). The number of places that may become available will vary from school to school depending on the number that decline places.

The criteria for offering places off the waiting list will not change from the criteria published in this booklet. If any more places become available, the places will be offered using the published admission criteria to those children who are next on the waiting list. .

If you have not been offered a place at any of your preferred schools you are advised to contact the Pupil and Student Services Department on 01204 332137/332143 who will be able to give advice about any other schools that may have places available.

## **Appeals**

Usually your child will be offered a place at a preferred school, but if you are not offered a place in one of your preferred schools or you are unhappy with the school place allocated for whatever reason, you have the right to appeal to an independent panel. Bolton Council's Democratic Services unit will set up appeals on behalf of all the schools in Bolton.

Before deciding whether to appeal, it may be helpful to visit the school you have been offered a place at. You may decide that you are happy with the alternative offered and have no need to use the appeal procedure. The offer letter you receive from Bolton LA will also provide information about your right to appeal. This letter will explain what to do next, but you must make sure your appeal is submitted within the deadline given. If you want to appeal for more than one school you must complete a separate appeal form for each school you are appealing for.

Appeals are usually held in May/June/July. You will be given approximately two weeks' notice of the date, time and place of the appeal. You are advised to attend the appeal hearing, where you will be given the opportunity to put your particular case forward and ask questions.

The result of your appeal will depend on the strength of your case. In most admission appeals the panel goes through two stages:

### **Stage 1**

The panel hears the case put by the Admission Authority explaining how places have been allocated and why it could not offer a place at your preferred school. The panel must consider if the admission arrangements comply with the School Admissions Code, whether the admission arrangements were correctly applied and if the admission of additional children into the school would prejudice the provision of efficient education or efficient use of resources.

### **Stage 2**

If the panel does decide there was good reason for turning down your application and the admission of additional children would prejudice the provision of efficient education or use of resources, they begin the second stage of the appeal. The panel hears your case, and you give your reasons for appealing against the decision. You can mention all the reasons why the school is best for your child, and what special factors justify your child being offered a place in the school. The panel then makes a 'balancing judgement' to decide whether the benefits for your child going to this school instead of the one they have been offered, outweigh the problems caused to the school in having one extra pupil. If the panel decide that your case is stronger, it will uphold your appeal and the Admission Authority is then under a duty to admit your child to the school.

If the appeal succeeds, the Admission Authority must offer your child a place at the school. If your appeal does not succeed, your child will be kept on the waiting list for your preferred school. There is no set number of appeals that are allowed. The panel may allow some, all or none at all. Unless there are significant and material changes in circumstances relevant to a further appeal the policy is not to consider repeat appeals for the same school. If you are unsuccessful with your appeal you may appeal for other schools in the same way stated above.

## **What happens after a place in a school has been offered?**

If you have not been offered a place in one of your preferred schools you can appeal for a place (see information in this booklet). Your child will also be placed on the waiting list for all of your preferred schools.

If you have not been offered a place in your preferred school(s) you can also contact Pupil and Student Services on 01204 332137/332143 who will be able to advise you of any schools that have places. It may sometimes be possible to offer a place in a school, even though it was not one of your original preferences, if there are places available. If you would like to change or add a preference after national offer day, you will need to write to Pupil and Student Services. We will keep your child on the waiting list for up to three schools until the end of the Autumn Term 2019.

If you have been offered a place in a school you are happy with, you do not need to do anything about the offer. The school you have been offered a place at will write to you to explain the arrangements they have in place for their new starters. All secondary schools in Bolton will have different arrangements for their new intake. Schools will usually inform parents/carers of these details in the summer term, after the Easter holiday. Most schools will arrange for the children to go and visit the new school at least once before they start.

## **Applying for a place at an independent school**

Independent schools (e.g. Bolton School), are not part of the co-ordinated admissions scheme operated by Bolton Local Authority (LA). If you are applying for a place at an independent school you need to contact the school directly for information regarding their admissions policy. If you are applying for a place at an independent school you are advised to also complete an application for a place at a Bolton LA school. After you have been offered a place at a Bolton LA school and you then receive an offer of a place at an independent school please inform Bolton LA of which place you will be taking up by telephoning 01204 332137/332143.

If you do not want to be considered for a place at a Bolton LA School and you are sure your child will be going to an independent school it would help us if you could indicate this on the preference form and return it to Bolton LA. Your child will not then be considered for a place at a Bolton LA School.

# Admission criteria

## Introduction

Bolton Local Authority (LA) is the admission authority for Community and Voluntary Controlled Schools in Bolton. The LA also co-ordinates admissions into all Secondary Schools for Year 6 transfer children.

Allocation will be in accordance with parental preference as far as possible. The limitation on this is from the School Standards and Framework act 1998 which states that an authority need not comply with a parental preference 'if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources' - obviously, it is inefficient to have one school overcrowded and others with spare places.

Schools are required to admit children up to their published admission number. For a school where the number of applications is below the admission number the child will be eligible for admission into that school. Each school has an Admission Authority which sets both the admission arrangements and the criteria used to offer places, if the school is oversubscribed.

If a school receives more applications than it has places the Admission Authority for that school will use the admission criteria to determine who is offered a place. The table below shows the Admission Authority (who will decide if a place can be offered) for each school in Bolton.

Type of school	Authority	School
Academy	Governing body	Bolton St Catherine's, Essa, Kearsley, Smithills, Little Lever, Sharples, Bolton Muslim Girls, Rivington, Harper Green, St James, Canon Slade, King's Leadership Academy
Community	Local Authority	Ladybridge, Turton, Westhoughton
Voluntary Aided	Governing body	St Joseph, Thornleigh, Mount St Joseph
Free School	Governing body	Eden Boys' School

The over subscription criteria for Community, Academy, Voluntary Aided, Voluntary Controlled and Free Schools is listed in this booklet. All applications will be considered without reference to parents/carers preference ranking for a school.

Remember that over subscription criteria may be different for each school you express a preference for, so it is a good idea to check the criteria for every school you are interested in.

If you are applying for a place at Bolton Muslim Girls, Canon Slade CE or St James CE School you should also complete the school's own application form. This form is available from and must be returned directly to the appropriate school. If you are applying for a place at Bolton Muslim Girl School, you may also need to provide a letter from the Imam/Aalima confirming attendance at prayer (for male parents) or study circle (for single female parents) at least once a month in the two years preceding the application. Check with Bolton Muslim Girls School for full details.

Although the supplementary form/faith leader letter for these three schools is not compulsory, parents/carers must be aware that failure to complete the schools supplementary form may affect where their child is ranked within the schools over subscription criteria.

# Admission criteria for Ladybridge and Westhoughton community high schools

Any pupil has the right to a place at any one of the schools for which Bolton Local Authority (LA) is the Admission Authority, **provided that the demand for places at a school does not exceed the admission number for that school**. Where demand for a school exceeds the number of places available the LA needs to allocate places based on a fair and objective method.

If a community school is oversubscribed, the criteria listed below will be applied in priority order. **All applications will be considered without reference to the parents/carers preference ranking for a school (the order the school is expressed as a preference).**

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

## Criteria

- 1) Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- 2) Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
- 3) Children who will have older siblings in Years 7 to 11 of the preferred school at the time of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
- 4) Children who suffer from a medical condition or disability, which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
- 5) Proximity (where you live)

Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest the preferred school. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.

## Tie-breaker

If category (2) or (3) is oversubscribed, geographical proximity (as set out in category 5) will be used as the 'tie breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child(ren) to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

Where a single place remains at a school and the application being considered is for twins etc. the council will allocate above the admission number to accommodate each child.

# Community schools

## Ladybridge High School - A Specialist Sports College



New York, Deane, Bolton, BL3 4NG

Tel: 01204 656569

Headteacher: Martin Witter

Age range: 11 - 16

[www.ladybridgehigh.co.uk](http://www.ladybridgehigh.co.uk)

Admission number September 2019: 210

'Be the best you can be'. Ladybridge High School is a happy and positive Learning Community. Our aim is to ensure that all students are well educated, well rounded, confident, secure and respectful of others. Every child is known and valued as an individual and we look forward to working in true partnership with all parents.

Number of preferences expressed for the school September 2018 - 613

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	3
Criterion 1 (children in care)	0
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	63
Criterion 4 (medical)	0
Criterion 5 (proximity)	144

Number of places offered March 2018 210

The school was oversubscribed for September 2018 admission. On offer day 83 children were refused a place. After offer day 25 places were offered to children off the waiting list. There were 21 appeals for the school, none were allowed. The number of children admitted into the school for admission in September 2018 was 210.

## Westhoughton High School



Bolton Road, Westhoughton, Bolton, BL5 3DN

Tel: 01942 814122

Headteacher: Mr P J Hart

Age range: 11 - 16

[www.westhoughton-high.org](http://www.westhoughton-high.org)

Admission number September 2019: 270

We offer a friendly, successful and vibrant environment, with a strong emphasis on achievement. We set high standards to achieve the best for our students and work hard to support them in realising their own personal aspirations in whatever field that may be. Our staff are highly skilled, dedicated practitioners who genuinely care for our students and their academic and personal progression. We work closely with our parents/carers to secure the best for all our students and expect them to support and respect our ethos and its importance to our learning community.

Number of preferences expressed for the school September 2018 – 425

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	5
Criterion 1 (children in care)	4
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	55
Criterion 4 (medical)	0
Criterion 5 (proximity)	206
Number of places offered March 2018	270

Places were offered to all where the school was the highest preference at which a place could be offered. There were no appeals for the school. The number of children admitted in to the school in September 2018 was 254.



# Admission criteria for Turton High School (a community high school)

Any pupil has the right to a place at Turton High School for which Bolton Local Authority (LA) is the Admission Authority, **provided that the demand for places at a school does not exceed the admission number for that school**. Where demand for a school exceeds the number of places available the LA needs to allocate places based on a fair and objective method.

If Turton High School is oversubscribed, the criteria listed below will be applied in priority order. **All applications will be considered without reference to the parents/carers preference ranking for the school (the order the school is expressed as a preference).**

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

## Criteria

- 1) Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- 2) Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989
- 3) Children who will have older siblings in Years 7 to 11 of the preferred school at the time of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
- 4) Children who suffer from a medical condition or disability, which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence must be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
- 5) All children for whom Turton High School is their nearest school offering a secondary education excluding any faith-based school or academy which is part of a faith based academy trust. This will be determined by straight line distance using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.
- 6) All other children. Under this category, the remaining places will be offered to children based on distance between their home and Turton High School. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school

## Tie-breaker

If category (2), (3) (4) or (5) for Turton High School is oversubscribed, geographical proximity (as set out in category (6)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

Where a single place remains at a school and the application being considered is for twins etc. the council will allocate above the admission number to accommodate each child.

## **Turton School**

# **Turton School**

Bromley Cross Road, Bromley Cross, Bolton, BL7 9LT

Tel: 01204 333233

Head Teacher: Ms S Gorse

Age range: 11 – 18

[www.turton.uk.com](http://www.turton.uk.com)

Admission number September 2019: 270

Number of preferences expressed for the school September 2018 – 641

How places were allocated for admission in September 2018	No of Children
Children with SEN/EHCP	4
Criterion 1 (children in care)	4
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	90
Criterion 4 (medical)	0
Criterion 5 (proximity)	172
Number of places offered March 2018	270

The school was oversubscribed for admission in September 2018. On offer day 88 children were refused a place. After offer day 20 places were offered to those on the waiting list. There were 17 appeals for the school, 4 were allowed. The number of children admitted into the school for admission in September 2018 was 270.

# Admission criteria for academies

Academies are publicly funded independent schools. They still have to follow the same rules for admissions and special educational needs. Academies get money direct from the government. They are run by an academy trust which employs the staff. Some academies have sponsors such as business, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

## Bolton St Catherine's Academy



Stitch mi Lane, Harwood, Bolton, BL2 4HU  
Tel: 01204 332533

Headteacher: Mrs R Lucas  
Age range: 11 - 19

[www.boltonstcatherinesacademy.org.uk](http://www.boltonstcatherinesacademy.org.uk)  
Admission number September 2019: 150

The Bishop Fraser Trust is a Church of England multi academy trust with a vision to allow all children to experience 'life in all its fullness'. The trust opened on 1 December 2017 and currently comprises three schools; Canon Slade, St James's CE School and Bolton St Catherine's Academy.

Multi Academy Trusts are publicly funded, independently managed trusts, responsible for the running and performance of its component schools. The Department for Education meets the capital and running costs for the schools in the trust and they are funded at the same level as other schools. The three schools in The Bishop Fraser Trust retain their individual character and identity and have their own admissions policies.

### Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number, the Academy will use the criteria set out below.

The Academy will offer places to pupils who have an Education, Health and Care Plan that names BSCA on the plan. Pupils who completed year 6 at Bolton St Catherine's Academy will then be offered places (parents **must** complete the Local Authority application to be offered a place under this criteria).

- 1) Looked After Children (Children who are in the care of a Local Authority or being provided with accommodation by a Local Authority at the time of making an application to the Academy) and previously Looked After Children (Children who were looked after but ceased to be so because they were adopted or became the subject to a child arrangements order or special guardianship order).
- 2) Vulnerable children will be considered next for admission. (Children whose application for the Academy is supported by the Assistant Director for Social Care). This will include:
  - a. Children for whom there is a child protection plan or has been within a 12 month period
  - b. Children who have had a period in care within 2 years of the admission application and are still receiving social care services
  - c. Children who are considered to be at significant risk of becoming looked after by public care
  - d. Children who are living in temporary accommodation due to fleeing violence and rehousing has been identified
- 3) Children who will have older siblings in Year 7 to 13 of the Academy at the date of application. Older children from the same family unit, attending the Academy, can be considered to 'qualify' a younger child under sibling link criteria, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The Academy accepts that in some family units (1 or 2 adults and children) the children may not be natural brothers and sisters).

- 4) Children, who suffer from a medical condition or disability, which makes it better for them to attend the Academy rather than another school. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence (Letter from the child's doctor) confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the Academy.
- 5) Children of staff at the Academy where the parent has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made. 'Parent' being defined as from the same family unit permanently resident at the same address as the child.
- 6) All applicants will initially be ranked on the basis of the distance from the Academy measured by the shortest walking route between home and the Academy with those living nearest to the Academy being given priority for a place.
  - a) In the event of over subscription, priority will be given to children who would have a longer journey to the nearest alternative school measured by the shortest walking route. The nearest/ next nearest alternative school will include all community, free schools, voluntary controlled, foundation and Academy schools whether in the Bolton Borough or not.
  - b) The shortest walking route will be that determined by the Academy using public rights of way recognised within the measuring system only. This will be measured using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the main front entrance to the Academy. In the event of a tiebreak within a block of flats, those living furthest from the communal entrance will be given preference.
  - c) Where parents have shared responsibility for a child following the breakdown of their relationship, the distance will be measured from the home of the parent the child spends most time with during the week. If the child spends an equal length of time during the week with both parents, the distance will be measured from the home of the parent living nearest the Academy.
  - d) Where a single place remains at the school and the application being considered is for twins (etc.) the Academy will allocate above the admission number to accommodate each child.

Number of preferences expressed for the school September 2018 - 198

How places were allocated for admission in September 2018	No. of children
Children with SEN/ECHP	1
Criterion 1 (children in care)	0
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	48
Criterion 4 (medical)	0
Criterion 5 (children of staff)	0
Criterion 6 (proximity)	81
Local Authority Offers (school not expressed as a preference)	20

Total number of places offered March 2018 - 150

Places were offered to all where the school was the highest preference at which a place could be offered. After offer day places were offered off the waiting list to those who requested a place. There were no appeals for the Academy. The number of children admitted into the Academy for admission in September 2018 was 150.



# Essa Academy



Lever Edge Lane, Bolton, BL3 3HH

Tel: 01204 333222

Deputy Principal: Mr A Peet

Age range: 11 - 16

[www.essaacademy.org](http://www.essaacademy.org)

Admission number September 2019: 210

With high expectations of academic achievement, participation in Academy life and contribution to the Academy and its community, we work hard every day to ensure that “All will succeed”. We invest in our people so that we can give our students the very best resources and opportunities. We have specialisms in Science and languages as well as an underpinning ethos of business and enterprise. Learning is supported in a personalised way through an innovative curriculum structure and state of the art creative technologies.

## Admission criteria

If undersubscribed, Essa Academy will admit all applicants. If oversubscribed, after the admission of students with an Education, Health and Care Plan (EHCP) where the Academy is named in the Plan, the academy will admit using the criteria below.

### Criteria 1

Looked after children (children in public care) or a child who was previously looked after but immediately after being looked after became subject to an adoption order, child arrangements or special guardianship order (see note 1).

### Criteria 2

Other children who are considered as ‘vulnerable’ whose application for the academy is supported by the Assistant Director of Social Care. This will include:

- Children for whom there is a child protection plan or has been within a 12 month period.
- Children who have had a period in care within 2 years of the admission application and are still receiving social care services.
- Children who are considered to be at significant risk of becoming looked after by public care.
- Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

### Criteria 3

Children who on the date of admission have a brother or sister attending Essa Primary Academy or Essa Academy at the time of admission. Sibling means a full, step half, or adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of entry to the academy. The Academy may require proof of relationship (see notes 2 & 3).

### Criteria 4

Children who are attending Essa Primary Academy at the time at which the application for admission to the Academy is made

### Criteria 5

Children who are eligible for the Pupil Premium or the Service Premium

### Criteria 6

Children for whom the Local Governing Body accepts have a proven exceptionally strong special medical or social circumstance, which are directly relevant to attendance at Essa Academy. This will be evidenced by written professional documentation accepted by the academy explain why these needs can realistically only be met by Essa Academy and the difficulties that would be caused if the child had to attend another school or academy.

### Criteria 7

Children of staff employed by Essa Foundation Academies Trust for two or more years or in a demonstrable skill shortage post at the time at which the application for admission to the Academy is made.

### Criteria 8

Children who live nearest to Essa Academy, Bolton. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the academy, random allocation by the Local Governing Body of Essa Academy will then be used

to decide which of the children can be offered a place.

#### Tie Breaker

If any categories are oversubscribed then the geographical proximity (as set out in criteria 8) will be used as a tie breaker.

#### Note 1

A 'Looked After Child' is a child who is (a) in the care of the 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. An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live, under section 8 of the children act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### Note 2

The definition of a brother or sister is: A brother or sister sharing the same parents, half-brother or half-sister where two children share one common parent, step-brother or step-sister where two children are related by a parent's marriage. Adopted brother or sister or the child of the parent/carers partner. In every case, the child should be living in the same family unit at the same address.

#### Note 3

Where there are twins or triplets and there is only a single place left within the admissions number the Local Governing Body will exercise as much flexibility as possible within the allocated admission number.

Number of preferences expressed for the school September 2018 - 426

How places were allocated for admission in September 2018 (using the criteria the school used for September 18)	No. of children
Children with SEN/EHCP	1
Criterion 1 (children in care)	1
Criterion 2 (vulnerable children)	0
Criterion 3 (sibling link)	64
Criterion 4 (medical)	0
Criterion 5 (proximity)	144
Total number of places offered	210

# Harper Green School



Harper Green Road, Farnworth, Bolton, BL4 0DH

Tel. 01204 572941

Headteacher: Mr Stephen Gribbon  
Age range: 11-16

[www.harper-green.bolton.sch.uk](http://www.harper-green.bolton.sch.uk)

Admission number September 2019: 240

The ethos of the school is respect of all individuals involved in the Harper Green learning community. We ask all parents applying for a place here, to respect this ethos and its importance to the school community.

## Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number the Academy will use the admission criteria below to rank applications.

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

## Criteria

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
3. Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children, who suffer from a medical condition or disability which makes it better to them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
5. Proximity (where you live)

Proximity – where you live – shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, free schools, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.

If any categories are oversubscribed then geographical proximity (as set out above) will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.

The shortest walking route will be that determined by the LA using only those public rights of way recognised with the measuring system. This will measure using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie break within a block of flats those living furthest from the communal entrance will be given priority.

Where a single place remains at the school and the application being considered is for twins etc. the school will allocate above admission number to accommodate each child.



Number of preferences expressed for the school September 2018 - 427

How places were allocated for admission in September 2018	No. of Children
Children with SEN/EHCP	0
Criterion 1 (children in care)	2
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	64
Criterion 4 (medical)	0
Criterion 5 (proximity)	178
Local Authority offers (school not expressed as a preference)	46
Total number of places offered in March 2018	290
(admission number for September 18 was 290)	

Places were offered to all where the school was the highest preference at which a place could be offered. There were no appeals for the school. The number of children admitted into the school for admission in September 2018 was 290.



# Kearsley Academy



Springfield Road, Kearsley, Bolton, BL4 8HY Tel: 01204 332555

Executive Principal: Ms J M Nolan

Principal: Mr S West

Age range: 11-18

[www.kearsleyadacemy.org](http://www.kearsleyadacemy.org)

Admission number September 2019: 150

Northern Education Trust Kearsley Academy delivers excellence both academically and socially. We pride ourselves on being 'outcomes focused and child centered' which is at the heart of everything we do when working with our young people.

Our students talk about our Academy as a community; a learning community shaped by high expectations and mutual respect. With a maximum of 150 students per year this means that all our students are known to us and partnerships with parents are very strong.

Kearsley Academy benefits from a modern, state of the art building which enhances our specialisms of Maths, Computing and Leadership. A 21<sup>st</sup> century learning environment ensures our students get the very best resources and teaching expertise. Our students' learning journey is personalised at every stage with students being supported to achieve aspirations.

## Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number the Academy will use the same admission criteria below to rank applications.

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

### Criteria

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
3. Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who suffer from a medical condition or disability which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
5. Proximity (where you live)

Proximity – where you live – shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, free schools, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.

If any categories are oversubscribed then geographical proximity (as set out above) will be used as a tie

breaker. If the proximity value is equal then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.

The shortest walking route will be that determined by the LA using only those public rights of way recognised with the measuring system. This will measure using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie break within a block of flats those living furthest from the communal entrance will be given priority.

Where a single place remains at the school and the application being considered is for twins etc. the school will allocate above the admission number to accommodate each child.

Number of preferences expressed for the school September 2018	204
How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	0
Criterion 1(children in care)	4
Criterion 2 (child protection plan)	1
Criterion 3 (sibling link)	39
Criterion 4 (medical)	0
Criterion 5 (proximity)	87
Local Authority offers (Academy not expressed as a preference)	19
Total number of places offered March 2018	150

Places were offered to all where the school was the highest preference at which a place could be offered. . There were no appeals for the Academy. The number of children admitted into the Academy for admission in September 2018 was 141.



# King's Leadership Academy Bolton



Age range: 11 - 16

Admission number September 2019: 180

[www.greatschoolstrust.org](http://www.greatschoolstrust.org)

## The Great Schools Trust

The Great Schools Trust began with the King's Leadership Academy in Warrington which was created as a new school by Sir Iain Hall in September 2012. It has developed an innovative, award winning and internationally recognised curriculum. It is academically-focused with an emphasis on character, leadership and education. 96% of pupils at the Warrington school have made three levels of progress over the last three years and the school achieved the best GCSE results in Warrington with its first Y11 cohort in 2017 with a P8 score of +0.27. The same philosophy is being implemented at the Trust's second school, Kings Leadership Academy Liverpool which was recognised by the LA as being the most improved secondary school in the city in 2017. The trust also has an improving school in Bootle, King's Leadership Academy Hawthornes, which it took over in 2015 and an newly opened Alternative Provision Unit, the ASPIRE Centre, which is being constructed on the King's Liverpool campus. It will be opening a fifth school in Bolton in September 2019.

Kings Leadership Academy Bolton is an 11 – 16 Free School being built in the Greater Lever area of Bolton. The new school will offer a values led education that is both traditional and academically rigorous. It is our belief that all pupils, whatever their background, have a right to a successful and culturally rich education. We have the highest of expectations of all of our students and will strive to ensure that they achieve the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world.

## Admission Criteria

The school has an admission number of 180 in Year 7. The school will accordingly admit this number if there are sufficient applications. If fewer applications than this admission number are received then the trust will offer places at the school to all those who have applied.

If oversubscribed, after the admission of students with an Education Health and Care Plan where the Academy is named in the Plan, admission will be given to pupils who meet the criteria set out below in priority order;

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children with exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's / parent need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted with the application a child's or parent's medical or social needs cannot be considered.
3. Siblings of pupils attending the academy at the time the application is received.
4. Pupils living nearest to the academy measured as a direct distance from the child's permanent place of residence to the site of the academy. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the academy, random allocation by Bolton Local Authority will then be used to decide which of the children can be offered a place.
5. Other children

## Tie break

If in category 5 a tie-break is necessary to determine which child is admitted, the child living closest to the academy will be given priority for admission. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical

property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the academy, random allocation by Bolton Local Authority will then be used to decide which of the children can be offered a place.

Random allocation by Bolton Local Authority will be used as a tie-break in categories 2 – 5. Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family. We will admit them all.

The school will be opening for the first time in September 2019, we have no previous figures for the number of applications or how places were allocated.

# Little Lever School

Church Street, Little Lever, Bolton, BL3 1BT Tel. 333300



Principal: Mr D McKeon  
Age Range: 11 – 16

[www.little-lever.bolton.sch.uk](http://www.little-lever.bolton.sch.uk)  
Admission number September 2019: 210

## Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number the Academy will use the criteria below to rank applications.

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

## Criteria

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
3. Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who suffer from a medical condition or disability which makes it better to them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
5. Proximity (where you live)

Proximity – where you live – shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, free schools, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.

If any categories are oversubscribed then geographical proximity (as set out above) will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.

The shortest walking route will be that determined by the LA using only those public rights of way recognised with the measuring system. This will measure using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.

In the event of a tie break within a block of flats those living furthest from the communal entrance will be given priority. Where a single place remains at the school and the application being considered is for twins etc. the school will allocate above admission number to accommodate each child.

Number of preferences expressed for the school September 2018 - 316

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	5
Criterion 1 (children in care)	5
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	52
Criterion 4 (medical)	0
Criterion 5 (proximity)	148
Total number of places offered March 2018	210

The school was oversubscribed for September 2018. On offer day 74 children were refused a place. After offer day 8 places were offered to children off the waiting list. There were 30 appeals for the school, 4 were allowed. The number of children admitted into the school for admission in September 2018 was 211.



# Rivington and Blackrod High School



Rivington Lane, Horwich, Bolton, BL6 7RU

Tel: 01204 333266

Headteacher: Mr P Roach

Age range: 11 - 18

[www.rbhs.co.uk](http://www.rbhs.co.uk)

Admission No. September 2019: 300

All applications will be considered without reference to the order in which the school is expressed as a preference. Children who have an Education, Health and Care Plan (EHCP) that names the preferred school will be offered places first.

## Admission criteria (in order of priority)

- 1) Children in Public Care (Looked After Children) including adopted children who are previously in care and children who leave care under special guardianship or child arrangements order. A 'Looked after Child' is a child who is a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school.
- 2) Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
- 3) Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
- 4) Pupils who reside at an address which pays a "local parish precept" to Blackrod or Horwich Town Councils, unless at any time that number exceeds the published admission number in which case pupils will be offered places on the basis of distance from school as determined in priority 7.
- 5) Children who suffer from a medical condition or disability which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence **must** be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
- 6) Any remaining places not distributed under priorities 1 to 5 the school will admit 20% on the basis of commitment to the Christian faith. Parents must complete the schools supplementary form as evidence that the family and the child are active worshipping members at a Christian church. Active worshipping members will be those persons who worship at least once a month sustained over a period of the year prior to the closing date for applications. The supplementary form is available from Bolton Council tel: 01204 332137 or can be downloaded from Bolton Council's website.
- 7) Proximity – where you live – shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, free schools, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.
  - a. If any categories are oversubscribed then geographical proximity (as set out above) will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.
  - b. The shortest walking route will be that determined by the LA using only those public rights of way recognised with the measuring system. This will measure using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie break within a block of flats those living furthest from the communal entrance will be given priority.
  - c. Where a single place remains at a school and application being considered is for twins etc. the council

will allocated above the admission number to accommodate each child.

#### Priority for twins/multiple births

Where a single place remains at the school and the application being considered is for twins (etc.) the Council will allocate above admission number to accommodate each child.

#### Number of preferences expressed for the school September 2018-538

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	6
Criterion 1 (children in care)	2
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	83
Criterion 4 (Horwich/Blackrod)	110
Criterion 5 (social/medical)	0
Criterion 6 (Christian faith)	0
Criterion 7 (proximity)	117

#### Total number of places offered March 2018 - 318

Places were offered to all where the school was the highest preference at which a place could be offered. There were no appeals for the school. The number of children admitted into the school for admission in September 2018 was 280.



# Sharples School, A Multi-Academy Trust



Hill Cot Road, Sharples, Bolton, BL1 8SN  
Tel: 01204 333253  
Acting Headteacher: Ms A Webster  
Age range: 11 - 16

[www.sharplesschool.co.uk](http://www.sharplesschool.co.uk)  
Admission number September 2019: 240

Sharples is a mixed school for students aged 11-16. Our main focus is on academic standards and to provide a first rate, all round education for children of all abilities. We are proud to be the only Specialist Science College in Bolton. The school's ethos is friendly and caring, well disciplined, focused on the schools behaviour code of the 4C's - Courtesy, Consideration, Co-operation and Common sense. This provides a secure environment that encourages students to achieve to the very best of their ability. Progress is routinely monitored and reported to parents.

## Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number the Academy will use the same admission criteria below to rank applications.

Children who have an Education, Health and Care Plan (EHCP) will be offered places first. The following criteria will then apply:

### Criteria

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
3. Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who suffer from a medical condition or disability which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October 2018. Evidence received after this date will not be taken into consideration.
5. Proximity (where you live)

Proximity – where you live – shortest walking distance to the preferred school minus shortest walking distance to the nearest/next nearest school plus 100 to create a ranking value. The lower the ranking value the higher the priority for a place. The nearest/next nearest school will include all community, free schools, voluntary-controlled, foundation and academy schools whether in the Bolton Borough or not.

If any categories are oversubscribed then geographical proximity (as set out above) will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.

The shortest walking route will be that determined by the LA using only those public rights of way recognised with the measuring system. This will measure using Routefinder, a computerised mapping system which uses the ordnance survey integrated network to measure from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tie break within a block of flats those living furthest from the communal entrance will be given priority.

Where a single place remains at the school and the application being considered is for twins etc. the school will allocate above admission number to accommodate each child.

Number of preferences expressed for the school September 2018 - 533

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	4
Criterion 1 (children in care)	1
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	60
Criterion 4 (medical)	0
Criterion 5 (proximity)	175

Number of places offered March 2018 240

(Admission number for 2018 was 240)

The school was oversubscribed for admission in September 2018. On offer day 40 children were refused a place. After offer day 25 places were offered children off the waiting list. There were 14 appeals for the school, 3 were allowed. The number of children admitted into the school for admission in September 2018 was 242.

# Smithills School



Smithills Deane Road, Smithills, Bolton, BL1 6JS

Tel: 01204 842382

Principal: Mr M Sidebottom

Age range: 11 - 16

[www.smithillsschool.net](http://www.smithillsschool.net)

Admission number September 2019:180

Smithills School (The Academy) is committed to building a high performance socially cohesive learning community founded on pride and respect. We ask all our parents applying for a place to respect this ethos and its importance to the school community.

## Admission criteria

The Academy has an agreed admission number of 180. The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants. Where more applications are received than the admission number the Academy will use the admission criteria below.

Pupils with an Education, Health and Care Plan (EHCP) will be given priority, after this priority will be given to those children that meet the criteria set out below

### 1. Looked after children and all previously looked after children.

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (section 22(1) children act 1989). A previously Looked After child met the above definition but immediately thereafter became subject to an adoption order (under the Adoption Act 1976 or Adoption & Children's Act 2002) or a child arrangements or special guardianship order (under the children act 1989).

### 2. Other children who are considered as 'vulnerable' whose application for the Academy is supported but the Assistant Director for social care at the Local Authority. This will include;

- Children for whom there is a child protection plan or has been within a 12 month period; or
- Children who have had a period in care within 2 years of the admission application and are still receiving social care services; or
- Children who are considered to be at significant risk of becoming looked after; or
- Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

### 3. Children who have older siblings in Year 7 to 11 of the Academy at the time of application and the date of admission. Siblings include full, step, half, foster and adopted brothers and sisters living at the same address.

### 4. Children, who suffer from some medical condition or disability, which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the academy. Medical evidence **must** be provided at the time of application. Parents applying under this criterion must provide a letter from the child's GP/consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted with the common application form. Evidence received after this date will not be taken in to consideration.

### 5. Proximity

This is measured by taking the shortest walking distance from the child's permanent home address to the Academy. The shortest walking route will be that determined by the Local Authority using only those public rights of way recognized within the measuring system. This will be measured using Routefinder, a computerized mapping system which uses the ordnance survey integrated network which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of a tiebreak within a block of flats those living furthest from the communal entrance

will be given priority.

If any of the categories are oversubscribed then geographical proximity as set out in category 5 above will be used as a tie breaker. If the proximity value is equal then random allocation will be used as a tie breaker. The process of random allocation will be undertaken by the drawing of lots. The process will be independently verified.

Where a single place remains at a school and the application being considered is for twins (etc.) the Council will allocate above admission number to accommodate each child.

Number of preferences expressed for the school September 2018 - 309

How places were allocated for admission in September 2018	No. of children
Children with SEN/ECHP	2
Criterion 1 (children in care)	1
Criterion 2 (vulnerable children)	0
Criterion 3 (sibling link)	48
Criterion 4 (medical)	0
Criterion 5 (proximity)	108
Local Authority offers (school not expressed as a preference)	91
Number of places offered March 2018 (agreed number for 2018 was 250)	250

Places were offered to all where the school was the highest preference at which a place could be offered. There were no appeals for the school. The number of children admitted into the school in September 2018 was 180.

# Admission criteria for Roman Catholic schools

## Mount St Joseph



Greenland Road, Farnworth, Bolton, BL4 0HU

Tel: 01204 391800

Headteacher: Mrs A Devany

Age range 11 - 16

[www.msj.bolton.sch.uk](http://www.msj.bolton.sch.uk)

Admission No. September 2019: 180

Mount St Joseph is an 11-16 co-education Catholic Secondary School under the trusteeship of the Diocese of Salford. It is maintained by Bolton Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

All preferences listed on the Local Authority Preference Form will be considered on an equal basis without reference to the order in which the school is expressed as a preference. The following set of Admissions Criteria will form the priority order where there are more applications for admission than the school has places available.

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

- 1) Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order.
- 2) Children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children from the following Catholic Primary Schools:

St Ethelbert's, Deane	St Gregory's, Farnworth
Our Lady of Lourdes, Farnworth	SS Peter and Paul, Bolton
St William of York, Great Lever	St Teresa's Little Lever
- 4) Baptised Catholic children from other Catholic Primary Schools.
- 5) Baptised Catholic children from Non-Catholic Primary Schools.
- 6) Children of staff at the school where the member of staff has been employed at the school for two or more years, or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 7) Non-Catholic children from the Catholic Partner Primary Schools instanced above.
- 8) Non-Catholic children from other Catholic Primary Schools.
- 9) Other children.
  - a) All applicants will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2018.
  - b) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measure in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance to the school using the Local Authority's Routefinder measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
  - c) Where a child lives with parents with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parent who normally has responsibility for the



majority of school days in a week.

- d) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- e) Where a single place remains at a school and the application being considered is for twins (etc.) the school will allocate above the admission number to accommodate each child.
- f) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- g) For 'In Year' application received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the co-ordinated arrangements published by the Local Authority.
- h) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Number of preferences expressed for the school September 2018 - 633

How places were allocated for admission in September 2018	No. of children
Children with SEN/EHCP	12
Category 1	1
Category 2	57
Category 3	35
Category 4	1
Category 5	13
Category 6 (will be used for the first time Sept. 19)	0
Category 7	35
Category 8	0
Category 9	26

Number of places offered March 2018 180

The school was oversubscribed for admission in September 2018. On offer day 156 children were refused a place. After the offer day, as places in the school were declined a further 3 places were offered to those on the waiting list. There were 59 appeals for the school, 8 were allowed. The number of children admitted in to the school in September 2018 was 188.

# St Joseph RC High School and Sports College



Chorley New Road, Horwich, Bolton, BL6 6HW

Tel: 01204 697456

Headteacher: Mr A McCabe

Age range: 11 - 16

[www.stjosephsbolton.org.uk](http://www.stjosephsbolton.org.uk)

Admission number September 2019: 210

## Admission criteria

St Joseph's RC High School and Sports College is an 11-16 co-education Roman Catholic Secondary School under the trusteeship of the Diocese of Salford. It is maintained by the Bolton Local Authority (LA). As a Voluntary Aided School the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For 2019 the Governing Body has agreed to increase the admission number to 210.

The Governing Body recognises that the first responsibility of the school is to serve the Roman Catholic community for which it has been established. This is focused on designated parish communities and the Roman Catholic primary schools that are partners in providing education for those communities. As a consequence St Joseph's ethos is distinctly Roman Catholic and we ask all parents applying for a place and pupils attending here to respect this ethos and its importance to the St Joseph's community. (This does not affect the right of parents who are not of the Roman Catholic faith to apply for and be considered for a place at St. Joseph's).

In establishing their over subscription criteria the Governing Body has also taken full account of the Code of Practice produced by the Department for Education, and the emphasis placed on supporting children in public care. All applications will be considered without reference to the order in which the school is expressed as a preference.

The parish communities served by the school are: [See note (iv)]

- Holy Family, New Springs
- Our Lady's, Aspull
- Sacred Heart, Westhoughton
- St Joseph's, Anderton
- St Mary's, Horwich

The associated primary schools are:

- Holy Family, New Springs
- Our Lady's, Aspull
- Sacred Heart, Westhoughton
- St Bernard's, Ladybridge
- St Joseph's, Anderton
- St Mary's, Horwich

Admissions to the school will be made by the Governing Body. All children whose Education, Health and Care Plan (EHCP) names the school will be admitted. The governing board must be consulted and allowed to make representations before the school is named. All preferences for St. Joseph's listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admission criteria forming a priority order where there are more applications for admissions than the school has places available:

- 1) Looked After [See note (ii)] children who are, or were previously, in the care of the Local Authority.
- 2) Roman Catholic children whose principal residential home address [See note (ii)] is in one of the parish communities [See note (iv)] named previously and who attend one of the associated primary schools.

- 3) Roman Catholic children whose principal residential home address is not in one of the parish communities named previously but who attend one of the associated primary schools.
  - 4) Roman Catholic children who have a brother or sister [See note (v)] attending the school at the time the admission would take effect.
  - 5) Other Roman Catholic children.
  - 6) Children of staff in either or both of the following circumstances:
    - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
    - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - 7) Children with proven and exceptional medical and/or social needs where these needs can only be met by this school (see note vi)
  - 8) Non-Catholic children attending one of the associated primary schools.
  - 9) Non Catholic children who have a brother or sister (see note v) attending the school at the time admission will take effect
  - 10) Any other children.
- Decisions on admission to the school for Year 7 in September 2019 will be made in accordance with the above criteria at a meeting of the Admissions Panel of the Governing Body. All applicants will be considered at the same time and after the closing date for admissions provided by the Local Authority. The meeting will consider all applications and information received by that date. Any subsequent applications, or applications referred to the Governors at a later date, will be considered by the Governors according to the Admissions Criteria, but in the light of whether any places remain available.
  - If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to apartment blocks) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more applicants where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place. All the applicant names will be entered into a hat and the required number of names will be drawn out.
  - Parents who change address before their child takes up the place allocated and who would consequently prefer a different school should inform the Children's Services Department of the LA immediately. An applicant, who is to change address before taking up a place allocated which would consequently alter the order of priority, should support any application with supporting evidence such as a solicitor's letter of a letter from the Housing Department.

**Notes:**

- i) A Looked After Child 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 [under section 22(1) of the Children Act 1989]. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- ii) 'Catholic' means either holding a certificate of baptism signed by a priest of the Latin Catholic Church or holding a certificate of reception of reception of baptised Christians in to the Latin Catholic Church. The Governors reserve the right to require an original baptismal certificate. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the (appropriate diocesan authority) will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the church.
- iii) The 'principal residential home address' will be considered to be the address at which the child resides. Where a child lives with parents with shared responsibility each for part of the week, the 'principal residential home address' will be considered to be the address named in any residence order, or where no such order exists the address at which the child resides for the majority of the week.
- iv) Parents should check carefully where they are resident within the parish boundary of one of the parishes

named previously. Maps illustrating these boundaries are available from the associated primary schools and St Josephs.

- v) Sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister. Alternatively a child may be considered to be a sibling if they are the step brother or sister of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- vi) It is essential that applicants under Criteria 7 submit professional supporting evidence from for example a Doctor, psychologist, social worker or other qualified professional setting out the particular reasons why St Joseph's is the most suitable school for those difficulties. This must satisfy the Governing Body that admission to St. Joseph's would best support the child's needs.
- vii) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel within 20 days according to procedures laid down by the Local Authority.
- viii) A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions criteria. It will operate until the end of the Autumn Term of the admitting year.
- ix) If 'in-year' applications are received outside the normal admissions round and places are available then children qualifying under the published criteria will be admitted. 'In-year' applications can now be made direct to the school.
- x) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections, place of residence, school attended or the exceptional medical and/or social needs as claimed.

Number of preferences expressed for the school September 2018 - 458

How places were allocated for admission in September 2018

Criteria	Number of Children
Children with SEN/EHCP	3
Category 1	3
Category 2	91
Category 3	18
Category 4	2
Category 5	10
Category 6	0
Category 7	2
Category 8	11
Category 9	3
Category 10	67

Number of places offered March 2018 - 210

The school was oversubscribed for admission in September 2018. On offer day 10 children were refused a place. After offer day as places in the school were declined all children on the waiting list were offered a place. There were no appeals for the school, 210 children were admitted into the school in September 2018.

# Thornleigh Salesian College



Sharples Park, Bolton, BL1 6PQ

Tel: 01204 301351

Headteacher: Mrs A Burrowes

Age range: 11 - 18

[www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)

Admission No. September 2019: 270

Thornleigh Salesian College is an 11 - 18 co-educational Roman Catholic Secondary School under the trusteeship of the Salesians of Don Bosco, and maintained by Bolton Local Authority. As a Voluntary Aided school the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admission arrangements is undertaken by the Local Authority.

Our identity as a Catholic Salesian school and the inspiration we receive from the life of St John Bosco shapes our ethos and spirit, placing the developing child at the centre of everything we do. We aim to provide a vibrant experience of Christian community where everyone can flourish. Cooperation, consideration, mutual respect and care for each other determine the quality of our relationships.

The Governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it was established. This is focused on the nominated parish communities and the associated Roman Catholic Primary schools which are partners in providing for those communities. In establishing the over subscription criteria the Governors have also taken note of the emphasis placed on supporting children in care, as detailed in the Code of Practice produced by the Department for Education.

All applications for admission in September 2019 will be considered without reference to the order in which the school is expressed as a preference. The Governing Body of Thornleigh is responsible for admissions. The school's admission number for September 2019 Year 7 entry is 240.

## Thornleigh Salesian College associated RC Primary Schools are as follows:

St Brendan (Harwood) St Columba (Tonge Moor), Holy Infant (Astley Bridge), St John the Evangelist (Bromley Cross), St Joseph (Halliwell), St Osmund and St Andrew (Brightmet), St Thomas of Canterbury (Heaton).

## Thornleigh Salesian College nominated parishes are as follows:

St Brendan (Harwood), St Columba (Tonge Moor), St Edmund (Bolton), Holy Infant (Astley Bridge), St James the Great (Montserrat), St John the Evangelist (Bromley Cross), St Joseph (Halliwell), St Osmund (Brightmet), St Thomas of Canterbury (Heaton).

Allocation will be in accordance with parental preferences far as possible. The limitations on this will be those provided for by Section 86(2) of the Education Act 1998, which states that an authority need not comply with the parental preference for reasons which include:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources;
- where the child has been permanently excluded from two or more schools.

It is obviously inefficient to have first year groups at one school overcrowded while other schools have spare places.

Children who have an Education, Health and Care Plan (EHCP) that names the preferred school will be offered places first. Where demand for places at Thornleigh Salesian College exceeds the available places, admission to the school will be made in accordance with the following criteria in order of priority:

- a) Roman Catholic children who are looked after or previously looked after children (see notes 1 & 2)
- b) Roman Catholic children who live in a nominated parish, and attend an associated Roman Catholic primary school
- c) Roman Catholic children who live in a nominated parish
- d) Roman Catholic children who attend an associated primary school but do not live in a nominated parish
- e) Roman Catholic children who have a sibling in the school at the time of admission (see note 3)
- f) Other Roman Catholic children
- g) Other children who are looked after or previously looked after children (see note 2)
- h) Other children in an associated Roman Catholic primary school
- i) Other children with a sibling in the school at the time of admission (see note 3)
- j) other children

The sibling link in categories (e) and (i) above does not apply if the older child is in the Sixth Form and has transferred after Year 11 from another 11-16 school. Decisions on admission to the school in Year 7 for September 2019 will be made in accordance with the above criteria. Late applications will be considered in the light of whether any places remain available (see notes 4 & 5).

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The shortest walking distance from the front door of the applicant's address to the main entrance door of the school by the safest route will be the deciding factor in these cases. This will be decided using the measurements provided by the Local Authority using the Routefinder mapping system.

If there are two or more children equidistant and only one place remaining the school with either, 1) use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tie breaker, or 2) where twins, triplets or children from other multiple births are resident at the same address, and allocating the final place to one of them would mean some sibling(s) being excluded, then all will be allocated a place at the school.

For children who are the subject of shared parental custody the school will use the address where the child benefit is paid as their main place of residence. Parents should check carefully whether they are resident within the parish boundary of one of the nominated parishes.

Parents who change address before their child takes up the place allocated and who would consequently prefer a different school, should inform the School Admissions Team immediately on 01204 332137. If the move has not been completed, supporting evidence such as a solicitor's letter or a letter from the Housing Department will be needed.

#### Notes:

- i) A 'Roman Catholic' child is one who has been baptised in a Roman Catholic church or who has subsequently been formally received into the Roman Catholic Church. In both instances, evidence of such baptism or reception will be required.
- ii) A looked after child 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 definition in Section 22(1) of the Children Act 1989). A previously looked after child is one who has ceased to be looked after because they were adopted or have become subject to a residency order of special guardianship order.
- iii) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling. Older children can be considered to 'qualify' a younger child under the sibling link in priorities(e) and (i) of the criteria provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
- iv) If in any year Thornleigh Salesian College receives more applications for places than there are places available the Local Authority will operate a waiting list on behalf of the school. All unsuccessful applications will be automatically added to the waiting list. The child's position on the waiting list will be determined solely in accordance with the over subscription criteria set out above.
- v) Parents/Carers have a statutory right to submit an appeal for a place at their preferred school if their application for a place has been unsuccessful. An appeal form should be automatically sent by the Local Authority if they have been refused a place. See link to Bolton Council for full information on the admissions and appeals procedures:  
<http://www.bolton.gov.uk/website/pages/admissions.aspx>

Number of preferences expressed for the school September 2018 - 716

How places were offered March 2018	No. of children		
SEN/EHCP	5	Category F	13
Category A	0	Category G	2
Category B	144	Category H	44
Category C	20	Category I	14
Category D	2	Category J	24
Category E	2		

Total number of places offered March 2018 – 270

The school was oversubscribed for admission in September 2018. On offer day 95 children were refused a place. After offer day as places in the school were declined 14 places were offered to those on the waiting list. There were 19 appeals for the school, 2 were allowed. 270 children were admitted in to the school in September 2018.



# Admission criteria for voluntary aided/free/faith based academy schools

## Bolton Muslim Girls School – A Specialist Language College



Swan Lane, BL3 6TQ  
Tel. 01204 361103  
Headteacher: Mr I Patel  
Age range: 11-16

[www.bmgs.bolton.sch.uk](http://www.bmgs.bolton.sch.uk)

Admission no. September 19: 120

### School ethos

Bolton Muslim Girls' School's ethos is in keeping with the Deobandi Hanafi School of Thought of the religion of Islam and we invite all parents applying for a place at and all pupils awarded a place to attend the school to respect this ethos. (This does not affect the right of parents who are of other faiths or of no faith to apply for and be considered for a place at Bolton Muslim Girls' School in accordance with the Admissions Criteria).

### Admission criteria

If the school receives fewer applications than the published admission number, then all girls will be offered admission. If the school receives more applications than the published admission number, after girls with an Education, Health and Care Plan (EHCP) in which the school is named have been admitted, admissions will be dealt with as follows: -

### Admission Criteria

1. Looked after girls or previously looked after girls immediately after being looked after became subject to an adoption, residence/child arrangement order, or special guardianship order (see note 1).
2. Muslim girls whose parent demonstrates a commitment to the Deobandi Hanafi School of Thought of the religion of Islam and who has a sister linked (living at the same address) to the school at time of admission.
3. Muslim girls whose parent demonstrates a commitment to any other School of Thought of the religion of Islam and who has a sister linked (living at the same address) to the school at time of admission.
4. Any other Muslim girls whose parent demonstrates a commitment to the Deobandi Hanafi School of Thought of the religion of Islam
5. Any other Muslim girls whose parent demonstrates a commitment to any other Islamic School of Thought of the religion of Islam
6. Other girls.

### notes:

1. A looked after girl is a girl 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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order/ child arrangement order' is an order settling the arrangements to be made as to the person with whom the girl is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a girl's special guardian (or special guardians).
2. 'Parent' includes a father and a divorced or widowed mother or a single mother.



3. In the case of a father, commitment to a School of Thought is defined as attendance by the father at a local Masjid adhering to a particular School of Thought supported by a letter from the appointed Imaam of the Masjid confirming attendance at prayer at least once each month in the two years preceding the application. (Attendance at prayer is considered to be one of the five compulsory prayers being delivered with congregation within the Masjid). In the case of a divorces or widowed or single mother, commitment to a School of Thought is defined as attendance by the mother at a halaqa (study circle) or other Islamic study supported by a letter from the Aalima (Islamic Theologist) at the Masjid/Islamic Centre confirming the attendance at least once each month in the two years preceding the application.
4. Local Masjids are those that are within the area administered by Bolton Council and registered with the Charity Commission.
5. 'Sister' includes step, half, foster and adopted siblings living at the same address.
6. If the school is over-subscribes in any of the above categories, a distance tie-break criterion will be applied which is that used by Bolton Council for secondary school admissions. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the difference between two girls' homes and the school is the same using the Bolton Council distance tie-break system.
7. Where a single place remains available at the school and the application being considered is for multiple birth children, the school will allocate above the planned admission number to accommodate each child.
8. If you are applying for a place at BMGS you should complete both the Preference Form and Supplementary Information Form (SIF). If you are intending to apply online through the Bolton Council website you only have to fill out the form online and provide the school with a letter from the Imam/Aalima. Alternatively if you are completing a paper form you should also fill out the school's SIF. The SIF/letter from Imam/Aalima must be returned to the school office by 31 October 2018.
9. Although completion of the Supplementary Information Form/letter from Imam/Aalima is not compulsory, parents should be aware that failure to complete and return the form/letter to BMGS will affect where our child is placed within the over subscription criteria for a faith-based place.

Number of preferences expressed for the school September 2018 - 314

Breakdown of how places were allocated for admission in 2018	No of children
SEN/EHCP	1
Criteria 1	0
Criteria 2	23
Criteria 3	15
Criteria 4	81
Criteria 5	0
Criteria 6	0
Total number of places offered March 2018	120

The school was oversubscribed for admission in September 2018. On offer day 117 children were refused a place. After offer day 12 places were offered to children on the waiting list. There were 47 appeals for the school, 4 were allowed. The number of children admitted in to the school for September 2018 was 124.

## Eden Boys' School, Bolton



Eden Boys

Wolfenden Street Bolton BL1 3QE

Principal: Mr Shabir Fazal

[www.edenboysbolton.com](http://www.edenboysbolton.com)

email: [info@ebbolton.staracademies.org](mailto:info@ebbolton.staracademies.org)

telephone: 01204 849240

Admission number September 2018: 124

Age range: 11 - 18

'Eden Boys' School, Bolton is part of Star Academies. Star Academies has devolved operational responsibility for managing admissions to the Local Governing Body of Eden Boys' School, Bolton.

### **Summary of Admissions Policy** (please contact school for full school details)

As an 11-18 progressive, inclusive and outstanding Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

If the school is oversubscribed, the school will admit boys in accordance with the over subscription, once all boys with an Education, Health and Care Plan (EHCP), naming the school, have been admitted.

#### **Oversubscription Criteria:**

1. Looked after boys or a boy who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardian ship order (see note 1).
2. Sons of staff employed at Eden Boys' School for 2 or more years at the time at which the application for admission is made, and/or the member of staff has been recruited to fill a post where there is a demonstrable skills shortage (see note 3).
3. Boys with a sibling who is a pupil already attending Eden Boys' School, at the time of both application and admission (see note 2).
4. Boys for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Eden Boys' School. Professional supporting evidence must be provided by the parent from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical, social or welfare difficulties will be exacerbated if admission is not offered at Eden Boys' School (see note 4).
5. A maximum of 40 places will be allocated to boys in the BL3 postcode area.
6. All other boys who live nearest from home to Eden Boys' School, including those who were refused admission under criterion 5.

#### **Tie breaker**

If any criteria are oversubscribed then priority will be given to those boys who live nearest from home to school. The distance will be measured in a straight line using Bolton Council's Routefinder computerised mapping system. The Ordnance Survey integrated network will measure distance from the point on the highway nearest to the centre of the home property to the designated main entrance to the school. If the distance between the boys' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will then be used to decide which of the boys can be offered a place. The random allocation process will be undertaken by Bolton Council's School Admissions Team at the Council office in the presence of a school representative.

#### **Address**

The address given must be where the child and the parent(s)/carer(s) live permanently. It must not be the child minders, grandparents or other relatives' address. If parent(s)/carer(s) share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during weekdays. If there is joint custody for the child, then the address of the parent(s)/carer(s) receiving child benefit will be used.

#### **Notes:**

- 1) A looked after child 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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989 which defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- 2) A boy will be eligible for consideration when his parent(s) complete the section on the Local Authority’s common application form.
- 3) Siblings refers to full brother, half-brother, adopted brother, step brother, foster brother or the child of the parent/carer’s partner, and, in every case, the child should be living in the same family unit at the same address.
- 4) It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical, social, or welfare criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical, social or welfare difficulties will be exacerbated if admission is not offered at Eden Boys’ School.

The supporting evidence from the professional must be submitted by 31 October 2018. If the evidence from the professional is received after 31<sup>st</sup> October 2018, then the Governing Body will accept this as long as it is received by 25<sup>th</sup> January 2019, at the very latest.

### **Multiple births**

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

### **Late applications**

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date. When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parent(s) / carer(s) moving into the area after the closing date
- Parent(s) / carer(s) were abroad for the whole period between the publication of the Local Authority’s composite prospectus and the closing date of the application form
- Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority’s composite prospectus and the closing date of the application form

No late applications will be considered after 25<sup>th</sup> January 2019. These late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

Number of preferences expressed for the school September 2018 290

How the places were allocated for admission in September 2018 No. of Children

Statement SEN/EHCP	2
1. Looked After Children	0
2.Sibling Link	29
3.Children of Staff	0
4.Medical/Social exception	0
5.BL3 (max 40 places)	40
6.Proximity to school	53

Total number of places offered March 2018 124

There were 28 appeals for the school, 1 was allowed. The number of boys expected in the school for September 2018 is 124.

# Canon Slade School



Church of England School in the Diocese of Manchester and Performing Arts College  
Bradshaw Brow, Bolton, BL2 3BP

Tel 333343

Head teacher: Mr D Burton

Age range: 11 - 18

[www.canon-slade.bolton.sch.uk](http://www.canon-slade.bolton.sch.uk)

Admission number September 2019: 300

The Bishop Fraser Trust is a Church of England multi academy trust with a vision to allow all children to experience 'life in all its fullness'. The trust opened on 1 December 2017 and currently comprises three schools; Canon Slade, St James's CE School and Bolton St Catherine's Academy.

Multi Academy Trusts are publicly funded, independently managed trusts, responsible for the running and performance of its component schools. The Department for Education meets the capital and running costs for the schools in the trust and they are funded at the same level as other schools. The three schools in The Bishop Fraser Trust retain their individual character and identity and have their own admissions policies.

The Governors' policy is to give priority to children from committed Christian\* families. The number of intended admissions each year to Year 7 is 300. All pupils are admitted without reference to ability or aptitude except in the case of applicants to the sixth form to take GCE Advanced Level courses.

## Admission Criteria:

The school will admit all children with an Education, Health & Care Plan (EHCP) that names the school.

In the event of the number of applicants exceeding the number of places available, the following criteria will be used by the governors in order to discriminate between applicants.

1. Where there are more applications than places available, the school will give the highest priority for admission to looked after children and previously looked after children.

**Note:** A looked after child 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

Thereafter the Governors will decide between applicants using the following order.

2. Children from committed Christian families, based on:

1. How regularly and frequently the child attends public worship at a Christian Church\*
  2. How regularly and frequently one parent attends weekly worship at a Christian Church\*
  3. The number of years the child's attendance at public worship at a Christian Church has been sustained
  4. The number of years the parent's attendance at public worship at a Christian Church has been sustained
- \*Please note information will be gathered from parents/a person with Parental Responsibility and the authorised minister to enable the points score to be calculated for each child. The Governors have defined 'Christian Church' as being any church in membership of, or sharing the statement of belief ('the Basis') of 'Churches Together in England'. A list of members of Churches Together in England can be found at [www.churches-together.org.uk](http://www.churches-together.org.uk)

3. Children who have an older sibling\*\* attending the school at the closing date of applications for admission, whose older sibling was admitted under the schools faith based criteria.
4. Children who have an older sibling\*\* attending the school at the closing date of applications for admission, whose older sibling was **not** admitted under the schools faith base admission criteria.
5. Children of staff at the school where the member of staff has been employed at the school for two or more years, or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children eligible for the service premium.\*\*\*
7. Children eligible for the pupil premium.\*\*\*\*
8. Any other children, with priority given to those who live closest to the school.\*\*\*\*\*

Note: parental responsibility has been defined by the children act 1989 as “all the rights and duties, powers, responsibilities and authority which by law a parent has in relation to the child and his property.

\*\* The governors have defined ‘Sibling’ as full, step, half, foster and adopted brother or sister living at the same address.

\*\*\* The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of UK Armed Services personnel.

\*\*\*\* The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

\*\*\*\*\* The distance from the child’s normal home front door from the main gate of the school in a straight line, measured on a map, will be used as the determining factor, nearer addresses have priority. The normal home address will be taken to be the home which the child sleeps for the majority of the school week. Parents may be asked for proof of address. For children of UK armed Service personnel and other Crown servants returning to the area proof of posting is all that is required.

### **How places were allocated for admission in September 2018**

The school was oversubscribed for admission in September 2018. The ‘cut-off’ point score was 264 points, this was out of a maximum total of 540 points in 2018. After the March 2018 offer day, as places in the school were declined, a further 23 places were offered to those on the waiting list. There were 16 appeals for the school, 2 were allowed.

If you are applying for a place at the school under the faith criteria you must also complete the school’s application form. This form is available from, and is returned to the school. Your preference for Canon Slade must also be indicated on the LA preference form/online application. Failure to submit both forms will affect where your child is placed within the oversubscription criteria.

The closing date for receipt of the supplementary school form is Monday 5<sup>th</sup> November 2018.



# St James's Church of England High School



Lucas Road, Farnworth, Bolton, BL4 9RU

Tel: 01204 333000

Headteacher: Mrs T A Lewyckyj

Age range: 11 – 16

Admission number 2019: 210

[www.st-james.bolon.sch.uk](http://www.st-james.bolon.sch.uk)

The Bishop Fraser Trust is a Church of England multi academy trust with a vision to allow all children to experience 'life in all its fullness'. The trust opened on 1 December 2017 and currently comprises three schools; Canon Slade, St James's CE School and Bolton St Catherine's Academy.

Multi Academy Trusts are publicly funded, independently managed trusts, responsible for the running and performance of its component schools. The Department for Education meets the capital and running costs for the schools in the trust and they are funded at the same level as other schools. The three schools in The Bishop Fraser Trust retain their individual character and identity and have their own admissions policies.

## Admission arrangements

Applicants are reminded if they are applying for a place at St James's CE High School they must express the school as a preference on the Local Authority application form/online application.

In addition to expressing the school as a preference applicants are advised to complete the school's supplementary form, which is available from the school or can be downloaded from the school website.

All pupils of transfer age, wherever they live, are eligible to apply for admission to St James's Church of England High School. All pupils are admitted without reference to their ability or aptitude.

The Governors will admit all children having an Education, Health & Care Plan (EHCP) that names the school.

Difficult to place pupils will be admitted in accordance with the Local Authority 'Fair Access Protocol'.

In the event of the number of applications exceeding the number of places available the following criteria will apply.

## Looked After and Previously Looked After Children

The highest priority for admission if the school is oversubscribed will be given to a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child 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 definition in Section 22(1) of the Children Act 1989).

Thereafter the governors will rank applications (highest to lowest points) using the published criteria and points allocations system set out below and will offer places to those applications which reach the 'qualifying score'. This is the point at which 210 pupils can be admitted.

The 'qualifying score' varies from year to year as it is dependent upon the number of applications received and the information contained within in them, therefore it cannot be determined before all applications have been processed.

Category	Points available
Sibling currently at school	6
Parish residence	4
Christian act of worship (child)	up to 10
Other faiths act of worship (child)	up to 5
Christian act of worship (parent)	up to 8
Other faiths act of worship (parent)	up to 4

Please note: All acts of worship refer to the specified period of 1st September 2017 to 31st August 2018.

When the total points score has been calculated for each child, the governors will provide their rank order to



Bolton Local Authority who will send out offers of places.

Where there are more applicants than places available for pupils with the same number of points, the Governors will implement a 'Tiebreak' ranking of applications and the following criteria shall apply when offering places:

1. Applications that have a sibling in school (at the time of application). If more than one applicant satisfies this criterion and has the same number of points the places will be ranked on the basis of home to school distance. The distance will be calculated by the Local Authority method using Routefinder computerised mapping system. In the event of more than one pupil (with a sibling) living the same distance from the school, random allocation will then be used as a final tie-breaker. This process will be independently verified.
2. Other applications. Home to school distance by the shortest walking distance. This distance will be calculated by the Local Authority method using a computerised mapping system Routefinder. In the event of more than one pupil living the same distance from school, random allocation will then be used as a 'Tiebreaker'. The process will be independently verified.

Please note that where parents have shared responsibility for a child and the child lives for part of the week with each parent, the address of the parent who receives the child benefit will be used. Parents will be required to provide proof of this.

### **Waiting List**

All applications received before the school's admission closing date will be ranked in accordance with the published oversubscription criteria. Applications that do not receive an offer will be held on a waiting list in rank order. As offers are declined the next ranked application on the waiting list will receive an offer. Any late application, received after the school's admission closing date will be ranked following offers day and then placed in rank order on the waiting list.

Looked after children and those previously looked after, and those allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list. The waiting list will be maintained for at least the first term of the academic year.

If you are applying for a place at St James's you are strongly advised to complete the school's supplementary form. This form is available from and is returned to the school. Your preference for St James's must also be indicated on the Local Authority form/online application.

### **How places were allocated for admission in September 2018**

There were 1066 preferences expressed for the school. The 'cut off' point score on offer day was 14 points. Not all children with 14 points could be offered a place. After offer day 1 place was offered off the waiting list. There were 67 appeals for the school, 6 were allowed.



# Children with an Education, Health & Care Plan (EHCP)

Schools also have a special educational needs governor who has particular responsibility for the SEN policy and ensuring its delivery. There are a small proportion of pupils whose needs are so severe that they cannot be met by the resources available to mainstream schools and the support services available to them. These pupils will require a statement of special educational needs and may be placed in either a mainstream or special school.

The Special Educational Needs and Disability Act 2001 introduced duties on local authorities, schools, higher education institutes and youth services. The Act strengthens the right of children with special educational needs to be educated in mainstream schools where parents wish it and the interests of the other children can be protected. It also requires the school to inform parents where they are making special educational needs provision for their child.

Part 4 of the Act amends the Disability Discrimination Act (1995) by placing new duties on providers of school and post 16 education:

- Not to treat disabled pupils less favourably, without justification, for a reason which relates to their disability
- To make reasonable adjustments so that disabled pupils are not put at a substantial disadvantage to pupils who are not disabled
- To prepare accessibility strategies (LAs) and accessibility plans (schools) for increasing over time, the accessibility of schools for disabled pupils (the 'planning duty')

It should be noted that these duties are all 'anticipatory' i.e. schools need to consider the requirements of current and future disabled pupils. This means that schools are expected to make reasonable enquiries to find out whether children currently on roll, as well as those seeking admission, have a disability. All schools should now produce a Disability Equality Scheme to show how they are meeting their duties under the Disability Discrimination Act.

Admission of a pupil with an Education, Health and Care Plan (EHCP) is determined by the school named in section I of the Education, Health & Care Plan. Parents have a right to state their preferred choice of school and the local authority must comply with the request unless the school is unsuitable to the child's age, ability, aptitude or special educational needs or the placement would be incompatible with the efficient education of the other children with whom the child would be educated.

# Special schools

All pupils who are admitted to a special school are required to have an Education, Health & Care Plan (EHCP). If it is felt that a special school is most appropriate for your son/daughter in the secondary phase of their education, this will be discussed with you at their annual review or Person Centred Transfer Review (PCR). All admissions to special schools are agreed through admission panel meetings. Please contact the school directly regarding open days/evenings.

## Lever Park Academy



Stocks Park Drive, Horwich  
Bolton, BL6 6DE Tel: 01204 332666  
Head teacher: Mr M Taylor

Age range: 11-16  
[www.leverpark.bolton.sch.uk](http://www.leverpark.bolton.sch.uk)

The school is a 69 place co-educational special school for children experiencing social, emotional and mental health difficulties. All pupils are expected to take full part in National Curriculum subjects and enter recognised national qualifications and testing. All take vocational qualifications provided on site in a purpose built vocational suite.

Admissions are through the Local Authority SEND Assessment Service.

## Rumworth School



Armada Road, Ladybridge,  
Bolton, BL3 4TP Tel: 01204 333600  
Head teacher: Mr G Johnson

Age range: 11- 19  
[www.rumworth.co.uk](http://www.rumworth.co.uk)

Rumworth School is secondary special school for pupils with complex needs and moderate learning difficulties. It was judged as being outstanding by Ofsted in May 2014. Pupils have access to a curriculum designed to deliver the full national curriculum, differentiated to meet the needs of a diverse range of learners. Personalised support is provided for individual pupils to enable them to access the curriculum and to succeed.

As pupils progress through the school they are encouraged to develop greater independence and develop work related skills. Pupils are entered for external accreditation when they are ready and at a level appropriate to their individual ability. Pupils are able to gain ASDAN awards, Duke of Edinburgh Award, Entry Level certificates, GCSE and Vocational Qualifications. The curriculum is enriched for pupils by providing a wide range of personal and social development activities including sports, school performances, educational visits and residential experiences.

“Because teaching and the support provided is so effective, pupils thrive at the school. They have a real thirst for learning and make good or outstanding progress in all areas of their development, including personal and social skills, communication, literacy and numeracy” (Ofsted 2014)

Students have a Statement of Special Educational Needs or Education, Health & Care Plan and admissions are through the Local Authority SEND Assessment Service.

## Firwood High School



Firwood  
High  
School

Stitch-Mi-Lane, Bolton BL2 4HU

Tel: 01204 333044

Head of school: Mrs D Coburn

Executive Head teacher:

Mrs Sally McFarlane

Age range: 11-19

[www.firwood.bolton.sch.uk](http://www.firwood.bolton.sch.uk)

Firwood High School supports students who have severe or profound learning difficulties and their families. Our school is a purpose-built establishment with state of the art specialist facilities to interest and engage our students in their learning. These include the 'Bistro', hydrotherapy pool, a purpose built flat to learn life skills to name a few. We also have specialist teaching rooms for science, food technology, art and design, library and sports hall and sensory theatre.

Our school motto is 'Learning without Limits' and our curriculum offer reflects this. Students have access to a curriculum that is highly differentiated, in line with the National Curriculum with great opportunities for learning including life skills and indeed skills for life.

Our students join us at Key Stage 3 and engage in a connective curriculum with a host of learning opportunities and go through into Key Stage 4 and 5 achieving ASDAN accreditations. Our students are also encouraged to achieve successes and qualifications in the 'Arts Mark' Award scheme and Duke of Edinburgh. There are a range of opportunities for a more personalised curriculum bespoke to the needs of the pupil and a range of personal and social enrichment opportunities including sports, school performances, educational visits and residential experiences.

We have a strong commitment to working with parents and carers, so hope you will be involved in this process through a variety of ways for example at parents meetings , parental engagement opportunities, EHCP reviews and our social activities.

Special transition arrangements for moving from Y6 to Y7 are put in place, including visits, introductory meetings and special information packs for parents and their sons/daughters. However, we can put special arrangements in place to meet particular needs if this is needed.

All of our students have an Education, Health and Care Plan (EHCP) and admissions are through the Local Authority SEND Assessment Service.

## Thomasson Memorial School

Devonshire Road, Bolton BL1 4PJ  
Head teacher: Lisa Lane

[www.thomassonmemorial.co.uk](http://www.thomassonmemorial.co.uk)  
Age range: 2-16

Thomasson Memorial is a school for deaf children. All of our children have a hearing loss. Our pupils are taught using Sign Supported English in a Total Communication format. Every child has an Individual Educational Programme tailored to their SEN needs and based on the mainstream curriculum. We follow the International Primary Curriculum in a 'topic' format as it gives our children the practical experiences that enable their learning. Every child has an Education, Health and Care Plan. These are reviewed annually during a meeting held at school. All of the children contribute to this meeting by writing an 'All about Me' Statement and attending the meeting where appropriate. The pupils have their Basic Skills assessed each term and their progress reviewed following this assessment. Additional reviews are held for Looked After Children who have a Personal Education Programme.

The Staff at Thomasson believe the social development of our pupils is as important as their academic progress. Therefore we aim to provide a supportive environment that nurtures the child whilst assisting them to achieve their true educational potential. Thomasson staff are available to support children from 0-25. Our peripatetic team provides a consistent approach throughout a child's pre-school, primary, secondary and FE/HE placement. They also help ensure a smooth transition between the different phases of education.

# Further information

## Co-ordinated admissions

Bolton Council operates a co-ordinated scheme for the transfer of pupils from primary to secondary school. This means that every parent/carer resident in Bolton who has applied for a school will receive a single offer of a secondary school place on the same day from Bolton Local Authority (LA). Bolton LA co-ordinates admissions for all the maintained schools in Bolton (including community, Voluntary Aided, Voluntary Controlled and Free Schools). Bolton Local Authority also co-ordinates admissions to schools that are in other Local Authorities.

## Bolton Council (LA) Co-ordinated Secondary Admission Scheme

All parents/carers of Bolton children must complete the Bolton LA application form for admission to secondary maintained schools whether located in the borough or in neighbouring LAs. This will include children with an Education, Health and Care Plan (EHCP). Parents will also be given the option of applying online.

The LA will provide parents with access details to the online application form and the Secondary Admissions Booklet will be made available online or hard copy available on request. A paper application form will be sent out to parents/carers that do not apply online at the end of September. The application form (including the online application) will allow parents/carers to express three preferences in rank order and to state reasons for their preferences. This will include maintained schools in this and the neighbouring LAs. Parents/Carers should only indicate an Independent school if a place has been offered and they are sure a place will not be required at a maintained school.

If Canon Slade School, St James CE High School or Bolton Muslim Girls School (BMGS) are expressed as preferences, parents/carers should additionally complete the school application form which is obtainable from the school. A letter from faith leader for BMGS may also be needed, contact the school for details. The supplementary form once completed must be validated by the Vicar/Faith Leader in time to enable parents to return it to the school by the deadline published by the school. Failure to complete the schools supplementary form/letter may affect where child is ranked within the schools over subscription criteria.

For Bolton children attending maintained primary schools, the completed LA application form/online application along with other relevant supporting documents must be returned to Bolton LA's Pupil and Student Services. The closing date for the return of the completed Local Authority preference form/online application will be 31 October 2018. The supplementary application form for Canon Slade, St James CE School and Bolton Muslim Girls School will specify the closing date for return.

The procedures for processing application forms received after the closing date are given in this booklet. The LA will provide the admission authorities with details of children applying for admission by 19 November 2018. This will include details of non-Bolton children requiring admission to the borough high schools. Details of Bolton children requiring admission at neighbouring LA schools will be passed on to the relevant neighbouring LA.

For admission to all secondary schools, all applications will be considered without reference to the parents' preference ranking (the order the school is expressed as a preference). For admission to Canon Slade CE School, St James CE High School, St Catherines Academy, Kearsley Academy, Essa Academy, Smithills Academy, Thornleigh Salesian College, St Joseph RC High School, Mount St Joseph RC High School, Bolton Muslim Girls School and Eden Boy's School, Bolton. The governors for each of the schools will consider all applications on the basis of their agreed criteria.

Governors of Canon Slade School, St James's High School, Kearsley Academy, Bolton Muslim Girls School, Thornleigh Salesian College, St Joseph RC High School, Mount St Joseph RC High School, Eden Boys School, Smithills Academy, Essa Academy and St. Catherines Academy will provide the LA details of children to be offered and refused places by 12 December 2018. Details of non-Bolton children will be passed on to the relevant home LA. Neighbouring LAs will provide details of Bolton children who have applied for admission to their schools.

Where a child could be offered a place at more than one school, the LA will offer a place at the highest ranking school. Where this is the case, the LA will inform the relevant admission authority so that the list of pupils who are to be offered and refused places is kept up to date. Thereafter, the LA and the neighbouring LAs will consider late applicants. This should ensure those parents/carers of all Bolton children who have applied for admission are offered a place.

All parents/carers of Bolton children will receive a letter/email from the LA informing them of the outcome of the application for admission to borough and neighbouring LA schools. Letters/emails will be sent on 1 March 2019 (or the next working day). If admission is refused to the preferred Community, Voluntary Controlled, Free, Voluntary Aided, Foundation or Academy school(s), an appeal form(s) will be sent along with the offer letter/email, which will inform parents/carers of the alternative school to be offered and will advise parents/carers of their right of appeal and provide details of the appeals process.

The LA will continue to co-ordinate admission arrangements until autumn term. This will mean the LA application form must be completed. The LA will provide the relevant admission authority details of children requesting admission. The LA will convey to parents/carers of Bolton children the outcome of their application.

## **Promoting good attendance at school**

Parents have a duty in law for making sure that their children receive a full time education. Most parents do this by registering their children in a school, although a small number of parents opt to educate them at home. If a child is registered in a school, the law states that they must attend regularly and that they must arrive on time. If your child has to be absent from school for any reason you must contact the school, to let them know as early as possible on the first day of absence. Any absence from school can disrupt your child's educational progress.

**Absences from school which are unauthorised may result in a Penalty Notice being issued by the Local Authority.**

## **Holidays in term time**

Parents are not entitled to take their children out of school for a holiday in term time. The regulations which govern school attendance make it clear that the Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. If you feel there are exceptional circumstances where your child may be required to take leave of absence then you must contact school and get a prior agreement from the Head Teacher. Any leave of absence without the Head Teacher's prior agreement will be unauthorised and you risk being issued a penalty notice by the LA.

**Penalty notices are currently set at £60.00 per parent, per child if paid within 21 days or £120 per parent, per child if paid after this but within 28 days.**

If your child's head teacher does allow a leave of absence for exceptional circumstances they will agree a return date with you. You **must** ensure that your child returns to school by the date agreed with the head teacher. If you fail to do so the head teacher has the power to remove your child's name from the school roll. If this happens, you may find that you will not be able to put your child back into your chosen school and you may have to appeal for a place. There is no guarantee that you will win any appeal. Please remember that any absence can disrupt your child's continuity of learning and should be avoided. If they are away from school not only do children miss out on their lessons, they are also less well prepared for the lessons when they do return.



## School meals

School meals are provided in all secondary schools in Bolton. There is a scheme for providing free school meals to children if their family receive income support, income based jobseekers allowance or receives child tax credit but not working tax credit and their income is below a certain level. Information about free school meals is available from Revenues and Benefits, Town Hall, tel. 01204 331590.

To make a new claim for free school meals you need to call into the One Stop Shop in the Town Hall or alternatively one of the following offices:

**Farnworth**  
Town Hall  
Mon - Fri  
9am - 5 pm

**Little Lever**  
Market Street  
Mon, Tues,  
Fri 9am - 5pm

**Horwich**  
Town Hall  
Mon - Fri  
8.45am - 5pm

**Westhoughton**  
Town Hall  
Mon - Fri  
9am - 5pm

## Home to School Transport

It is the responsibility of the parent/carer to ensure that their child goes to school each day and to make arrangements for them to get to and from school including any costs associated.

To qualify for a free school bus pass the following criteria must be met:

- 1) Attend your nearest available school and travel more than 3 miles to that school
- or**
- 2) The family must be entitled to free school meals for the child or be in receipt of their maximum Working Tax Credit (i.e. not reduced by income)
- and**
- Attend one of their three nearest schools and travel between 2 and 6 miles to that school or attend their nearest available denominational school (if attending a school on faith grounds) and travel between 2 and 15 miles to that school.

All journeys between 2 and 6 miles will be measured by the shortest walking route accompanied as necessary by an adult. The shortest walking route will be that determined by the Local Authority using public rights of way recognised within the measuring system. This will be measured using Routefinder, a computerised mapping system which uses the ordnance survey integrated network. Journeys between 6 and 15 miles will be measured along routes which a motorised vehicle can pass i.e. road routes.

In determining eligibility The Council will consider those schools near to home where you would have been given a place if you had included the school on your preference form.

There are limited circumstances where an exception can be made and these are set out in full in the Council's Home to School Travel and Transport Policy 2018/2019 published on the Council's website (copies are available on request from Pupil & Student Services 01204 332144).

If you feel that you meet this criteria you can apply by phone to Pupil & Student Services 01204 332144.

For more information on concessionary travel for school children contact Transport for Greater Manchester (TfGM) on telephone 0161 244 1000 8am to 8pm or visit their website [www.tfgm.com](http://www.tfgm.com).

## Sustainable travel

The school run is the cause of the most congestion and frustration for many people. In the last ten years the number of pupils travelling to school by car has nearly doubled. At 8.45 in the morning the roads around the school gates are thick with traffic. Parents drop off children anywhere they can including on the "keep clear zigzags". Children run out between the cars to cross the road. It is only for about 12 minutes but it is a very hectic unsafe time.

All schools in Bolton want to encourage more pupils to walk, cycle and use public transport and decrease the number of cars on the school run. The benefits being:

- Fewer cars outside schools can make the area safer for pupils.
- Road safety skills can be practiced by pupils who walk and cycle.
- Regular walking or cycling can improve the health and fitness of your child and **you**.
- Fewer cars reduce CO2 emissions and pollution.
- Walking to school is sociable for both parents and pupils.
- More pollution is breathed in by people in cars than pedestrians.

Many Bolton schools have a Travel Plan which is a comprehensive document produced, supported by, and involving the whole school community that sets out a package of practical measures or initiatives for improving children's safety on the school journey and for reducing the number of car trips made to a school.

## **Complaints**

Head teachers and school staff value the involvement of parents/carers in the education of their children. Working in partnership allows parents/carers the opportunity to raise any concerns they may have about their child's schooling. Parental concerns about the school should in the first instance be brought to the attention of the Head teacher, Deputy head teacher or class teacher. In most cases the issue will be resolved to everyone's satisfaction without the need for any formal complaint. Occasionally however, a parent/carer may wish to make a formal complaint. All formal complaints should be made in writing to the Head teacher. It is important to think about what it is that you are complaining about and write down details. Without full details the school will be unable to investigate your complaint. The school will look into your complaint and write back to you with the outcome.

## **Applications to school sixth forms**

Applications for places in school sixth forms are dealt with by the individual school and parent/carer should contact the school directly for advice about admissions or refer to the schools website.

## **Transferring your child between secondary schools**

If your child is already at secondary school in Bolton and you want to transfer to another Bolton secondary school you will need to complete the In Year Transfer Form, part of the form must be completed by your child's current school. When the form is fully completed please return it to Pupil and Student Services. Forms are available to download on the Bolton Council website or from the One Stop Shop, Town Hall.

## Dates for 2019/20 holiday pattern

Dates for 2019/20 holiday pattern

Term dates may vary slightly for each school, please check with the school for their holiday dates

### **Autumn Term Total 75 days in term**

Term begins: Monday 2nd September 2019

Half Term: Monday 21st October – Friday 25th October 2019

Term ends: Friday 20th December 2019

### **Spring Term Total 55 days in term**

Term begins: Monday 6th January 2020

Half Term: Monday 17th February – Friday 21st February 2020

Term ends: Friday 27th March 2020

### **Summer Term Total 63 days in term**

Term begins: Tuesday 14th April 2020

Bank Holiday: Monday 4th May 2020

Bank Holiday: Monday 25th May 2020

Half Term: Tuesday 26th May – Friday 29th May 2020

Term ends: Friday 17th July 2020

#### **Additional Information:**

- Children will be in school for 190 days
- Staff will be in school for 195 days
- 5 INSET days to be allocated during non-term time
- The above pattern equates to 193 days and Governing bodies have the authority to determine 3 occasional days to meet local needs of the school.
- Local Council elections will take place on Thursday 7th May 2020. Primary Schools which are NOT used as Polling Stations may be open on this day.

# Additional contacts

## **Blackburn with Darwen Borough Council**

Blackburn with Darwen Borough Council  
Children's Services Department  
10 Duke Street, Blackburn BB2 1DH  
Tel. 01254 666605  
[www.blackburn.gov.uk](http://www.blackburn.gov.uk)

## **Lancashire County Council**

Area Education Office South  
Level 1 Christ Church Precinct  
Preston  
PR1 8RJ  
Tel. 01772 536937  
[www.lancashire.gov.uk](http://www.lancashire.gov.uk)

## **Salford City Council**

Children's Services  
Unity House, Chorley Road  
Swinton, Salford  
M27 5AW  
Tel. 0161 793 2500  
[www.salford.gov.uk](http://www.salford.gov.uk)

## **Trafford Council**

School Admissions  
Waterside House  
Sale, M33 7ZF  
Tel. 0161 912 5007  
[www.trafford.gov.uk](http://www.trafford.gov.uk)

## **Bury Council**

Children's Services  
School Admissions  
Knowsley Place  
Duke Street  
Bury BL9 0EJ  
Tel. 0161 253 7657  
[www.bury.gov.uk](http://www.bury.gov.uk)

## **Manchester City Council**

Children's Services Department  
Number one First Street, Whitworth Street West  
Manchester M15 4FN  
Tel. 0161 245 7166  
[www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

## **Wigan Council**

School Organisation Team  
PO Box 100  
Wigan  
WN1 3DS  
Tel. 01942 489013  
[www.wigan.gov.uk](http://www.wigan.gov.uk)

# Terminology

**Academy** - Academies are publicly funded independent schools. They still have to follow the same rules for admissions and special educational needs. Academies get money direct from the government. They are run by an academy trust which employs the staff. Some academies have sponsors such as business, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

**Additional information form** - some schools require parents to complete a form to support their application for a school place. For example a church school may ask for confirmation of the child's regular attendance at church.

**Admission appeal** - where a parent/carer is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

**Admission arrangements** - all the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to school.

**Admission Authority** - the body responsible for determining the admission arrangements for a school. This can be the Local Authority or the governing body of the school.

**Admission criteria** - the rules which govern who should and should not be offered a place at an oversubscribed school.

**Admission number** - the number of pupils in any relevant age group intended to be admitted in any school year as determined by an admission authority. The admission number is calculated by dividing the net capacity by the number of year groups and consulting upon that with the school.

**Admission round** - the procedure, arrangements and timetable whereby parents/carers have to submit their common application form for admission to school in order to receive the single offer of a school place from the authority.

**Admission year** - the school year to which the admission arrangements apply.

**Allocation of a school place** - this is where the single offer of a place at a school is accepted by the parent/carers and therefore the child's name is placed on the list of admissions to that school.

**Allowed** - in relation to school appeals this means that the parent/carer won their appeal and the child was offered a place in the school.

**Authority offers** - places offered in a school that was not expressed as a preference but offered as the nearest school that had places.

**C.E.** - Church of England

**Community school** - state schools that are wholly owned and maintained by the Local Authority. The Local Authority has main responsibility for deciding arrangements for admitting pupils.

**Co-ordinated scheme for admission to school** - this is a method for determining, from potential offers for school places, which is going to be the single offer of a school place communicated to parents. For co-ordinated schemes agreed for Bolton residents the highest ranked potential offer as determined from the preference form/online application, will be the single offer of a school place.

**Education, Health and Care Plan** – An EHCP is the document which replaces Statements of SEN for children and young people.

**Eligible for admission** - this is where a child can be offered a place at school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children

**Free School** - Free Schools are set up by groups of parents, teachers, charities, businesses, universities, trusts, religious or voluntary groups but are funded directly by central government. The schools are established as academies, independent of local authorities.

**Governing Body** - the group of elected and appointed members at every school with responsibility for the management and school budget. Some governing bodies have responsibility for setting admission policies.

**Home Authority** - the Local Authority in which the parent resides.

**Independent School** - school that is not maintained by a LA. Usually fee paying e.g. Bolton School.

**LA** - Local Authority, your LA is the one you pay your council tax to.

**Letter of appeal** - the letter to be submitted by parent/carer to request an independent appeal for a school in which they have not been offered a place.

**Maintained Schools** - a term for all state schools.

**National offer day** - the day on which letters/emails offering school places are sent out to parents. For admission to secondary school in September 2019 the day set out in the code of practice is 1 March 2019 (or the next working day).

**Oversubscribed** - where the number of applications for the relevant year group in an admission year exceeds the admission number.

**Preference** - the legislation requires that parents must indicate to the admissions authority those schools they would wish their child to attend (also available online).

**Preference form** - the form used by parents on which they are required to express preferences for school and give reasons for those preferences.

**Ranking** - the order in which parents have to list their three preferences on the common application form to enable the authority to determine the single offer of a school place.

**R.C.** - Roman Catholic

**Refused** - in relation to school appeals this means that the parent/carer lost their appeal and were not offered a place in the school.

**Special Educational Needs (SEN)** - a child may have special educational needs if they have a significantly greater difficulty in learning than the majority of children of the same age or have a disability which prevents or hinders them from making use of educational facilities normally provided for children of the same age in school.

**Single offer of a school place** - the one offer for a place at a school which is made to a parent/carer from the three potential offers available based on the ranking of the preferences expressed.

**Supplementary form** - some schools require parents to complete a form to support their application for a school place. For example a church school may ask for confirmation of a child's regular attendance at church.

**Upheld** - in relation to school appeals this means that the parent/carer won their appeal and the child was offered a place in the school.

**Voluntary aided** - schools that are maintained by the Local Authority, with a foundation (generally religious) that appoints most of the governing body. The governing body is the admission authority.

**Voluntary controlled** - schools that are maintained by the Local Authority, with a foundation (generally religious) that appoints most, but not all, of the governing body. The Local Authority is the admission authority, although in some cases it can devolve responsibility to the governing body.



# Admission 2019

## Parental survey

This advice booklet has been provided to help parents apply for admission to Secondary Schools in 2019. We would be pleased to know whether you found it helpful. Please complete the following questions, print out this page and return it with your application form to the Bolton LA.

**Please circle as appropriate**

<b>Did you find the advice booklet:</b>	<b>Very Good</b>	<b>Good</b>	<b>Adequate</b>	<b>Poor</b>
• Clearly written?	1	2		
• Easy to understand without too much jargon?	1	2		
• Contained the information you wanted?	1	2		
• Well laid out, so that you could find the sections you wanted?	1	2		
• Gave you a better understanding of the admission process and related matters?	1	2		
• Overall how helpful is the booklet?	1	2		

Are there any issues or information not covered in the guide which you think should be included in the future?

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Do you have any other suggestions for improving the booklet?

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Thank you for your help. Your views are important to the Authority.

Please return directly to:  
**Bolton Council**  
**Pupil and Student Services,**  
**Town Hall Bolton**  
**BL1 1RU**

## Schools with atypical admission ages

The schools listed below have atypical admission ages; so take pupils at a different age to typical 11 to 18 secondary schools. The schools on the list are University Technical Colleges and Studio Schools.

University Technical Colleges are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11 to 18 secondary school, including the basics of English and maths, as well as their specialist subject.

Studio Schools are similar to UTC's in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11 to 18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discusses their options with a Careers Adviser in their current school or college.

Further information is available from the University Technical College website (<http://www.utcolleges.org/>) or the Studio Schools Trust website (<http://studioschoolstrust.org/>). Prospectuses for these schools are available on the individual school's website. If you decide that you would like to apply for a place at any of these schools for your child, you will need to complete an application form which will be found on the relevant school's website.

The Department for Education advises that the experience of schools with an atypical admission age shows that pupils often travel further than would normally be expected for a more typical school, such as an 11 to 18 school, with pupils often travelling for up to an hour or even longer. Local authorities are advised by the Department for Education that they should take this into account when they consider what a reasonable travelling distance is.

The list of schools below contains details of the schools which might fall within this interpretation of a reasonable travelling distance.

Studio Schools  
Manchester Creative Studio  
16 Blossom Street  
Manchester  
M4 5AW  
0161 236 3944  
[info@mcstudio.co.uk](mailto:info@mcstudio.co.uk)

The Studio: at Knutsford Academy  
Bexton Road  
Knutsford  
Cheshire  
WA16 0EA  
01565 633294  
[studio@knutsfordacademy.org.uk](mailto:studio@knutsfordacademy.org.uk)

Future Tech Studio  
Winwick Road  
Warrington  
WA2 8QA  
01925 494321  
[futuretech@warrington.ac.uk](mailto:futuretech@warrington.ac.uk)

The Studio, Liverpool  
41 Greenland Street  
Liverpool  
Merseyside  
L1 0BS  
0151 230 1330  
[admin@thestudio-liverpool.co.uk](mailto:admin@thestudio-liverpool.co.uk)

Darwen Aldridge Enterprise Studio  
19 Police Street  
Darwen  
Lancashire  
BB3 1AF  
01254 819567  
[Ruth.Bradbury@daca.uk.com](mailto:Ruth.Bradbury@daca.uk.com)

The Creative and Media Studio School  
Netherhall Learning Campus  
Rawthorpe Terrace  
Huddersfield  
HD5 9NY  
01484 382140  
[hello@studio-school.org.uk](mailto:hello@studio-school.org.uk)

Studio@Deyes  
Vortex House  
Wavertree  
Liverpool  
0151 526 3814  
[enquiries@studio-deyes.co.uk](mailto:enquiries@studio-deyes.co.uk)

## University Technical Colleges

UTC Bolton  
University of Bolton  
Deane Road  
Bolton  
BL3 5AG  
01204 37 48 48  
[enquiries@utcbolton.org](mailto:enquiries@utcbolton.org)

Wigan UTC  
New Market Street  
Wigan  
Greater Manchester  
WN1 1RP  
019 4261 4440  
[contactus@wiganutc.org](mailto:contactus@wiganutc.org)

Liverpool Life Sciences UTC  
41 Greenland Street  
Liverpool  
L1 0BS  
015 1230 1320  
[admin@lifesciencesutc.co.uk](mailto:admin@lifesciencesutc.co.uk)

UTC Warrington  
Dallam Lane,  
Warrington  
WA2 7NG  
019 2573 7067  
[info@utcwarrington.org](mailto:info@utcwarrington.org)

UTC@MediaCityUK  
100–102 Broadway  
Salford  
M50 2UW  
0161 661 3947  
[information@utcmediacityuk.org.uk](mailto:information@utcmediacityuk.org.uk)

As part of Bolton's commitment to a sustainable future, this document is printed (using vegetable based inks) on paper sourced from sustainable forests.