

Admission to secondary school September 2022

Information about applying for year 7 admission in September 2022



**Bolton
Council**



From August you can apply for a school place online. Applying online is:

- Quick and easy
- Safe and secure
- 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 2021**.

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 apply 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 need an email address and 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. 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.

9. How do I access the online system?

The online application system is available through the Council's website at www.bolton.gov.uk/admissions

10. What do I need to be able to apply online?

You will need to have an e-mail address and you will need to register that on the school admission portal.

11. 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 home Local Authority.

Further information and notes of guidance about how to apply online can be found at www.bolton.gov.uk/admissions.

Dear Parent/Carer

If your child was born between 1 September 2010 and 31 August 2011 (in Year 6 2021/22) they will transfer to secondary school in September 2022. This is an important time for children and parent/carer.

Bolton Local Authority manages and co-ordinates the school admission process for every secondary school in Bolton and schools in neighbouring areas (apart from independent fee-paying schools). 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 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 the online application form to express a preference for a school in Bolton or a school in another Local Authority. The process is relatively simple and straight forward and an e-mail offer will be sent in March 2022. You can express a preference for up to three schools and I would advise you use all three preferences.

The closing date for applications is **31 October 2021**. Offer emails will be sent out on 1 March 2022.

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

Yours Sincerely

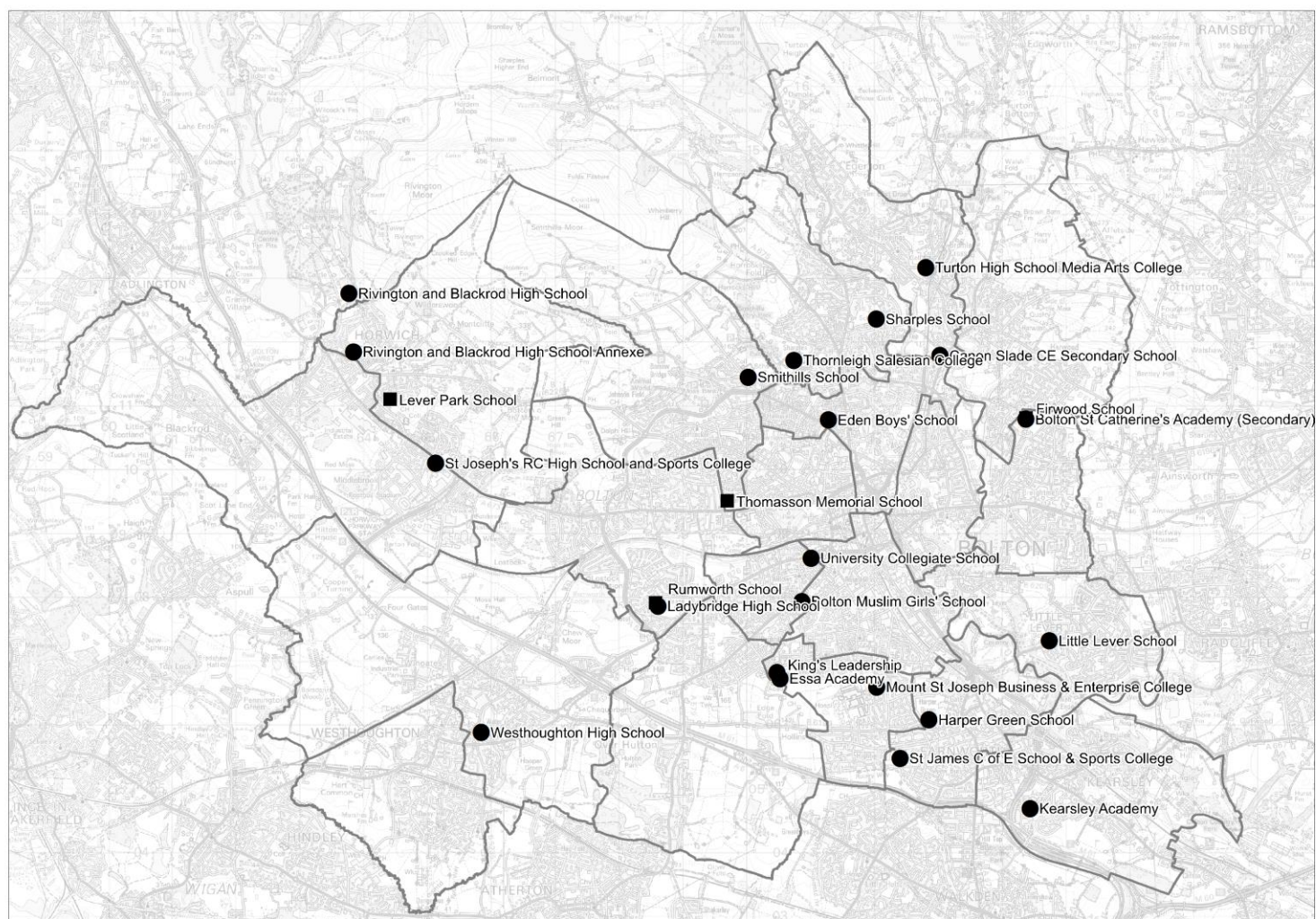
Bernie Brown

Director of Children's Services

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Map of secondary schools in Bolton for 2022



- Secondary school
- Special school

Timetable for admission to secondary school 2022

End of summer holidays August 2021

Secondary school admission portal opens for parent/carer to apply online for secondary school.
Admission booklet available online.

September/October 2021

Schools will be holding open occasions where parent/carer will have the chance to visit the schools they are interested in. Further information from school.

31st October 2021

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

1st March 2022 (or next working day)

National offer day. Offer emails will be sent out to parent/carer informing them of the school they have been allocated. Appeal forms will be made available online for any child not receiving a place at their first preference school.

End of March 2022

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 2022

Children who have not been offered a place at their chosen school will automatically be added to the schools waiting list for the original preference schools, places offered off the waiting list where possible.

End of April/May/June 2022

School appeals heard.

September 2022

School term starts.

Note: this timetable applies to parent/carer 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/carers 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 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 2022.

How do I apply?

You can apply quickly and easily online at www.bolton.gov.uk/admissions. The closing date is **31st October 2021**.

The online application form 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. We would advise you use all three preferences.

If you are applying for a place at 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. Although the supplementary form for these schools is not compulsory, parent/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 earlier in this booklet. More detailed information is available from the school's 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**. 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 parent/carers of school age children. To contact the ACE telephone 020 8888 3377 or visit 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.

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 express a preference for is not oversubscribed a place will be offered. If the school you express 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 online preference form.

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 online preference form. 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 2022.

Example 1	
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.

Example 2	
Preference 1: Rivington & Blackrod	A place could not be offered under the admission criteria for the school.
Preference 2: St Josephs 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.

Example 3	
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.

Example 4	
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 online preference form

If you pay council tax to Bolton Local Authority and your child is in Year 6 of primary school (2021/22) you will need to apply online for a secondary school place for September 2022. You can apply online from the end of August 2021. The closing date for applications is **31 October 2021**.

A full list of instructions on how to apply online can be found on the download tab on the secondary school admission page of the Bolton council website.

To apply online you will need to:

Register an email address

Go to www.bolton.gov.uk/admissions and click on the school admission portal. You will then have to register your details and set up a password. **Please remember your password**. Once you have registered, we will send you an email containing a link to activate your account.

Add your child's details and preferences

Once you have activated your account you will need to log back into the school admission portal to set up your child's details and then start the application, going through each page. The system will allow you to add up to three schools and give the reasons why you are applying for each school.

Submit your application

When you have added three preferences you will need to submit the application. When the online application is submitted you will receive an email receipt that shows the application has been accepted and schools you have expressed as preferences.

Supplementary forms

If you are applying for a place at 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. Although the supplementary form for these schools is not compulsory, parent/carers must be aware that failure to complete

the schools supplementary form may affect where your child is ranked within the school oversubscription criteria.

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 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 Council 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 change of address, even if verified with the appropriate documentation, will not be used unless evidence is provided before 31st December 2021. Any address changes after this date will have to be considered after the March 2022 offer day.

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 Local Authority 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 Bolton Council online preference form. Bolton will inform the relevant Council about your preferences.

The relevant Local Authority will inform us of the decision and an offer email will be sent by Bolton Council to the parent/carer in March 2022 notifying you of the decision.

If you are expressing a preference for a school that is not within Bolton Local Authority you are advised to read the relevant Admission Authority booklet which will explain the admission criteria for the school. If you are expressing a preference for a school in another Local Authority 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 school. You must state the school you want on the preference form issued by your home Council. Your home Authority will inform Bolton Council 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 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. Although the supplementary form for these schools is not compulsory, parent/carers must be aware that failure to complete the schools' supplementary form 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 parent/carers sent an offer of a school place on the 1 March 2022. 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 and before the 31 December 2021.

Any application received after 31 December 2021 will be considered as late and may not be offered a place on offer day. Any late applications will be considered again after offer day 1 March 2022.

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 2022 until the end of the autumn term 2022 for all schools including Voluntary Aided, Voluntary Controlled, Foundation schools, Free Schools and Academies.

If we receive an application after national offer day (1 March 2022) the details and any relevant documents will be passed on to the appropriate admissions authority for consideration. The Council will retain responsibility for informing parents about the outcome of their application. Where a place cannot be offered at the preferred school the Local Authority will offer an alternative school, provide details of the appeals process and add the child's name to the waiting list.

Change of preferences

As you apply online, you can easily make changes to your application form up until the closing date 31 October 2021, 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 2021 unless there is evidence of exceptional circumstances such as:

- Parent/carers moving into/within the borough after the closing date but before 31 December 2021
- Parent/carers separating and moving home after the closing date but before 31 December 2021

Verification of your change of circumstance may be requested and must be provided by 31 December 2021. If you want to change preferences after the 1 March 2022 you will need to write/email to Pupil Services. Changes to preferences after the 1 March 2022 will only be accepted if parent/carers writes or emails in a request stating what the preferences are and the reason for the change. If any original preferences are changed the child will no longer be on the waiting list for the original schools and cannot appeal for those original preferences.

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 your child's review in either Year 5 or Year 6. You should apply online 31 October 2021.

If you are considering a place at a secondary special school for your child, this will have been discussed at your child's annual review. 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.

National offer day for secondary school places

The school admissions code of practice gives the national offer day as the **1 March 2022** (or next working day). Bolton Local Authority will send out offer emails regarding secondary school places on this day.

Information regarding the school place offered will not be given out before 1 March 2022. No special arrangements will be made to give information out to parent/carer before 1 March 2022. You can also log onto the school admission portal to view the offer made.

Waiting lists for oversubscribed schools

On the national offer day of 1 March 2022 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 2022.

The waiting list will remain fluid. It is possible that places may become available in a school after the offer day, 1 March 2022. 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. Any late applications will be ranked after applying the criteria for the particular school.

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 at the three schools you have expressed as preferences (see information in this booklet). Your child will also be placed on the waiting list for your preferred schools.

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 parent/carer 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.

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 you receive from Bolton Council will also provide information about your right to appeal. 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 providing they were listed as one of your preference schools. You cannot appeal for a place in a school unless you have been refused a place.

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. 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 Council school. After you have been offered a place at a Local Authority school and you then receive an offer of a place at an independent school please inform Bolton Council of which place you will be taking up by email admissions@bolton.gov.uk.

If you do not want to be considered for a place at a Bolton Council School and you are sure your child will be going to an independent school it would help if you could let us know, email admissions@bolton.gov.uk.

Admission criteria

Introduction

Bolton Local Authority is the admission authority for Community and Voluntary Controlled Schools in Bolton. The Local Authority 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 Academy, Essa, Kearsley, Smithills, Little Lever, Sharples, Bolton Muslim Girls, Rivington & Blackrod, Harper Green, St James's, Canon Slade, King's Leadership Academy, University Collegiate School
Community	Local Authority	Ladybridge, Turton, Westhoughton
Voluntary Aided	Governing body	St Joseph's, 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 parent/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 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.

Although the supplementary form for these schools is not compulsory, parent/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.

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
Admission number September 2022: 210

Full details of the school admission criteria can be found on the school website, if the school is oversubscribed this will be used to rank applications.

www.little-lever.bolton.sch.uk/our-school/admissions/

Number of preferences expressed for the school September 2021 - 396

How places were allocated for admission in September 2021	No. of children
Children with EHCP	5
Criterion 1 (children in care)	3
Criterion 2 (child protection plan)	0
Criterion 3 (sibling link)	68
Criterion 4 (medical)	0
Criterion 5 (proximity)	139
Total number of places offered March 2021	215

The school was oversubscribed for September 2021. On offer day 60 children were refused a place and added to the waiting list. After offer day, as places in the school were declined 10 places were offered to children off the waiting list. There were 20 appeals for the school, 5 were allowed. The number of children admitted into the school for admission in September 2021 was 220.

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 an Education, Health and Care Plan 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 being 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.

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. Bolton Council 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 Co-ordinated Secondary Admission Scheme

All parent/carer of Bolton children must submit the Bolton LA online 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.

The LA will provide parents with access details to the online application form. The booklet will be available to view or download from the Council's website. Hard copies will be available on request.

The online application will allow parent/carer to express up to 3 preferences in rank order and to state reasons for their preferences. This will include maintained schools in this and the neighbouring LAs. Parent/carer 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 are expressed as preferences, parent/carer must additionally complete the school application form which is obtainable from the school if they wish to apply under the school's faith criteria. The completed form 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.

For Bolton children the completed LA application form along with other relevant supporting documents must be submitted online or returned to the Bolton LA's Pupil & Student Services.

The closing date for the submission of the completed LA preference form will be 31st October 2021. (The supplementary application form for Canon Slade, St James CE 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 forward relevant information from the submitted application by 11th November 2021 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other local authorities will provide details of preferences for Bolton schools and academies expressed by their residents.

The LA will forward relevant information from the application forms by 18th November 2021 to Bolton admission authority schools and academies where parents have expressed a preference for those schools and academies. The parent's preference ranking will not be shared with the admission authorities in compliance with the Schools Admission Code.

Bolton admission authority schools and academies will inform the LA by 9th December 2021 of the priority ranking of all applicants

By 10th January 2022, the LA will inform other local authorities of offers to be made to children within their area and receive details of offers they will be making to children resident in Bolton. This information will continue to be exchanged until 31st January 2022.

All parent/carer of Bolton children will receive emails from the LA informing them of the outcome of the application for admission to Borough and neighbouring LA schools on 1st March 2022. If admission is refused to the preferred maintained school or academies parent/carer will be informed of the alternative school to be offered. Where a place cannot be offered at a maintained school or academy or a neighbouring LA school(s)/academy, the LA's email will advise parent/carer of their right of appeal and provide details of the appeals process.

The LA will continue to co-ordinate admission arrangements until 31st December 2022. 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 parent/carer of Bolton children outcome of their application.

Where a child could be offered a place at more than one school, the Council will offer a place at the highest ranked school. Where this is the case, the Local Authority 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 Council and the neighbouring Authorities 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 an email from the Council informing them of the outcome of the application for admission to borough and neighbouring Local Authority schools. Emails/letters will be sent on 1 March 2022 (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 made available along with the offer 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 Local Authority will continue to co-ordinate admission arrangements until autumn term. This will mean the Bolton Council application form must be completed. The Council will provide the relevant admission authority details of children requesting admission. The Local Authority 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 Bolton Council.

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 certain benefits.

Information about free school meals is available from Housing Benefits, Town Hall, tel. 01204 331590, housing.benefit@bolton.gov.uk.

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 published on the Council's website (copies are available on request from Integrated Transport Unit ITU.applications@bolton.gov.uk).

If you feel that you meet the criteria you can apply by phone to the Integrated Transport Team 01204 337957).

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.

Home to School Transport children with an EHCP

Please note that when you express a preference for a particular secondary school you need to consider how your child will get to that school as transport arrangements will only be made in very exceptional circumstances and in line with Bolton Council's Transport Policy.

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.

Once your child has started Year 10, schools will not accept any child wanting to move from one school in Bolton to another school in Bolton. All such applications will be referred to The In Year Fair Access Panel which comprises all Headteachers of Secondary Schools in Bolton. Only in very exceptional circumstances will agreement be given for a child to change between Bolton Schools. This is to make sure the child's success at GCSE is not compromised.

Dates for 2022/23 holiday pattern

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

Autumn Term Total 74 days in term

Term begins: Monday 5th September 2022
Half Term: Monday 24th October – Friday 28th October 2022
Term ends: Thursday 22nd December 2022

Spring Term Total 55 days in term

Term begins: Monday 9th January 2023
Half Term: Monday 20th February – Friday 24th February 2023
Term ends: Friday 31st March 2023

Summer Term Total 64 days in term

Term begins: Monday 17th April 2023
Bank Holiday: Monday 1st May 2023
Half Term: Monday 29th May – Friday 2nd June 2023
Term ends: Friday 21st July 2023

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 4th May 2023. (If the school is used as a polling station and the school is required to close to facilitate this then one of the occasional days should be allocated to this closure.) Primary Schools which are NOT used as Polling Stations may be open on this day.
- There is a 6-week summer break leading into this year with a 6 week break at the end.
- Start of next academic year is Monday 4th September 2023.
- Bank holidays for this year are
 - o 27th and 28th December 2022 (*for Christmas Day and Boxing Day*)
 - o 2nd January 2023 (*for New Year's Day*)
 - o 7th and 10th April 2023 (*Good Friday and Easter Monday*)
 - o 1st May 2023 (*May Day*)
 - o 29th May 2023 (*Spring Bank Holiday*)
 - o 28th August 2023 (*August Bank Holiday*)

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.

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 2021 the day set out in the code of practice is 1 March 2022 (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).

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.

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.