

St Michael's Church of England Primary School
Green Lane
Bolton
BL3 2PL



Admissions Policy 2028-2029

St Michael's Church of England Primary School is a Voluntary Aided school.

The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code.

The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues.

All applicants for a place in the Reception year must submit their application through the on-line portal by the deadline of 15th January 2028.

<https://www.bolton.gov.uk/admissions/apply-online-school-place>

Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Year is 60. If no more than 60 applications are received for admission to the Reception Year, all applicants will be offered places.

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

If, after the admission of pupils with an EHCP in which the school is named, there are more applications than the number of places remaining available, the following oversubscription criteria will be applied, in the order shown, to determine priority for admission:

Admission oversubscription criteria:

1. Children in public care and previously looked after children (IAPLAC). This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order. 'Looked after' means that the child was a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions.

This criteria also includes looked after children and all previously looked after children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who attend, with an appropriate adult, a Church of England church for public worship at least twelve times in the twelve months for the year prior to the date of application. Parents are required to provide supporting evidence from a faith leader in order to meet this criterion. This should be in the form of a completed supplementary information form.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.

3. Siblings of children already attending St Michael's CEP School at the time of application and the time of admission. Siblings include full brothers and sisters, and foster, adopted, step and half brothers or sisters.
4. Children in receipt of the early years pupil premium, pupil premium or service premium who are in the Nursery class which is part of St Michael's CEP School.
5. Children who attend St. Michael's CEP School nursery and are on roll at the time of application.
6. Children of staff who are employed (at the time of application) by St. Michael's CEP School.
7. Children who have exceptional medical or social reasons and should therefore attend St Michael's CEP in preference to another school. Professional supporting evidence in writing (e.g. from a doctor, psychologist or social worker) is required for this criteria to be applied. This evidence must say why the child should attend St Michael's CEP rather than any other school. A panel of 3 governors will make the final decision on eligibility.
8. Any other children, with the highest priority given to those living closest to the school. The distance will be measured in a straight line from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. This will be measured in miles.

The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Tie-breaker

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

Children from multiple births (Twins, triplets etc)

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under limited exceptional circumstances. Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so and the admission does not contravene the school's fire risk assessment.

Governors must adhere to infant class size legislation requirements and therefore no class of 5,6, and 7 year olds (Reception, Y1 and Y2) can contain more than 30 children with one teacher.

Applying for places

Applications for places in Reception in the normal admissions round each year must be made on the local authority's on-line portal. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority application, please provide the supplementary information form - **direct to the school at the time of application** - if you wish your child to be considered for entry under the faith based criterion (criterion 2 above.) For criterion 7, written evidence must be submitted at the time of application.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the 31st December, at which point applications for the waiting list must be updated termly.

Appeals

Where the governors are unable to offer a place because the school is over- subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents

will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents have 20 days from the date of the offer in which to submit an appeal.

A leaflet explaining the appeal procedure is obtainable from the School Admission Team, Bolton Council

Deferred Admissions

Children are entitled to a full time place in school in the September following their fourth birthday.

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Requests for Admission outside the Child's Normal Age Group

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Head teacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Head teacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body will not give the application lower or higher priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In-year admissions/admissions to other year groups

Applications for admission to Reception outside the normal admissions round, or applications for admission to other year groups, should be online at <https://www.bolton.gov.uk/admissions/moving-school-year> Some applications meeting certain criteria may be referred to the in-year fair access process.

Please note: Due to building and fire safety regulations within our Upper Key Stage 2 classrooms, it is essential that class sizes do not exceed 30 throughout the school.

Nursery class

For admission to the nursery class, please refer to the separate nursery admissions policy, available from the school. Please note that a separate application must be made for any child wishing to transfer from the nursery class to the Reception Year at the school.

