St. Peter's Smithills Dean Church of England Primary School

Admissions Policy for September 2027

1. Introduction

St. Peter's Smithills Dean Church of England Primary School is an Academy. The Forward as One Church of England Multi Academy Trust is the admissions authority for the school. The Trust may delegate the application of the admissions policy to a local governing body.

2. Admission arrangements

The policy has been agreed with Bolton LA and Manchester Diocesan Board of Education. The admissions number for the Reception class for September 2027 will be 30. Please apply for a school place using the Bolton Council website. Link here: Primary School Admissions

The Academy Trust will admit all children having an Education, Health and Care Plan (EHCP) naming the school.

Oversubscription criteria

In the event of oversubscription for the remaining places the following criteria will apply, in order.

Please note that for 'faith criteria' (paragraph numbers 3 and 4) a points system will apply and places will be awarded to those having the highest scores. If a Parent / Carer is applying under faith criteria he/she will need to complete the church supplementary form and this MUST be submitted to the Bolton Local Authority Admissions by their deadline date, for school Reception Class admissions each year.

1. Children in public care and previously looked after children.
   This includes any "looked after child", and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
   'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
   This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children having a brother* or sister* in the school at the time of their admission. *(*See notes below)*
3. Children whose parent/guardian regularly attends St Peter's Halliwell, Smithills Chapel, Barrow Bridge or St Andrew's Montserrat. Points will be awarded according to attendance *(**See notes below)*. Supporting evidence will be sought from clergy, minister or Church Officer.
4. Children whose parent/ guardian regularly attends another Christian church that is a member of the National / Local Churches Together in Britain and Ireland, or the Evangelical Alliance.
5. Children having exceptional medical or social needs. For admission in this category written evidence from an appropriate professional, e.g. doctor, social worker, must be submitted. This evidence must say why the child should attend St Peter's Smithills Dean CE School rather than any other school.
6. Children resident within St Peter's Parish, including the area north of Moss Bank Way and south of Dean Brook. *(*** See notes below).*
7. All other children. In the event of oversubscription in any category, places will be awarded to those whose normal home address is nearest to the school. Distance will be measured in a straight line from the front door of the child's home to the front gate of the school using the Local Authority's agreed system. In the event of a child having shared parenting the address used will be the home in which the child sleeps for the majority of the school week.

Notes:

* Brother or Sister includes fostered or adopted children and half-brothers or sisters living at the same address.

** 'Regularly attends' means monthly, fortnightly or more frequent attendance by at least one of the child's parent(s)/carer(s) for a minimum of one year from 1 October to 30 September in the year prior to the application, for which points will be awarded (see Points System below). A higher allocation of points is given where attendance has been sustained for at least two years. So, one year's attendance would be from 1st October 2025 to 30th September 2026, and two year's attendance would be from 1st October 2024 to 30th September 2026.

*** A map showing the area of St Peter's Parish with the area north of Moss Bank Way and south of Dean Brook is available at the School.

Points System for Church Attendance:

Frequency of Church attendance:
More than twice a month - 8 points
Twice a month - 4 points
Once a month - 2 points

Duration of Church attendance:
2 years or more - Multiply frequency score by 2
12 months to 23 months - Multiply frequency score by 1
0 to 11 months - Multiply frequency score by 0, therefore NO points

Worked example:
If you attend more than twice a month for 2 years, this will be 8 points X 2 = 16 points.

To find and download the church form, please follow this link:
https://www.spsd.bolton.sch.uk/docs/Supplementary_form_for_C_of_E_Primary_School_2027.doc

3. Waiting List

Children who are not offered a reception place for the September intake at their preferred school will automatically be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with the published admission criteria. As children are added to the waiting list, the list will be reranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3: 13 April – 31 August

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria.

After a waiting list ends on 31 December, 12 April or 31 August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

4. In-year admissions

In-year admission is the process for applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2027 will be treated as an in-year application. The in-year admission process will be administered by Bolton Council. Parent(s)/carer(s) are required to complete the application form, which is available from and returnable to Bolton Council.

For some children, it may not be possible to secure admission to a school under the in year admission process. Where this is the case, Bolton Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children who have an education, health and care plan, the in-year admission process will not apply. Their request for admission will be dealt with by the home Local Authority's Special Educational Needs Team.

Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers 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 it was made.

Alternatively, 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. Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made. Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group.

These requests should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place. The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appeals

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at St. Peter's Smithills Dean CE Primary School. The appeals process will be administered by Bolton Council, on behalf of the school. Parent(s) / carer(s) will be sent an appeal form with the refusal letter.

Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.