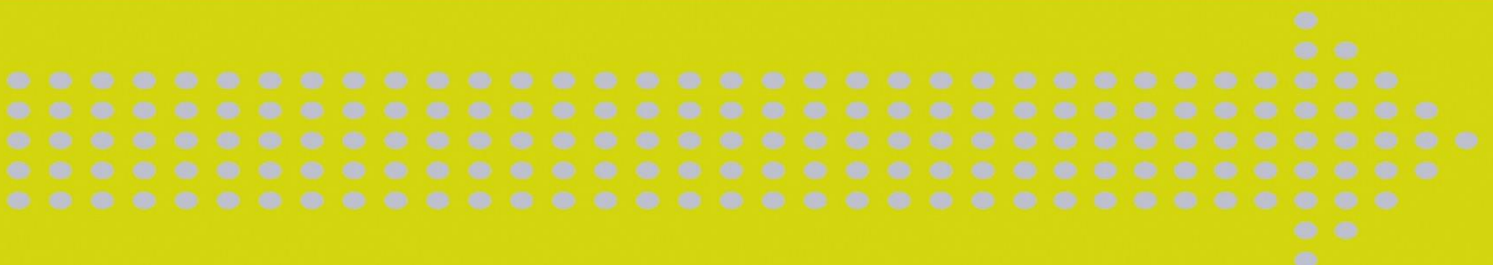


ADMISSIONS (2017-18) POLICY

RATIFIED BY THE LEVER ACADEMY TRUST:

18.07.16

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Proposed Scheme for the Coordination of In-Year Admissions to Secondary Schools – September 2017

1. Applicants should contact the Local Authority
2. Applications forms are available from:
 1. Pupil & Student Services
 2. Bolton Council website
3. For Canon Slade School, St James CE Secondary School and Bolton Muslim Girls School applicants may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned to the relevant school.
4. Parent/carer must return completed application form and Information Passport to Pupil & Student Services together with any documentation to support the application.
5. The Local Authority will liaise with the school to determine if a place can be offered
6. All applications will be processed within 5 to 10 school days of receipt
7. If a place can be offered, then the Local Authority will forward the application details to the school. The school must agree a start date with the parent/carer to admit the student within 5 to 10 school days of the offer being made
8. Where schools are full in the relevant year group, the Local Authority will provide parents with relevant advice and guidance of the appeals procedures.
9. Schools and academies must inform the Local Authority of the outcome of all applications for admission.
10. All schools and academies **must** inform the Local Authority of places as and when they become available so that places can be offered to children from the waiting lists

BOLTON METROPOLITAN BOROUGH COUNCIL
ADMISSION POLICY FOR COMMUNITY SECONDARY SCHOOLS 2017/2018

The Council will admit all children with a Statement of Special Educational Needs or an Education Health and Care Plan, in whose statement/plan the school is named

The policy for admission to community and controlled secondary schools for 2017/2018 is as follows.

All parents will be provided with an application form on which they will be asked to express 3 preferences in order of priority for a primary school. Places will be allocated up the published admission number for each school.

If the school is over-subscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care (Looked After Children) who are the subject of a full care order including adopted children who were previously in care and children who leave care under a special guardianship or residence 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).
2. Other children who are considered as “vulnerable” whose application for the preferred school 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
 - d. Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified
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 some medical condition or disability, which makes it, better for them to attend that 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. 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 by 31st October 2016. Evidence received after this date will not be taken into consideration

5. 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, voluntary-controlled, foundation, free and academy schools whether in the Bolton Borough or not.

- If any categories are oversubscribed, then geographical proximity (as set out in category 6 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 Local Authority using only those 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 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 tie-break within a block of flats those living furthest from the communal entrance will be given priority.
- 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.

BOLTON LEA CO-ORDINATED SECONDARY ADMISSION SCHEME FOR 2016.2017 ACADEMIC YEAR

Normal Year Admissions

- (a) 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 a statement for special educational needs/Education and Health Care Plan. Parents will also be given the option of applying online.
- (b) 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. For parents who are unable to apply online a paper preference form will be available and will be posted at the end of September 2016 to all those who have not submitted an online application.
- (c) The application form (including the online application) will allow parents / carers to express 3 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.
- (d) If Canon Slade School, St James CE High School or Bolton Muslim Girls School are expressed as preferences, parents / carers 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.
- (e) For Bolton children the completed LA application form along with other relevant supporting documents must be submitted on line or returned to the Bolton LA's Pupil & Student Services.
- (f) The closing date for the return of the completed LA preference form will be 31st October 2016. (The supplementary application form for Canon Slade, St James CE or Bolton Muslim Girls Schools will specify the closing date for return)
- (g) The procedures for processing application forms received after the closing date is given in below.
- (h) The LA will forward relevant information from the application form by 11th November 2016 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.
- (i) The LA will forward relevant information from the application forms by 18th November 2016 to Bolton admission authority schools and academies where parents have expressed a preference for those schools and academies. The preference ranking will not be shared with the admission authorities in compliance with the Schools Admission Code.
- (j) Bolton admission authority schools and academies will inform the LA by 9th December 2016 of the priority ranking of all applicants

- (k) By 13th January 2017 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 2017.
- (l) All parents / carers of Bolton children will receive letters from the LA informing them of the outcome of the application for admission to Borough and neighbouring LA schools on 1st March 2017. If admission is refused to the preferred maintained school or academies an appeal form(s) will be sent with the letter, which will inform parents / carers 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 letter will advise parents / carers of their right of appeal and provide details of the appeals process.
- (m) The LA will continue to co-ordinate admission arrangements until the end of the 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 outcome of their application.

LATE APPLICATIONS

1. 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. Places will however be allocated and parents / carers will receive notification on 1st March 2017.

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents removed into the borough after the closing date
- parents / carers were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- parental / 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

(b) All applications received after 27th January 2017 will be classed as late regardless of the circumstances

2. APPLICATIONS RECEIVED AFTER THE ALLOCATION DATE

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e. 1st March 2017 until the end of the autumn term 2017.

The LA form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents / carers about the outcome of their application. If admission is refused to the preferred Borough community voluntary-controlled or voluntary-aided RC school(s), an appeal form(s) will be sent with the letter, which will inform parents / carers of the alternative school to be offered. Where a place cannot be offered at the Borough foundation, aided school(s) or Academy, in addition to the details about the alternative school offered, the LA's letter will advise parents / carers of their right of appeal and provide details of the appeals process.

WAITING LISTS & CHANGE OF PREFERENCES

WAITING LIST

The LA will maintain a waiting list for admission to the community & voluntary-controlled schools. Parents / carers of all unsuccessful applicants, including late applicants, will automatically be placed on the waiting list.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

A parent cannot add their name to the waiting list for a school that was not one of their original three preferences unless there is evidence of extenuating circumstances

The LA will maintain the waiting list until the end of the autumn term 2017.

CHANGE OF PREFERENCES

A change of preference will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from solicitor exchanging contracts or a tenancy agreement. The LA cannot change any preferences for whatever reason after 27th January 2017 until after the offer date of 1st March 2017.

TIMETABLE FOR SECONDARY ADMISSIONS FOR SEPTEMBER 2016

Closing date for applications and return of forms to the LA
31st October 2016



LA sends application details for schools in other LAs to those LAs
11th November 2016



LA to send application details to aided schools/academies/free schools within Bolton LA
18th November 2016



Aided schools, Academies/ free schools and neighbouring LAs to inform Bolton LA of pupils to be offered / refused places
9th December 2016



LA to exchange information of children to be offered and refused places with neighbouring LAs
13th January 2017



Final exchange of offers between Local Authorities.
31st January 2017



Schools informed by LA of the list of pupils offered admission to their school, including pupils not resident in the borough LA.
24th February 2017



Offers made to Bolton parents by LA
1st March 2017



Appeals
April to July 2017

COMMUNITY SECONDARY SCHOOLS		
HARPER GREEN	290	290
LADYBRIDGE	180	180
LITTLE LEVER	210	210
SHARPLES	210	210
TURTON HIGH	240	240
WESTHOUGHTON	230	230
SECONDARY ACADEMIES		
ESSA	180	180
BOLTON ST CATHERINE'S	150	150
KEARSLEY	150	150
SMITHILLS	250	250
VOLUNTARY-AIDED ROMAN CATHOLIC SCHOOLS		
MOUNT ST JOSEPH	180	180
ST JOSEPH	171	171
THORNLEIGH	230	230
VOLUNTARY-CONTROLLED SECONDARY SCHOOL		
RIVINGTON & BLACKROD	318	318
VOLUNTARY-AIDED MUSLIM SCHOOL		
BOLTON MUSLIM GIRLS	120	120
VOLUNTARY-AIDED CHURCH OF ENGLAND SCHOOLS		
CANON SLADE	270	270
ST JAMES	210	210
FREE SCHOOLS		
EDEN BOYS SCHOOL	120	120