

Admissions Policy for the 2027/2028 Academic Year (including Nursery)

Version Control

Version	Date	Author	Changes made:
0.1	01.10.2025	Anna Black	New Policy 2027/2028

Introduction

This document sets out the admission arrangements of St. Bede C of E Primary Academy. For the purposes of this policy, the Local Governing Body of St. Bede C of E Primary Academy is the admission authority and is committed to ensuring that its Admissions Policy is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. The school is required to act in accordance with the School Admissions Code.

School Vision

Learning, Caring, Growing Together.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Local Governing Body on the national offer date 16th April, or the next working day.
3. St. Bede C of E Primary Academy has an admission number of 60 pupils for entry into Reception. All applicants will be admitted if 60 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out in the oversubscription criteria detailed below.

Oversubscription Criteria

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. Faith based

Regular attendance at public worship at St. Bede, Morris Green Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated Church officer. For the purposes of these admission arrangements 'regular' means attendance at least six times in the twelve months immediately prior to the date of application.

3. Regular attendance at public worship in any Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated Church officer. For the purposes of these admission arrangements 'regular' means attendance at least six times in the twelve months immediately prior to the date of application.

4. Attendance at public worship in any other Christian church.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England or affiliated to the Evangelical Alliance or a Partner Church of Affinity.

A parent or parents wishing to apply against this criterion must complete a Supplementary Information Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least six times in the twelve months immediately prior to the date of application.

5. Siblings

Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

6. Children from St. Bede C of E Primary Academy and Baby Bede Nursery

Children who attend either St. Bede C of E Primary Academy Nursery or Baby Bede Nursery.

7. Children of staff

Children of all staff will be considered where the parent has a permanent contract of employment. Their employment contract must have been in place for two or more years at the time of the closing date for application for admission.

8. Social and Medical need

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

9. All other children (Proximity)

Distance to the child's normal home front door from the main entrance to the school, when walking, will be used as the final determining factor, with nearer addresses having priority over more distant ones. The distance will be measured in metres using an online route planner. For children living in flats or apartments, the measurement will be taken from a central point of the building rather than the individual flat.

Tiebreaker

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date will be placed on a separate waiting list, categorised according to the relevant criteria. If a place becomes available, allocations will be made from this list accordingly.

Applying for Places

Applications for places in Reception in the normal admissions round each year must be made online via Bolton Council's Citizen's Portal by 15th January. All the applications made will be forwarded to the school by the Local Authority.

Application for in-year admissions to other year groups will be considered according to the availability of places. St Bede Local Governing Body must adhere to infant class size legislation requirements and therefore Reception, Year 1 and Year 2 classes cannot contain more than 30 pupils with one teacher. This number cannot be exceeded except in limited permitted exceptions as listed in the School Admission Code (2021) section 2.16.

To apply, parents should login to the Citizen Portal: [Apply online for a school place – Bolton Council](#)

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling, or where the child is summer born and applying for reception intake. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- information 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.
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

Where there are 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 the application cannot be a criterion for the order of the 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 admissions criteria. Thus, it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. The waiting list will be re-ranked each time a new application is received, meaning that applicants can move both up and down the list depending on the priority of new applications. 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 31st December after the beginning of the school year. Please note that a place in the Nursery does not automatically mean that a place will be offered for admission to the school, but it will be considered when the admissions criteria for the main school are applied.

For in-year admissions, waiting lists will be held as follows:

1st September to 31st December

1st January to 30th April

1st May to 31st August

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

Appeals Procedure

If a child is refused a place at a preferred school, they will have the right to appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the Local Authority. Further information can be found about appeals on the Local Authority's website.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to: [School admission appeals – Bolton Council](#).

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of five. However, places cannot be deferred until the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This

evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15th February, as school offers will be finalised. However, please still inform the Admissions Team of the change of address.

Registering Your Child for Nursery

We offer either part time or full-time places for all three- and four-year-olds. Your three- or four-year-old may be eligible for 30 hours free childcare.

Families who meet the following criteria could be eligible:

- All parents living in the household work a minimum of 16 hours a week at national living wage and earn no more than £100,000 each per year.

Or

- One or both parents are currently on maternity, paternity, shared parental, or adoption leave.
- One or both parents are currently on statutory sick leave.
- One parent meets the income criteria, and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

Things you need to know:

- All three- and four-year-olds will still be able to access 15 hours of free childcare, families who are eligible for additional funding will be able to increase that up to 30 hours.
- Eligibility checks take place through www.childcarechoices.gov.uk you will receive a code that you need to give to the school office, together with your National Insurance number.
- Funding starts from the term after your child's 3rd birthday, providing you have had a successful eligibility check before the start of that term.

For more information, please visit www.bolton.gov.uk/freechildcare

If you are not eligible for free childcare there will be charges outside the allocated 15 hours free place (please contact the school for current prices).

You can register your child for Nursery, even if they are not yet of Nursery age, by completing a 'Registration of Interest' form, available from the school office.

Children are admitted to the Nursery strictly in order of application. We offer extended sessions, which can include all day care if you so wish, within the school day. You are entitled to 15- or 30-hours free education, depending on individual circumstances, although places are limited.

Enquiries

Enquiries should be made to the Head of Admissions at St. Bede C of E Primary Academy, Morris Green Lane, Bolton, Lancashire, BL3 3LJ. Tel: 01204 61899.