



"Be strong and courageous. Do not be afraid; do not be discouraged,  
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## Admissions Policy

The Governing Body are the Admissions authority for the school and this policy is agreed with the Local Authority and the Diocese.

The school has a published admission number of 30 for the admission of children to the Reception class each year, a number that has been agreed upon after consultation between the governing body and the Local Authority. All applications must be made on the Common Application Form available from the Local Authority. All children who reach the age of five during the school year are eligible for admission to Reception at the start of the Autumn Term. The governors will not place any restriction on admission unless the number of applications exceeds thirty. If this is the case places will be allocated using the following oversubscription criteria. They are listed in order of priority.

You may still show our school as your preference even if you do not attend Church and your application will be considered on the basis of our Admissions Criteria which are listed below. If you need further help or advice you should contact the school.

N.B. All children with Statements of Educational Needs or an Education, Health and Care Plan with St. Maxentius named as the desired school will be admitted. The remaining places will be allocated using the criteria shown below.

### **Oversubscription criteria :**

1. Looked after children and previously looked after children. (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Brothers and sisters of children already attending St. Maxentius C.E. Primary School at the time of admission. This will include full brothers and sisters, and foster, adopted, step and half brothers or sisters living at the same address.
3. Baptised children who, together with at least one family member, are regular attenders at St Maxentius Church congregation or St. Maxentius Sunday School.

Regular attendance is defined as attendance at public worship / Sunday School at least one week out of four over at least the twelve months prior to 15th January 2023. This attendance should be by the child and at least one family member. A signature on the form from the clergy will be used as evidence.

*Amendment for September 2021 due to the COVID-19 Pandemic - 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.*

4. Children of families who, together with at least one family member, are regular attendees of Churches which are members of Churches Together in Britain and Ireland. Regular attendance is



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defined as attendance at public worship at least one week out of four over at least the twelve months prior to 15 January 2023. A signature on the form from the clergy will be used as evidence. A list of member churches may be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)

*Amendment for September 2021 due to the COVID-19 Pandemic - 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.*

5. Children with 'Exceptional Medical or Social Needs'. Professional evidence (from a doctor, psychologist or social worker) will be required for such applications and will be objectively assessed. Higher priority will not be given to such children unless the required professional evidence has been produced. (In the case of accessibility, Governors may take into account the fact that a child may be able to easily access St. Maxentius and have difficulty getting into another school). Evidence must be submitted by 15th January 2023 along with the Common Application Form.
6. All other children. Places will be awarded based on geographical proximity to the school (as the crow flies as determined by the Local Authority)

In the event of the need for a tie breaker, the distance to the nearest alternative school will be calculated and the child who is furthest from the nearest alternative school will be offered a place. Bolton Democratic Services will arrange this placement. If this 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.

If you are seeking a place under category 3 or 4 oversubscription criteria, you should complete the school's supplementary form which is available from the school on request. The form should be returned to school by no later than 15th January 2023.

As we have no nursery class, all children are invited for afternoon visits prior to starting school in September. Dates for these visits will be sent to parent's homes. Children are admitted once a year into the Reception Class unless the parent has decided on a deferred admission (see below). Parents will receive notification of their child's starting date in the term before they commence school.

## Twins

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.

## 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



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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 autumn term only (31 December).

### **Deferred Admissions**

Children are entitled to a place in Reception at the beginning of the Autumn term following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year and, if they do this, the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Where parents wish, their child may attend on a part time basis until the child reaches compulsory school age.

### **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 should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. Appeals are administered through Democratic Services of Bolton Council.

A leaflet explaining the appeal procedure is obtainable from the Education Department. The intention of this policy is to enable those responsible for admissions, in the event of over subscription, to make their decisions as objectively as possible and in accordance with the school's Mission Statement.

### **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



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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 priority on the basis that the child is being admitted out of their normal age group.

### **In Year Applications**

For in-year applications received outside the normal admissions round, if places within the year group required are available, then a place will be offered to those who apply. If there are places available but there are more applicants than places then the oversubscription criteria (above) will apply.

For any further information, please contact the school on 01204 333106 or Pupil and Student Services (Bolton LA) on 01204 332092.

**Prepared by:** Mrs L Cousen (Headteacher)

**Reviewed:** June 2022

**Next Review Date:** September 2025September 2025