

Harwood Meadows Primary School



ADMISSIONS POLICY 27/28

Version and Date		Action/Notes
1.0	8 th March 2021	Reviewed by DS.
1.1	9 th Sept 2022	Reviewed by JB.
1.2	20 th Oct 2023	Updated by JB
1.3	7 th Feb 2024	Reviewed by Governing Board
1.4	19 th Nov 2024	Reviewed by JB Reviewed by Governing Board
1.5	17 th June 2025	Reviewed by JB Reviewed by Governing Board

Bolton Local Authority manages the admissions of all pupils to Harwood Meadows School on behalf of the Trustees. Any pupil has the right to a place at our school, provided that the demand for places does not exceed the admission number of 30 pupils.

Places will be allocated to children with an Education Health and Care Plan, where our school is named.

Where demand exceeds the number of places available places will be allocated on the basis of a fair and objective method. Where our school is oversubscribed the criteria listed below will be applied in priority order. All applications will be considered without reference to the parents/carers preference ranking for the school.

The following criteria will apply:

Criteria:

1. Children in Public Care (Looked After Children) who are the subject of a full care order. Children in Public Care are either on care orders made by a court or accommodated by the LA at the parent's request. Children in care may live in foster homes, residential homes with relatives or continue to live at home. Also, children who have been 'Looked After', but ceased to be so because they were adopted (or subject to child arrangements orders or special guardianship order) immediately following having been looked after and those 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. Other children who are considered as "vulnerable" whose application for the preferred school is supported by the Assistant Director for Social Care in Bolton. This will include;
 - Children for whom there is a child protection plan or has been within a 12 month period.
 - Children who have had a period in care within 2 years of the admission application and are still receiving social care services
 - Children who are considered to be at significant risk of becoming looked after by public care
 - Children who are living in temporary accommodation due to fleeing violence and the area for re-housing has been identified

3. Children who have siblings in Harwood Meadows School at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who attend Harwood Meadows Nursery but have no siblings at Harwood Meadows at the time of application and date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
5. Children of school staff, where the member of staff has been employed by the academy for a minimum of 2 years and/ or has been recruited to fill a post for which there is a demonstrable skills shortage. 'Children' includes full, step, half, foster and adopted children living at the same address.
6. 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.
7. Proximity (where you live). This is measured by using the straight line distance as the crow flies to the school. The shortest straight-line distance will from the address point of the home to the main entrance of the school. In the event of a tie-break situation, priority will be given to the child who has the longer journey to the nearest / next nearest school, this is measured by using the straight-line distance as the crow flies 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.

Waiting list policy

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 admission criteria.

As children are added to the waiting list, the list will be re-ranked 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.

In Year Admissions

Parents should contact School Admissions at the Local Authority in order request a place when moving school during the school year.

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.

Right of appeal

If a child is refused a place at a preferred school, they will have the right of 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.

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.

The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living. If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying, only one application can be processed. Where a child spends an equal amount of time with

both parent's the address used will be the registered address i.e., the address that child benefit is paid to, or in the absence of this the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered. We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- Utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence. If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application. 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 15 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

This policy was adopted for full implementation September 2023.

This Policy will be reviewed by the Governing Body on a 2-yearly cycle and must be signed by the Chair of Governors and Headteacher.

Policy Reviewed:	June 2025
Next Review:	June 2026
Signature of Chair of Governors: 	Signature of Headteacher: 