



St Brendan's RC Primary School

Admissions Policy for September 2025

**Love life,
Love learning,
Achieve together in God's love.**

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for and be considered for a place at St Brendan's RC Primary School.

Our Admissions Policy

St Brendan's is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Bolton Local Education Authority. As a Voluntary Aided School, the Governing Board is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school year commencing September 2025, the Governing Board has set its admissions number at 30.

Admissions to the school will be made by the Governing Board. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available. Children with an EHCP naming the school will be admitted and remaining places will then be offered to children in line with the oversubscription criteria.

1. Baptised Roman Catholic Looked After Children (LAC), baptised Catholic previously Looked After Children (Post LAC) and baptised Catholic children adopted from state care outside of England (IAPLAC)
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission and resident in the catchment area.
3. Baptised Roman Catholic children resident in the catchment area.
4. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission but are resident outside the catchment area.
5. Baptised Roman Catholic children who are resident outside the catchment area.
6. Other Looked After Children (LAC), previously Looked After Children (Post LAC) and children adopted from state care outside of England (IAPLAC)
7. Other children with a sibling attending the school at the time of admission.
8. Other children.

Notes:

- a)** The Governing Board is the admissions authority.
- b)** Parents must complete a Bolton Council application form, either on line or a paper copy, and express three preferences for primary school admission. The closing date for all applications is the 15th January, in the year preceding their child's admission into Reception.
- c)** All applicants will be considered at the same time and after the closing date for admissions of the current year.
- d)** Parents will be informed by Bolton Council on offer day, 16th April, or the next working day in the case of that being a weekend. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- e)** 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 (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption or a child arrangement order. A child who is adopted from state care outside of England (IAPLAC) is given the same status as a current Looked After Child (LAC).
- f)** For a child to be considered as a Catholic evidence of Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.
- g)** Parents should check carefully whether they are resident within the catchment area of the school.
- h)** The catchment area for St Brendan's School is defined by the following boundaries: From the point where Blackburn with Darwen, Bury and Bolton District boundaries meet (near Ramsbottom Road), South along Bolton – Bury District boundary to and North West along Arthur Lane, Stitch-Mi-Lane, New Lane, Blair Lane, Thicketford Road to and North along Bradshaw Brook across Jumbles Reservoir to the Blackburn – Bolton District boundary and along that boundary to the point where it meets Bury boundary.
- i)** It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted.
- j)** If in any category there are more applications than places available, priority will be given on the basis of straight line distance from home to school. This will be calculated using the LA computerised measuring system from the centre point of the child's address to the main entrance of the school. In the event of distances being the same for two or more applicants where this would be last place/s to be allocated, a random draw will be carried out in a public place.
- k)** Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- l)** Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- m)** Children who are not offered a reception place for the September intake will automatically be placed on our school's waiting list. The waiting list will be maintained only for the statutory period (until 31st December). Should any places become available they will be allocated in accordance with the school's published admission criteria. As children are added to the waiting list, the list will be re-ranked in accordance with the school's published admission criteria. This means that children can move both up and down the waiting list. After 31st December, if a parent wishes for 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. 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

n) For In-Year applications, 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 school'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.

Dates 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.

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.

o) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

p) 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.

q) The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

More Information

Visit [Primary school places – Bolton Council](#) for more information when applying for places St Brendan's RC Primary

School Admission Appeals

For information regarding Appeals please visit

[School admission appeals – Bolton Council](#)

Document history

Date	Amendments
September 2016	Original Document
November 2019	Updated how distance from home to school will be calculate – to take affect from Sep 2020 admissions
July 2021	Updated as per amendments to the School Admission Code 2021 regarding admissions priority for children adopted from state care outside of England – to take affect from Sep 2022 admissions
Reviewed Yearly	To next be reviewed September each year
xxxx	Updated in line with Bolton Councils policy for school admissions – To take affect from September 2025 admissions