

BOLTON COUNCIL

In year admissions – Notes of Guidance

How do I apply?

Bolton Council is responsible for co-ordinating admissions into all schools in the Bolton Metropolitan Borough area. This includes

- Children wishing to change from one school to another school within the Borough
- Children who have arrived into the Borough requiring a school place
- Children wishing to move from an independent school to a school maintained by the Council

Is there an application form I need to complete?

The relevant application form that the parents/carers will be required to complete when requesting admission to a new school is attached. There are two parts to the application. For applications to primary school Part One should be completed by parent/carer and Part 2 by the Headteacher of your child's current school.

If you are applying for a place in a secondary school the application form must be completed by the parent/carer and an information passport should be completed by the Headteacher of your child's current school.

You must ensure your child's continued attendance at their current school whilst your application is being considered however it is recognised that for families who have moved into Bolton this may not always be possible. You must in such circumstances inform the Headteacher at their previous school of the arrangements you are making.

Children with a Statement for Special Educational Needs (SEN)

In year applications for such children are considered separately. Where your child has a statement of special educational needs please contact the Inclusion and Statutory Assessment Service 01204 338653.

What should I consider?

Some of the things which you must think about if you are considering a change of school for your child for convenience rather than necessity are:

Behaviour

Some parents/carers want to change schools because they think their child's behaviour will improve with a change of school. Changing school does not always lead to improvements in a pupil's behaviour. This is because there are many reasons for the poor behaviour. It is more important for everybody

to work together in trying to address and resolve the difficulties that are causing the poor behaviour.

Bullying

Sometimes a change of school is required because your child is being bullied. All schools have anti-bullying policies and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child to understand that the bullies need to be challenged.

Disagreement with the school

Occasionally, there might be a disagreement between a parent/carer and a school. Changing a school for such a reason, even though your child may be happy at school, is not always a good idea. Instead, we suggest that parents/carers do everything possible to resolve the differences.

Curriculum

Parents whose children are in years 6, 9, 10 and 11 need to be aware that a new school may not be able to exactly match a child's existing curriculum commitments and a change of school during the school year can disrupt a child's education particularly if they are already in the middle of a specific piece of coursework. Additionally, some parents think that a change of school will mean that their child will get better exam results. This may not always be the case because not all schools offer the same subjects at examination level. Even if they do they may use different examination boards or syllabuses.

Uniform

A change of school will mean a new set of uniform for your child. Very few parents are entitled to support towards uniform costs and but for those who are eligible, a second grant to purchase the new school's uniform is not available.

Transport

A change of school may lead to transport difficulties, both in getting your child to school and in disruption to your own day-to-day schedule. The Council provides assistance with transport in very limited circumstances and so you may find that you will have to cover the costs of getting your child to a new school.

Peer Group / friends

A change of school means having to make new friends. Peer groups and friends can have a positive and negative influence. You should think carefully about the effects of moving schools because some other pupils are having a negative influence on your child. It is often better to work with the current school to address matters. Moving a child away from an established peer group may adversely affect achievement.

Children in Care ('Looked after Children')

Children who are in public care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. With that in mind, admission authorities are required to give highest priority in their admission arrangements to children in care, and Local Authorities may direct other admission authorities for any maintained school to admit a child in their care. Children in Care irrespective of where they live will be placed in the school most suitable to meet their needs.

Fair Access Protocol

This protocol operates outside of the 'normal' in year admission arrangement and particularly applies to the following groups of vulnerable children:

1. Permanently Excluded Pupils living in Bolton who need to be reintegrated back into mainstream education
2. Pupils on supported moves living in Bolton who need to be reintegrated back into mainstream education
3. Vulnerable children –
 - Young people who have an open case with the Youth Offending Team
 - Young people who have a child protection plan in place
 - Young people receiving support through the 360 Project
 - Young people receiving support through the Exit Programme
 - Young people classed as homeless
 - Young people fleeing domestic violence
4. Children living in Bolton missing education continuously for more than 1 term.
5. Children moving into Bolton who have been on roll at a PRU immediately prior to moving to Bolton
6. Children disengaged from education – less than 70% attendance in last three terms
7. Unaccompanied asylum seekers
8. Children of refugees.
9. Children with a fixed term exclusion (25 days or more in the last 3 terms)
10. Year 11 pupils moving into Bolton.

If a suitable place cannot be secured using the normal in-year arrangements and the Local Authority decides that your child's application form is covered by the 'fair access protocol' then the Local Authority will consider your request and could decide to:

- Offer admission to your preferred school
- Recommend that your child remains at their current school
- Offer admission to an alternative school

What happens if the school(s) I have asked for are all full?

In some cases we will not be able to offer your child a place at your preferred school or any of your preference schools.

Waiting Lists

If the preferred school(s) cannot be offered your child's name will automatically be placed on the waiting list. In the event of a place becoming available in that school you will be contacted. Your child will remain on the waiting list for the remainder of the school year in which the application is made.

Appeals

The second stage allows you to appeal if your preferred school is full or if you are not happy with your allocated school. This application form will then be processed as an appeal form to an independent Appeals Panel by the Pupil & Student Services. A copy of your form may be sent to the Headteacher of your child's current school and will be sent to the Headteacher of the school you are requesting.

You will be invited to attend this appeal to put your case to the Panel in person.

The decision of the Appeals Panel is binding. If the decision is in your favour, a place will be offered to your child and the school will be notified accordingly.

Your application will be referred to the Appeal Panel if you are not happy with the alternative school we offer. When we write to let you know the decision on your application we will provide you with full details of the process. You will also be invited to attend your child's appeal once it has been arranged.

If you need any advice on the application or appeals procedures, please do not hesitate to telephone Pupil & Student Services Tel 01204 332137/332143

Your completed application form must be returned

BY POST TO

**Pupil & Student Services
Town Hall
BOLTON**

BL1 1RU

OR BY HAND TO

**One Stop Shop
Town Hall
BOLTON
BL1 1RU**

OR (FOR APPLICATIONS FOR PRIMARY SCHOOLS ONLY) TO YOUR PREFERENCE SCHOOL