

January 2018

Our Ref: PSS/VF

**TO ALL INTERESTED PARTIES**

**Pupil & Student Services  
People Services**

Town Hall

Bolton

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## **DETERMINING SCHOOL ADMISSION ARRANGEMENTS**

Bolton LA has determined the following

- The published admission numbers for 2019/2020
- The schemes for co-ordinated admissions for 2019/2020
- School admission arrangements 2019/2020
- The schemes for the co-ordination of in year admissions from September 2018 for primary and secondary school admission requests.

### **A The schemes for co-ordinated admissions in 2019/2020**

The schemes have now been updated for the co-ordination of admission into Reception and year 7 in September 2019.

### **B School admissions arrangements for 2019/2020**

I attach a copy of the finalised admission arrangements for both primary and secondary schools (community and voluntary-controlled).

### **C Co-ordination of In-Year Admission Arrangements**

There is no statutory requirement for in year admissions to be coordinated by the Local Authority however the Bolton will operate a coordinated scheme. Those Academies, Free Schools and voluntary-aided schools who manage their own applications for in year admission will publish their full arrangements on their own website.

Copies of all three schemes are attached including the published admission number (PAN) for all schools in Bolton.

Copies of the relevant admission policies determined for all voluntary-aided schools, Academies and Free Schools can be found on the website for the respective schools.

If you have any objections to these admission arrangements please contact the Schools Adjudicator on 01325 735303, or by email [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk), or by post - Office of the Schools Adjudicator, Mowden Hall, Staindrop Road, Darlington DL3 9BG.

All objections should reach the OSA by 15<sup>th</sup> May 2018

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**BOLTON METROPOLITAN BOROUGH COUNCIL****PUBLISHED/PROPOSED ADMISSION NUMBERS FOR ADMISSION IN SEPTEMBER 2019**

<b>SCHOOL NAME</b>	<b>2018 ADMISSION NUMBER</b>	<b>2019 PROPOSED ADMISSION NUMBER</b>
<b>COMMUNITY PRIMARY SCHOOLS</b>		
BEAUMONT	30	30
BLACKROD	45	45
BLACKSHAW	30	30
BRANDWOOD	60	60
BROWNLOW FOLD	30	30
CASTLE HILL	30	30
CHERRY TREE	60	60
CHORLEY NEW ROAD	45 possibly 60	45 possibly 60
CHURCH ROAD	60	60
CLARENDON	60	60
CLAYPOOL	30	30
DEVONSHIRE ROAD	60	60
EATOCK	30	30
EGERTON	30	30
GASKELL	45	45
GILNOW	30	30
HARDY MILL	45	45
HASLAM PARK	45	45
HEATHFIELD	30	30
HIGHFIELD	60	60
HIGH LAWN	60	60
JOHNSON FOLD	30	30
KEARSLEY WEST	30	30
LADYBRIDGE	60	60

LEVERHULME	60	60
LORD STREET	30	30
LOSTOCK	30	30
MARKLAND HILL	45	45
MOORGATE	30	30
MYTHAM	50	50
OXFORD GROVE	60	60
PIKES LANE	60	60
QUEENSBRIDGE	30	30
SHARPLES	30	30
SPINDLE POINT	30	30
SUNNING HILL	60	60
THE GATES	45	45
THE OAKS	30	30
THE VALLEY	60	60
TONGE MOOR	60	60
WASHACRE	30	30
<b>VOLUNTARY-CONTROLLED CHURCH OF ENGLAND PRIMARY SCHOOLS</b>		
BLACKROD ANGLICAN METHODIST	30	30
ST JAMES DAISY HILL	60	60
ST MARY (DEANE)	60	60
ST MATTHEW BOLTON	60	60
<b>VOLUNTARY-AIDED CHURCH OF ENGLAND PRIMARY SCHOOLS</b>		
ALL SAINTS	30	30
BOLTON PARISH	30	30
HORWICH PARISH	60	60
ST ANDREW	30	30
ST BARTHOLOMEW	30	30

ST GEORGE	45	45
ST JOHN KEARSLEY	30	30
ST MATTHEW LITTLE LEVER	30	30
ST MAXENTIUS	30	30
ST MICHAEL	60	60
ST PETER FARNWORTH	60	60
ST PETER SMITHILLS DEAN	30	30
ST SAVIOUR	30	30
ST STEPHEN KEARSLEY MOOR	30	30
ST STEPHEN & ALL MARTYRS	30	30
ST THOMAS CHEQUERBENT	30	30
ST THOMAS HALLIWELL	45	45
WALMSLEY	45	45
<b>VOLUNTARY-AIDED ROMAN CATHOLIC PRIMARY SCHOOLS</b>		
HOLY INFANT & ST ANTHONY	30	30
OUR LADY OF LOURDES	30	30
SACRED HEART	60	60
ST BERNARD	30	30
ST BRENDAN	30	30
ST COLUMBA	30	30
ST ETHELBERT	30	30
ST GREGORY	30	30
ST JOHN THE EVANGELIST	30	30
ST JOSEPH	30	30
ST MARY HORWICH	30	30
SS OSMUND & ANDREW	50	45 Subject to consultation
SS PETER & PAUL	30	30
ST TERESA	20	20

ST THOMAS OF CANTERBURY	60	60
ST WILLIAM OF YORK	30	30
<b>PRIMARY ACADEMIES</b>		
BISHOP BRIDGEMAN	60	60
BOLTON ST CATHERINE'S	30	30
BOWNESS	20	20
EAGLEY INFANT	60	60
EAGLEY JUNIOR	60	60
ESSA PRIMARY SCHOOL	60	60
HARWOOD MEADOWS	30	30
LEVER EDGE	60	60
MASEFIELD	40	40
PRESTOLEE	30	30
RED LANE	60	60
THE FERNS	60	60
ST BEDE CE	60	60
ST CATHERINE (HORWICH)	30	30
ST JAMES FARNWORTH	45	45
SS SIMON & JUDE CE	60	60
ST PAUL CE	30	30
<b>PRIMARY FREE SCHOOL</b>		
THE OLIVE TREE	60	60
OLIVE PRIMARY SCHOOL	60	60
<b>COMMUNITY SECONDARY SCHOOLS</b>		
LADYBRIDGE	180 possibly 210 or 240	180 possibly 210 or 240
TURTON HIGH	270	270
WESTHOUGHTON	230 or 270 Subject to approval	230 or 270 Subject to approval
<b>SECONDARY ACADEMIES</b>		
BOLTON MUSLIM GIRLS	120	120

BOLTON ST CATHERINE'S	150	150
CANON SLADE	270 or 300 Subject to approval	270 or 300 Subject to approval
EDEN BOYS SCHOOL	120	120
ST JAMES	210	210
ESSA	180 or 210 Subject to approval	180 or 210 Subject to approval
HARPER GREEN	290	250 Subject to consultation
KEARSLEY	150	150
LITTLE LEVER	210 or 240 Subject to approval	210 or 240 Subject to approval
SHARPLES	210 or 240 Subject to approval	210 or 240 Subject to approval
RIVINGTON & BLACKROD HIGH SCHOOL	318	300 Subject to consultation
SMITHILLS	180 Subject to consultation	180 Subject to consultation
<b>VOLUNTARY-AIDED ROMAN CATHOLIC SCHOOLS</b>		
MOUNT ST JOSEPH	180	180
ST JOSEPH	171 or 210 Subject to approval	180 or 210 subject to approval
THORNLEIGH	240 or 270 Subject to approval	240 or 270 Subject to approval
<b>UNIVERSITY TECHNICAL COLLEGES</b>		
BOLTON UTC	150	150

**BOLTON METROPOLITAN BOROUGH COUNCIL  
ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY-CONTROLLED PRIMARY  
SCHOOLS IN SEPTEMBER 2019**

The Council will admit all children with an Education, Health and Care Plan, in whose Plan the school is named

The proposed policy for admission to community and controlled primary schools is as follows.

If the school is over-subscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care (Looked after children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. A "Looked after Child" is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period
3. Children who will have older siblings in years Reception to Year 6 of the preferred school at the time of application and at the date of admission. Sibling includes full, step, half, foster and adopted brothers and sisters living at the same address.
4. Children who have strong Church connections where the school is a Church school.

Parents must complete the supplementary form attached to the application form as evidence that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those persons who worship at least once a month sustained over a period of a year prior to the closing date for applications.

5. 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. Medical evidence **must** be provided at the time of application. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 15<sup>th</sup> January 2019. Evidence received after this date will not be taken into consideration
6. Proximity (Where you live).

Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school.



#### Tie-breaker

If category (2), (3) (4) or (5) is oversubscribed, geographical proximity (as set out in category (6)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

#### Priority for Twins/Multiple births

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 child.

## **BOLTON METROPOLITAN BOROUGH COUNCIL ADMISSION POLICY FOR COMMUNITY SECONDARY SCHOOLS IN SEPTEMBER 2019**

The Council will admit all children with an Education, Health and Care Plan, in whose Plan the school is named

The current policy for admission to community and controlled secondary schools is as follows.

All parents will be provided with an application form on which they will be asked to express 3 preferences in order of priority for a primary school. Places will be allocated up the published admission number for each school.

If the school is over-subscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care (Looked after children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. A "Looked after Child" is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children for whom there is a child protection plan or has been within a 12 month period
3. Children who will have older siblings in years 7 to 11 of the preferred school at the time of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.
4. 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. Medical evidence **must** be provided at the time of application. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31<sup>st</sup> October 2018. Evidence received after this date will not be taken into consideration
5. Proximity (Where you live).

Children who live nearest the school (geographical proximity). Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line using Routefinder, a computerised mapping system which measures from the point on the highway nearest to the centre of the home property and the designated main entrance to the school

### **Tie-breaker**

If category (2) or (3) is oversubscribed, geographical proximity (as set out in category (4)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority's system of a random draw will determine which of the children can be offered a place. The draw will take place at the Local Authority's offices and the name(s) will be drawn by a Local Authority Officer who is independent of the admissions process.

## Priority for Twins/Multiple births

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 child.

## **Scheme for the Coordination of In-Year Admissions to Primary Schools – September 2018**

1. Applicants should contact the Local Authority or the school where they are seeking admission
2. Applications forms are available from:
  1. Pupil & Student Services
  2. Bolton Council website
  3. Schools
3. For Voluntary Aided, Free Schools and Academies applicants may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned together with the application form.
4. Applications for admission to St Bede's Academy, SS Simon & Jude Academy, The Ferns Academy, The Olive Primary School, The Olive Tree Primary School and Lever Edge Primary School are obtainable from and must be returned direct to the school.
5. Parent/carer must return the completed application form (parts 1 and 2) to the preferred school or the Local Authority (Pupil & Student Services) together with any documentation to support the application.
6. If the application form is returned to the Local Authority the LA will liaise with the school to determine if a place can be offered.
7. If the application is returned to the school and a place is available in the relevant year group the school must contact the Local Authority (Pupil & Student Services) before offering a place so that all applicants can be given due consideration.
8. If the application is returned to the school and the school is full in the relevant year group the school must forward the application to the Local Authority.
9. All applications must be processed as far as possible within 5 to 10 school days of receipt
10. Where a place can be offered then the school must agree a start date with the parent /carer to admit the student within 5 to 10 school days of the offer being made
11. Where schools are full in the relevant year group, parents must be referred to the Local Authority (Pupil & Student Services). The pupil's name will be added to the waiting lists which will be maintained by the Local Authority for the remainder of the 2018.2019 school year. Waiting lists will be prioritised in accordance with the schools published admission criteria
12. The Local Authority (Pupil & Student Services) will provide parents with relevant advice and guidance of the appeals procedures.
13. Schools and academies must inform the Local Authority of the outcome of all applications for admission.
14. All schools and academies must inform the Local Authority of places as and when they become available so that places can be offered to children from the waiting lists

## **Scheme for the Coordination of In-Year Admissions to Secondary Schools – September 2018**

1. Applicants should contact the Local Authority
2. Applications forms are available from:
  1. Pupil & Student Services
  2. Bolton Council website
3. For Canon Slade School, St James CE Secondary School and Bolton Muslim Girls School applicants may need to complete a Supplementary Information Form (SIF) obtainable from the school which should be returned to the relevant school.
4. Parent/carer must return completed application form to Pupil & Student Services together with any documentation to support the application.
5. Applications for admission to Bolton University Technical College are obtainable from and must be returned direct to the UTC.
6. The Local Authority will liaise with the school to determine if a place can be offered
7. All applications will be processed as far as possible within 5 to 10 school days of receipt
8. If a place can be offered then the Local Authority will forward the application details to the school. The school must agree a start date with the parent/carer to admit the student within 5 to 10 school days of the offer being made
9. Where schools are full in the relevant year group, the Local Authority will provide parents with relevant advice and guidance of the appeals procedures. The pupil's name will be added to the waiting lists which will be maintained by the Local Authority for the remainder of the 2018.2019 school year. Waiting lists will be prioritised in accordance with the schools published admission criteria
10. Schools, academies and Bolton UTC must inform the Local Authority of the outcome of all applications for admission.
11. All schools, academies and Bolton UTC must inform the Local Authority of places as and when they become available so that places can be offered to children from the waiting lists
12. Applications for admission into Year 10 or Year 11 for those pupils currently on roll in a Bolton school will be referred to the In Year Fair Access Panel

## **BOLTON LA CO-ORDINATED PRIMARY ADMISSION SCHEME FOR 2019/2020 ACADEMIC YEAR**

### Normal Year Admissions

- (a) All parents/carers of Bolton children must complete the Bolton LA application form for admission to the borough maintained primary schools. This will include children with a statement for special educational needs. Parents will also be given the option of applying on-line via the Council's website
- (b) The LA will provide parents with access details to the online application form which will be distributed to their registered home address. The booklet will be available to view or download from the Council's website. Hard copies will be available on request. For parents who are unable to apply online a paper preference form will be available and will be posted in December 2018 to all those who at that time have not submitted an online application.
- (c) The LA application form (and online application) will allow parents/carers to express at least 3 preferences in rank order and to state reasons for the preferences.
- (d) Parents/carers must return the completed form (or submit their online application) to reach the LA by 15th January 2019. The forms should be submitted to the LA's Pupil and Student Services (P&SS).
- (e) The procedures for processing application forms received after the closing date is given below.
- (f) The LA will forward relevant information from the application forms by 1st February 2019 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other LAs will provide details of preferences for Bolton schools or academies expressed by their residents
- (g) The Local Authority will forward relevant information from the application forms by 8th February 2019 to the admission authority schools and academies in Bolton where parents/carers have expressed a preference for them. The preference ranking for them will not be shared with the admission authorities in compliance with the School Admissions Code
- (h) Bolton admission authority schools and academies will inform the LA by 8th March 2019 of the priority ranking of all applicants according to their admission arrangements
- (i) By 15th March 2019 the LA will inform other local authorities of offers to be made to children resident within their areas and receive details of offers they will be making to Bolton residents. This information will continue to be exchanged until 31<sup>st</sup> March 2019
- (j) All parents/carers of Bolton children will receive letters from the LA informing them of the outcome of the application for admission to the borough primary schools on 16th April 2019. If admission is refused to the preferred school or academy, an appeal form(s) will be sent with the letter, which will inform parents/carers of the alternative school to be offered.

- (k) The LA will continue to co-ordinate admission arrangements until the end 31<sup>st</sup> December 2019 and will hold a waiting list of all pupils whose preference for the school could not be met. This will mean the LA application form must be completed. The LA will provide the relevant admission authority details of children requesting admission. The LA will convey to parents/carers of Bolton children the outcome of their application.

## **LATE APPLICATIONS**

### **1. LATE APPLICATIONS RECEIVED AFTER THE CLOSING DATE BUT BEFORE PLACES ARE ALLOCATED**

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Places will however be allocated and parents/carers will receive notification on 16th April 2019.

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents who removed into the borough after the closing date
- parents/carers were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- Parental/carer/child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form.

### **2. APPLICATIONS RECEIVED AFTER THE ALLOCATION DATE**

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e. 16th April 2019 until 31<sup>st</sup> December 2019.

The LA form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents/carers about the outcome of their application. If admission is refused to the preferred Borough school(s) or academy, an appeal form(s) will be sent with the letter, which will inform parents/carers of the alternative school to be offered.

## **WAITING LISTS AND CHANGE OF PREFERENCES**

### **WAITING LIST**

Bolton LA maintains waiting lists for admission to the borough schools and academies and for 2019 admissions this will be held until 31<sup>st</sup> December 2019. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain the waiting list until 31<sup>st</sup> December 2019. Procedures for changing schools after this period are outlined in the policy relating to in year admissions.

A parent cannot add their name to the waiting list for a school that was not one of their original three preferences but can change their preferences after offer date on 16th April 2019 if necessary.

## CHANGE OF PREFERENCES

A change of preference after the closing date 15th January 2019 will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from solicitor exchanging contracts or a tenancy agreement together with evidence to confirm permanent residency at the new address. The LA cannot change any preferences for whatever reason after 22<sup>nd</sup> February 2019 until after the offer date of 16<sup>th</sup> April 2019.

## TIMETABLE FOR PRIMARY ADMISSIONS FOR SEPTEMBER 2019

Closing date for applications and return of applications to the LA 15th January 2019
↓
LA sends application details to other Local Authorities by 1 <sup>st</sup> February 2019 and Bolton voluntary-aided schools and academies by 8 <sup>th</sup> February 2019
↓
Other LAs, Aided schools/Academies to provide LA with ranked list of pupils by 8th March 2019 until 31 <sup>st</sup> March 2019
↓
March to April 2019 The Local Authority will resolve all potential offers to ensure that each child receives a single offer of a school place
↓
Offers made to parents by LA 16th April 2019
Parents to accept/decline place offered by 26 <sup>th</sup> April 2019
↓
Appeals May to July 2019



## **BOLTON LEA CO-ORDINATED SECONDARY ADMISSION SCHEME FOR 2019/2020 ACADEMIC YEAR**

### **Normal Year Admissions**

- (a) All parents/ carers of Bolton children must complete the Bolton LA application form for admission to secondary maintained schools whether located in the Borough or in neighbouring LAs. This will include children with a statement for special educational needs/Education and Health Care Plan. Parents will also be given the option of applying online.
- (b) The LA will provide parents with access details to the online application form. The booklet will be available to view or download from the Council's website. Hard copies will be available on request. For parents who are unable to apply online a paper preference form will be available and will be posted at the end of September 2018 to all those who have not submitted an online application.
- (c) The application form (including the online application) will allow parents / carers to express 3 preferences in rank order and to state reasons for their preferences. This will include maintained schools in this and the neighbouring LAs. Parents/carers should only indicate an independent school if a place has been offered and they are sure a place will not be required at a maintained school.
- (d) If Canon Slade School, St James CE High School or Bolton Muslim Girls School are expressed as preferences, parents / carers must additionally complete the school application form which is obtainable from the school if they wish to apply under the school's faith criteria. The completed form must be validated by the Vicar / Faith Leader in time to enable parents to return it to the school by the deadline published by the school.
- (e) For Bolton children the completed LA application form along with other relevant supporting documents must be submitted on line or returned to the Bolton LA's Pupil & Student Services.
- (f) The closing date for the return of the completed LA preference form will be 31st October 2018. (The supplementary application form for Canon Slade, St James CE or Bolton Muslim Girls Schools will specify the closing date for return)
- (g) The procedures for processing application forms received after the closing date is given in below.
- (h) The LA will forward relevant information from the application form by 9th November 2018 to other local authorities where Bolton residents have expressed a preference for a maintained school or academy in their area. On this date other local authorities will provide details of preferences for Bolton schools and academies expressed by their residents.
- (i) The LA will forward relevant information from the application forms by 18<sup>th</sup> November 2018 to Bolton admission authority schools and academies where parents have expressed a preference for those schools and academies. The preference ranking will not be shared with the admission authorities in compliance with the Schools Admission Code.
- (j) Bolton admission authority schools and academies will inform the LA by 7th December 2018 of the priority ranking of all applicants
- (k) By 11th January 2019 the LA will inform other local authorities of offers to be made to children within their area and receive details of offers they will be making to children resident in Bolton. This information will continue to be exchanged until 31<sup>st</sup> January 2019.

- (l) All parents / carers of Bolton children will receive letters from the LA informing them of the outcome of the application for admission to Borough and neighbouring LA schools on 1st March 2019. If admission is refused to the preferred maintained school or academies an appeal form(s) will be sent with the letter, which will inform parents / carers of the alternative school to be offered. Where a place cannot be offered at a maintained school or academy or a neighbouring LA school(s)/academy, the LA's letter will advise parents / carers of their right of appeal and provide details of the appeals process.
- (m) The LA will continue to co-ordinate admission arrangements until 31<sup>st</sup> December 2019. This will mean the LA application form must be completed. The LA will provide the relevant admission authority details of children requesting admission. The LA will convey to parents / carers of Bolton children outcome of their application.

## **LATE APPLICATIONS**

### **1. LATE APPLICATIONS RECEIVED AFTER THE CLOSING DATE BUT BEFORE PLACES ARE ALLOCATED**

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Places will however be allocated and parents / carers will receive notification on 1st March 2018.

Only in exceptional circumstances where evidence is available will late applications be considered on time. These may include the following:

- parents removed into the borough after the closing date
- parents / carers were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- parental / carer / child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form

- (b) All applications received after 25<sup>th</sup> January 2019 will be classed as late regardless of the circumstances

### **2. APPLICATIONS RECEIVED AFTER THE ALLOCATION DATE**

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e. 1st March 2019 until 31<sup>st</sup> December 2019.

The LA form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parents / carers about the outcome of their application. If admission is refused to the preferred Borough community voluntary-controlled or voluntary-aided RC school(s), an appeal form(s) will be sent with the letter, which will inform parents / carers of the alternative school to be offered. Where a place cannot be offered at the Borough foundation, aided school(s) or Academy, in addition to the details about the alternative school offered, the LA's letter will advise parents / carers of their right of appeal and provide details of the appeals process.

## WAITING LISTS & CHANGE OF PREFERENCES

### WAITING LIST

The LA will maintain a waiting list for admission to the community & voluntary-controlled schools. Parents / carers of all unsuccessful applicants, including late applicants, will automatically be placed on the waiting list.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

A parent cannot add their name to the waiting list for a school that was not one of their original three preferences unless there is evidence of extenuating circumstances  
31<sup>st</sup> December 2019.

### CHANGE OF PREFERENCES

A change of preference will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from solicitor exchanging contracts or a tenancy agreement. The LA cannot change any preferences for whatever reason after 25<sup>th</sup> January 2019 until after the offer date of 1st March 2019.

### TIMETABLE FOR SECONDARY ADMISSIONS FOR SEPTEMBER 2019

Closing date for applications and return of forms to the LA 31 <sup>st</sup> October 2018
↓
LA sends application details for schools in other LAs to those LAs 9 <sup>th</sup> November 2018
↓
LA to send application details to aided schools/academies/free schools within Bolton LA 16 <sup>th</sup> November 2018
↓
Aided schools, Academies/ free schools and neighbouring LAs to inform Bolton LA of pupils to be offered / refused places 7 <sup>th</sup> December 2018
↓
<b>LA to exchange information of children to be offered and refused places with neighbouring LAs 11<sup>th</sup> January 2019</b>
↓
Final exchange of offers between Local Authorities. 31 <sup>st</sup> January 2019
↓
Schools informed by LA of the list of pupils offered admission to their school, including pupils not resident in the borough LA. 22 <sup>nd</sup> February 2019
↓
Offers made to Bolton parents by LA 1 <sup>st</sup> March 2019
↓
Appeals April to July 2019