



Bolton-le-Sands C of E Primary School

ADMISSION POLICY AND ARRANGEMENTS FOR SEPTEMBER 2025

MISSION STATEMENT

“With God at the centre, we reach out to support each other in learning, growth and community”

As a ‘Church of England Voluntary Aided Primary School’, we aim to ensure that God is at the centre of our life in school. It is our goal to ensure that all the members of our school community are given the opportunity to get to know God and thank Him for His goodness to us. We are the village school and are at the heart of this village community, **all** members of this community are made very welcome in our school.

MAKING AN APPLICATION

Applications for admission to the school for September 2025 should be made on-line between 01 September 2024 and 15 January 2025. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority electronic form, stating three preferences. Residents can apply online at <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/> For families who are unable to apply online, application forms can be requested from, and returned to, the school or appropriate area office, the address of which is available from the school. All parents returning application forms to school must receive a receipt of submission.

Parents who wish their application to this Church school to be considered against the faith criteria **must** also complete the **Supplementary Information Form**. If the school is oversubscribed, a failure to complete the Supplementary Information Form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

The Supplementary Information Form must be completed at the time of application and is available from the school website. The Supplementary Information Form must be returned directly to the school by 15 January 2025, if parents wish their application to be considered against faith criteria.

For parents applying online, emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16 April 2025. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority. Parents applying by hard copy forms will be informed by letter.

ADMISSION PROCEDURES

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to the Reception Class in the year 2025 will be a maximum of 45.

The Governing Body will not place any restrictions on admissions to the Reception Class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need or Educational Health and Care Plan naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. (a) Children in public care and previously looked after children.

This means a "looked after child" or a child who was previously looked after but immediately after became subject to an adoption, child arrangements or special guardianship order, including those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (please see definitions below). 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.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who are adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the only school where these needs can be met and the difficulties which would be caused if the child had to attend another school. Parents must submit this evidence to the school by 15 January 2025, if they wish their application to be considered under this criterion.

2. Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings (brothers and sisters) include step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).

3. (a) **Children whose parents live within the ecclesiastical parish of Holy Trinity, Bolton-le-Sands and worship regularly at a church in full membership of ‘Churches Together in England (www.cted.org.uk)’ or the ‘Evangelical Alliance (www.eauk.org)’ or the ‘North West Gospel Partnership’ (www.northwestgospelpartnership.com).** Lists are taken on 1 September 2024. Regular worship is defined as ‘a minimum of once per month for a period of at least 6 months prior to the application being made’.

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 public worship.

(b) Other children whose parents live within the ecclesiastical parish of Holy Trinity, Bolton-le-Sands.

4. **Children whose parents live outside the parish:**

(a) Children with a parent/guardian who worships regularly at a church in full membership of ‘Churches Together in England (www.cte.org.uk)’ or the ‘Evangelical Alliance (www.eauk.org)’ or the ‘North West Gospel Partnership’ (www.northwestgospelpartnership.com)

Regular worship is defined as ‘a minimum of once per month for a period of at least 6 months prior to the application being made’.

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 public worship.

(b) Children of staff who have been employed in the school for the whole of the two years prior to the closing date for applications.

This applies to all staff, full or part-time, who have been employed by the Governing Body where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

5. **Other children.**

TIE BREAK

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

ADMISSIONS INFORMATION

In 2024, there were **XXX** applications for 45 places (this includes 1st, 2nd and 3rd preferences)

LATE APPLICATIONS FOR ADMISSION

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

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 by the school. 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 slotted into the order according to the extent to which they meet the criteria. Thus it is possible for 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. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

This waiting list will operate until 31 December 2025.

The schools in-year admissions will be administered by the Governing Body of the School.

ADDRESS OF PUPIL

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

NON-ROUTINE OR IN-YEAR ADMISSIONS

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term will be treated as an in-year application. The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available from the school website. [CLICK HERE](#) Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website. [APPEAL FORM](#)

APPEALS FOR ROUTINE ADMISSIONS

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 by 16 May 2025. 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 which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second

round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the Governing Board's decision does not prevent you from making an application or appeal in respect of any other school.

Please use the Local Authority weblink for appeals: [Lancashire County Council Admission Appeals Non-routine or in-year admissions](#)

FRAUDULENT APPLICATIONS

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of a place. The application will be considered afresh and a right of appeal offered if a place is refused.

DEFERRED ADMISSION

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parent(s) or carer(s) may seek a place for their child outside of the normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parent/carer of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to reception rather than Year 1.

In-year applications (i.e. children who are already of school age)

Parent(s) or carer(s) must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to reception in the September after their fifth birthday

Parent(s) or carer(s) will need to submit a normal Common Application Form (CAF) to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note: This Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s) or carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Primary National Offer date if at all possible.

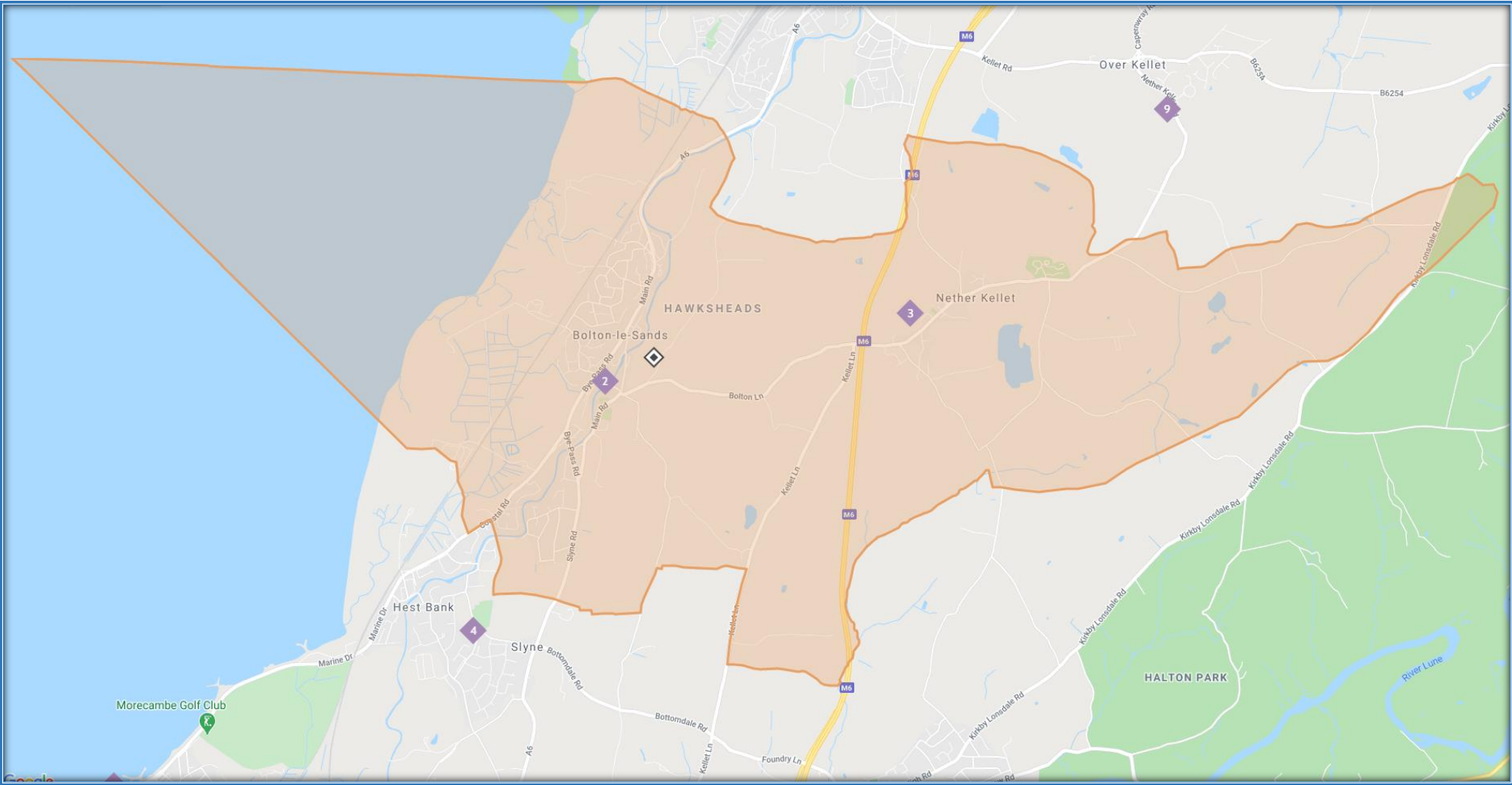
If the request is agreed, the parent(s) or carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered. The following year the new application will be considered on the base of the determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

If their request for admission outside their normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Governing Body for admission to year one for the September following their child's fifth birthday.

TWINS, ETC

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances, cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Ecclesiastical Parish Boundary for Bolton-le-Sands





**Diocesan Supplementary Information Form
Bolton-le-Sands Church of England Primary School**

Admission to Primary School 2025

Name of Child:

Surname **Christian Names**

Date of Birth

Name of Parent/Guardian

Address

.....

Post Code

Contact telephone number

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship one of parents / guardians regularly attends:

Name of Place of Worship

Address

.....

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

.....

Post Code Telephone

Your faith leader will be contacted in order to provide the information.

Return this form directly to the school before 15 January 2025

Bolton-le-Sands Church of England Primary School, Mount Pleasant Lane, Bolton-le-Sands, LA5 8DT

This form is for use of the School; it will be sent to the appropriate faith leader, to be returned direct to the school.



**Clergy Reference Form
Admission to Primary School, 2025
Bolton-le-Sands Church of England Primary School**

Name of Child:

Surname **Christian Names**

Date of Birth

Name of Parent/Guardian

Address

Post Code

Contact Telephone

This parent has given your name as a reference for his/her commitment to the church/place of worship.

Our criteria require the parent to have attended their place of worship once a month for 6 months prior to 1 September 2025.

Has this been the pattern for this parent? YES / NO

Signed

Name Date:

Position

Church

This church is a part of (please tick):

Churches Together in England Evangelical Alliance North West Gospel Partnership

Please return this form to: The Office Manager, Bolton-le-Sands Church C of E Primary School, Mount Pleasant Lane, Bolton-le-Sands LA5 8DT or a.joel@bolton-le-sands.lancs.sch.uk by 14 February 2025