



# Admissions Policy

## 2024-2025

Policy Reviewed:	2024 – New policy for September 2025
Next Review:	July 2025
Signature of Chair of Trust Board: Craig Graham	Signature of Executive Headteacher: Lisa Whittaker

## **Mission Statement**

At Masefield we believe that all our children can achieve, becoming successful future citizens that contribute positively to a society in which all members are equally valued.

High aspirations, high motivation and high outcomes for all, ensure that achievement gaps wherever they exist are narrowed in order to improve pupils' life choices and future prospects.

We strive for all of our children to be safe, feel valued, develop resilience and continually learn within our nurturing and supportive community.

At Masefield our children BELIEVE, ACHIEVE and SUCCEED!

**Believe \* Achieve \* Succeed**

## **Policy**

The following policy has been adopted from Bolton Local Authority. The School will handle all In-Year admission in co-ordination with the Local Authority and the Local Authority will handle all procedures for reception admissions into school and will arrange an independent panel for any appeals that may arise.

## **Review**

This policy will be reviewed and approved by BASE Academy Trust Board annually.

September 2024  
Next Review: July 2025

## **ADMISSION POLICY FOR BASE ACADEMY TRUST SCHOOLS FOR SEPTEMBER 2024 – Adopted from Bolton Local Authority**

BASE Academy Trust Schools will admit all children with an Education, Health and Care Plan, in whose Plan the school is named

The proposed policy for admission 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 - LAC) including adopted children (PLAC) 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. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (Internationally adopted previously looked after children - IAPLAC).
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 2024. 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 LA CO-ORDINATED PRIMARY ADMISSION SCHEME FOR 2025/2026 ACADEMIC YEAR**

### Normal Year Admissions

- (a) All parents/carers of Bolton children must complete the Bolton LA application form online for admission to the borough maintained primary schools including schools within BASE Academy Trust. This will include children with an Education Health and Care Plan.
- (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.
- (c) The LA application online application will allow parents/carers to express up to 3 preferences in rank order and to state reasons for the preferences.
- (d) Parents/carers must submit their online application by 15th January 2025.
- (e) The procedures for processing application forms received after the closing date is given below.
- (f) The LA will forward relevant information from the online application forms 3<sup>rd</sup> February 2025 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 10<sup>th</sup> February 2025 to the admission authority schools and academies in Bolton where parents/carers have expressed a preference for them. The parent's 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 10th March 2025 of the priority ranking of all applicants according to their admission arrangements
- (i) By 16th March 2025 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 2025.
- (j) All parents/carers of Bolton children will receive emails from the LA informing them of the outcome of the application for admission to the borough primary schools on 16th April 2025. If admission is refused to the preferred school or academy parents/carers will be informed of the alternative school to be offered and provided with advice on how to appeal.
- (k) The LA will continue to co-ordinate admission arrangements until the end 31<sup>st</sup> December 2025 and will hold a waiting list of all pupils whose preference for the school could not be met. This will mean the LA online application 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 as far as possible on 16th April 2025.

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

- parents who moved into the borough after the closing date
- 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 2025 until 31<sup>st</sup> December 2025.

The application submitted to the LA 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 2025/26 admissions this will be held until 31<sup>st</sup> December 2025. 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.

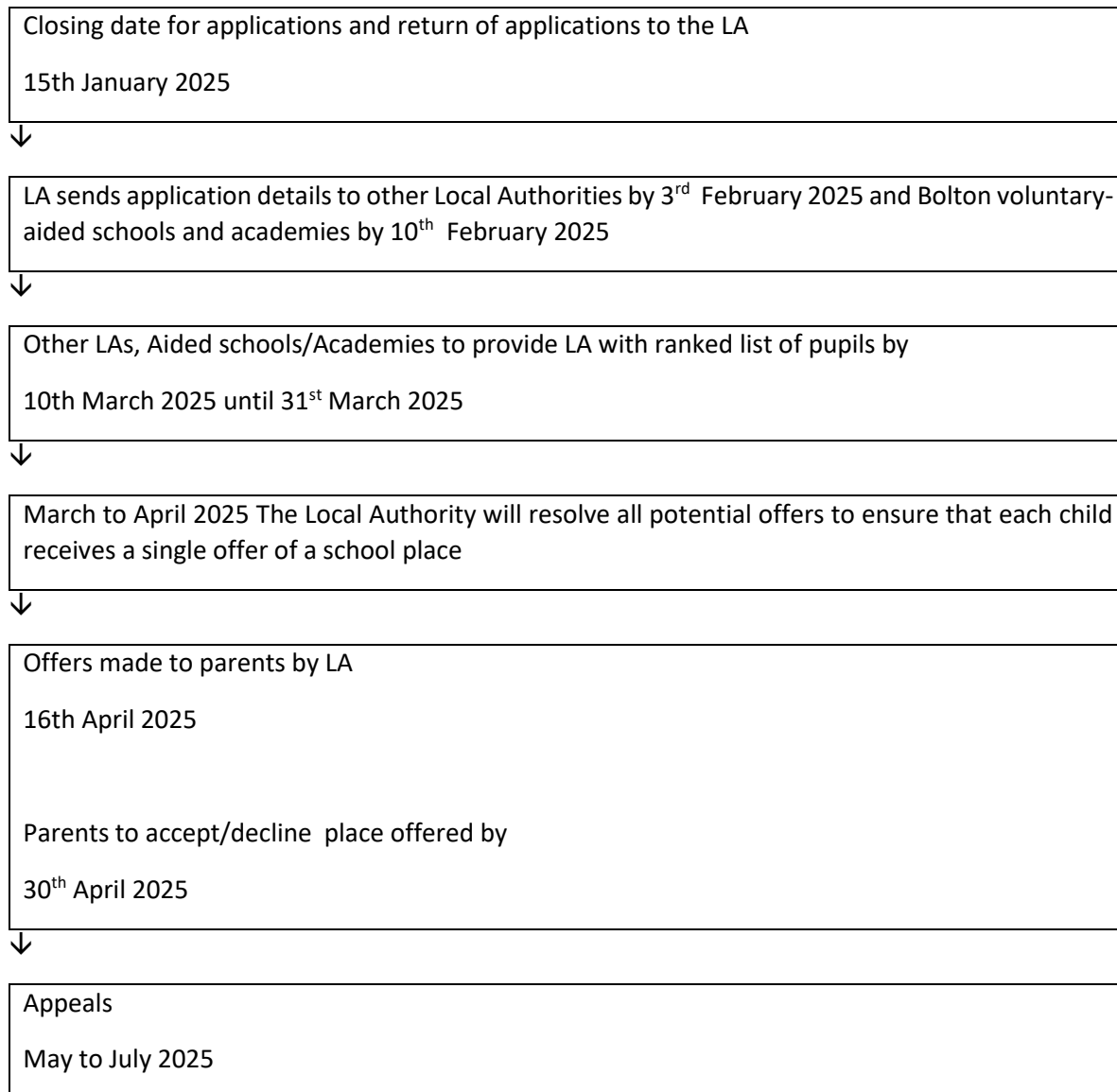
The LA will maintain the waiting list until 31<sup>st</sup> December 2025. Procedures for changing schools after this period are outlined in the policy relating to in year admissions.

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 2025 if necessary.

### **CHANGE OF PREFERENCES**

A change of preference after the closing date 15th January 2025 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 21<sup>st</sup> February 2025 until after the offer date of 16<sup>th</sup> April 2025.

## TIMETABLE FOR PRIMARY ADMISSIONS FOR SEPTEMBER 2025



## **Scheme for the Coordination of In-Year Admissions to Red Lane/Masefield Primary Schools from January 2020**

1. Applicants should contact the school where they are seeking admission.
2. Applications forms are available from:
  - School website
  - School office
3. Parent/Carer must return the completed Part 1 and Part 2 application forms to the school together with any documentation to support the application. In the event that the form has been returned to the Local Authority the LA will liaise with the school to determine if a place can be offered.
4. All applications must be processed within 5 to 10 school days of receipt. This will include investigation as to whether a place is available and secondly if a place is available and there is more than one applicant, the admission criteria will be applied.
5. Where a place can be offered then the school must agree a start date with the parent/carers to admit the student within 5 to 10 school days of the offer being made.
6. 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 school held waiting list. Waiting lists will be prioritised in accordance with the schools published admission criteria.
7. The School will provide parents with relevant advice and guidance of the appeals procedures.
12. School will inform the Local Authority of the outcome of all applications for admission.
13. Where a place becomes available the school will consult their waiting list to determine whether there are any applicants awaiting admission. If there is more than one applicant the school will apply the published admission criteria.