



Local Offer – Gaskell Primary School



BOLTON METROPOLITAN BOROUGH COUNCIL- Gaskell Primary School

Gaskell Primary School – Admissions – 60 Places

PROPOSED ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY-CONTROLLED PRIMARY SCHOOLS IN SEPTEMBER 2022

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 15th January 2022. Evidence received after this date will not be taken into consideration
6. Proximity (Where you live).

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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 centre of the home property and the designated main entrance to the school.

Tiebreaker

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.

Proposed Scheme for the Coordination of In-Year Admissions to Primary Schools – September 2021

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. 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.
5. 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.

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6. 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.
7. 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.
8. All applications must be processed as far as possible within 5 to 10 school days of receipt
9. 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
10. 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 2021.2022 school year. Waiting lists will be prioritised in accordance with the schools published admission criteria
11. The Local Authority (Pupil & Student Services) will provide parents with relevant advice and guidance of the appeals procedures.
12. Schools and academies must inform the Local Authority of the outcome of all applications for admission.
13. 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.

The following schools are not part of this scheme and all applications must be made direct to the relevant school

The Olive School
St Bede Primary Academy
Tonge Moor Primary Academy
SS Simon & Jude CE Primary Academy
Red Lane Primary Academy

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 2022.

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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
- Parental/carer/child illness which required hospitalisation for a 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 2022 until 31st December 2022.

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 2022 admissions this will be held until 31st December 2022. 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 31st December 2022. 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 2022 if necessary.

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CHANGE OF PREFERENCES

A change of preference after the closing date 15th January 2022 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 21st February 2022 until after the offer date of 16th April 2022.

TIMETABLE FOR PRIMARY ADMISSIONS FOR SEPTEMBER 2022

Closing date for online applications to the LA

15th January 2022



LA sends application details to other Local Authorities by 3rd February 2022 and Bolton voluntary-aided schools and academies by 10th February 2022



Other LAs, Aided schools/Academies to provide LA with ranked list of pupils by
10th March 2022 until 31st March 2022



March to April 2022 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 2022

Parents to accept/decline place offered by

30th April 2022



Appeals

May to July 2022