

Masefield Primary School

Masefield Road, Little Lever,
Bolton, BL3 1NG

Tel: 01204 333714

Fax: 01204 333531

office@masefield.bolton.sch.uk

www.masefield.bolton.sch.uk

School Twitter: @MasefieldCP



Executive Headteacher: Mrs L Whittaker

Head of School: Mr A Done

6th November 2023

To Whom it May Concern

Admission Arrangements to Masefield Primary School from 2025/26

I am writing in accordance with Section 89 of the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014 which require admission authorities to consult each other before determining admission policies and arrangements for 2025/26 onwards.

For your information please find attached a copy of the proposed change to the admission arrangements for Masefield Primary School for the 2025/2026 school year.

The consultation period will start on Monday the 6th November 2023 for a period of six weeks. If you wish to comment on any aspect of these arrangements then please write to the school or email consultation@masefield.bolton.sch.uk before the 22nd December 2023.

Yours faithfully

A Done

Mr. A Done
Head of School



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CONSULTATION: CHANGES TO ADMISSION ARRANGEMENTS FOR 2025/2026

BASE Academy Trust is proposing to change the admission arrangements for the year 2025/2026 for both Red Lane Primary and Masefield Primary to bring the schools in line with Bolton Local Authority as follows:

The proposed changes are set out below:

1. The policy will include the published admissions number (PAN) for each school within BASE Academy Trust:

- ☐ School Name: **Red Lane Primary School** Pupil Admission Number (PAN): **60**
- ☐ School Name: **Masefield Primary School** Pupil Admission Number (PAN): **30**

2. Shared Responsibility for Childcare

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If you have shared parental responsibility, we advise that both parents agree on the school preferences before applying, only one application can be processed. Where a child spends an equal amount of time with both parent's the address used will be the registered address i.e., the address that child benefit is paid to, or in the absence of this the address held by the child's GP. Failure to reach an agreement may result in your application being suspended until both parents can reach a mutually acceptable decision about their school preferences.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable). This may include:

- proof of where you are registered for council tax
- Utility bill
- wage/ salary slip
- proof of your child tax credits

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.



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If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

3. Infant Class Size

Schools within BASE Academy Trust must adhere to infant class size legislation requirements and therefore no class of 5, 6 and 7 year olds (Reception, Year 1 and Year2) can contain more than 30 pupils with one teacher. This number cannot be exceeded except in limited permitted exceptions as listed in the Schools Admission Code (2021) section 2.16.

4. Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

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

These requests should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.



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5. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found about appeals on the local authority's website.

6. Fair Access Protocol – In-Year Applications

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

