



Admissions Policy

2025-2026

Policy Reviewed:	New policy for September 2025
Next Review:	July 2026
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.

Policy Approved: January 2025

Next Review: July 2026

ADMISSION POLICY FOR BASE ACADEMY TRUST SCHOOLS FOR SEPTEMBER 2025

Adopted from Bolton Local Authority

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

School Name: **Red Lane Primary School** Pupil Admission Number (PAN): **60**

School Name: **Masefield Primary School** Pupil Admission Number (PAN): **30**

Oversubscription criteria:

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked 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 of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom there is a child protection plan or has been within a 12-month period
3. Children who will have a brother or sister in years Reception to Year 6 of the preferred school at the date of admission. This includes full, step, half, foster and adopted brother, sisters or any child identifying as non-binary living as part of that family unit, living at the same address as the pupil requesting admission.
4. Children who have strong Church connections where the school is a Church school. Parents must complete the supplementary form available on the local authority website 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. This must be returned by 15 January.
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 by the closing date for applications, 15 January 2025. 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 to the school admissions team by 15th January 2025. Evidence received after this date will not be taken into consideration

6. Distance from school (Where you live) - Children who live nearest the school will be offered places first. 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 which measures from the centre of the home property to the designated main entrance to the school.
7. 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.

Notes:

Tiebreaker

If categories two to five are oversubscribed, distance from the school (as set out in category six) 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 School will allocate above the admission number to accommodate each child.

The child's home address

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/carers is unable to provide sufficient proof of their residence.

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.

Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place, please contact the admissions team.

Please note that the Trust and/or Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

Waiting list policy

Children who are not offered a reception place for the September intake at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with BASE Academy Trust's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

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.

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.

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.

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 In-Year application form to the school together with any documentation to support the application, for example, medical information. 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. 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.
6. Where a place can be offered then the school must agree a start date with the parent/carers to admit the student within 10 school days of the offer being made.
7. 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.
8. A pupil will remain on the waiting list for one term. At the end of this period it is the responsibility of parent/carers to contact the school to request to remain on the waiting list for another term.
9. The School will provide parents with relevant advice and guidance of the appeals procedures.
10. School will inform the Local Authority of the outcome of all applications for admission.
11. 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.
12. The school will also inform the Local Authority of places as and when they become available where there are no pupils on the waiting list for that year group.

(Appendix A) In-Year Admission to Primary School

To be completed by parent/carers

Section 1 – Pupil details									
Surname				Forename(s)					
Date of birth			Male/female			Year Group			
Address									
How long has your child lived at this address									
Is your child new to the UK?						Yes		No	
Does your child speak English?					Yes		No		Some
If you intend to move house in the new future, please provide details:									
New address									
Anticipated moving date									

Section 2 – Parent/carers details			
Surname			Forename(s)
Title	Mr / Mrs / Miss / Ms / Other _____		
Relationship to child			
Home telephone number			
Mobile telephone number			
Email address			

Home Language		Do you speak English?	Yes / No / Some
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Section 3 – Your school preferences

Where parents or carers have shared responsibility for the child, they must discuss and agree on the preferred school. Please state the name of the schools at which you would like your child to attend below. Remember to check the Admission Policy of the school and whether or not a supplementary form is required or a baptism certificate is needed.

Supplementary Forms are available from the preferred school directly and must only request additional information that has a direct bearing on decisions made about oversubscription criteria. They must not request information prohibited in Section 1.9 and 2.4 of the School Admissions Code 2012.

Preferred schools names	1
	2
	3

Section 4 – Your child's school history

Current/most recent school name			
Local Authority		Telephone Number	
Date last attended			
Please note, your child should continue to attend at their present school until the transfer request has been completed.			
Previous schools -			
Previous school 1	Local Authority		
Date last attended	Reason for leaving		
Previous school 2	Local Authority		
Date last attended	Reason for leaving		
Previous school 3	Local Authority		
Date last attended	Reason for leaving		

Section 5 - Reason for transfer request

Please provide your reasons for requesting a transfer of schools. Continue on a separate sheet if required.

Have you met with your child's current school to discuss the reason you wish to transfer

Yes

No

With whom did you discuss the transfer?

Head Teacher

☐

Deputy Head

☐

Class Teacher

☐

other

☐

Date of meeting

Outcome of meetings (continue on a separate sheet if required)

Section 6 - Siblings

Please provide details of any older siblings who are currently attending your preferred school. A sibling should be a brother or sister, half-brother or half-sister, step-brother or step-sister living at the same address as the child for whom the application is being made. No priority is given to cousins or other relative regardless of the address.

Name of sibling

Date of birth
School attended

Section 7 – Additional information			
Does your child have a Statement of Special Educational Needs?	Yes		NO
Is your child Looked After by a Local Authority? (often know at ‘In Care’)			
If yes, please state which Local Authority			
Are there any specific medical or psychological reasons for your preferred school?			
If yes, please attach details and any supporting evidence from a hospital consultant, social worker or other relevant professional to this application.			
Does your child have an Early Help Assessment?	Yes		No
Please tick any of the following that apply to your application:			
Parents who are UK Service Personnel/Crown Servants		Not currently on a school roll	
Asylum Seeker or Refugee		Subject to a Child Protection Plan	
Been out of education for more than one term		Permanently Excluded	
Disability of Medical Condition		History of behavioural issues	
Living in a hostel/safe house of homeless		Returning from a Pupil Referral Unit	
Previously electively home educated		None of the above	
Child is a young carer			

Section 8 – Other agency involvement		
Are there any other Agencies or Services (e.g. Early Intervention Service, Social Services, CAMHS, Education Psychology) involved with the child? If so, please provide contact details below:		
Agency	Contact name	Contact telephone number

Section 9 – Parent’s or carer’s declaration

I declare that all the information which I have provided on this application is true. I understand that any school place offered on the basis of intentionally misleading or fraudulent information may be withdrawn. Red Lane Primary School will contact your child’s current school to obtain any relevant information, which will be required before we can offer a start date. By signing this form I also give my consent to contact my child’s current school.

Signed	Date	
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If you have provided any additional information with this application, please state the number of additional sheets submitted:

Section 10 – Data Protection Act

School maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with schools and other Local Authorities.

Verification of Information – School may verify the information you have provided on this form which could involve contacting other departments of Bolton Council who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on this form.

Please Note

If you are not offered a place at your preferred school, you will be informed of the decision and the reasons why a place has not been offered. You will also be informed of your right to appeal the decision and how an appeal can be submitted.

Submitting your application

Your application should be submitted to Red Lane Primary School
Red Lane
Broughton
Bolton BL2 5HP

Telephone: 01204 333580 extension 302

Office@red-lane.bolton.sch.uk

What happens next?

Red Lane Primary, as part of BASE Academy Trust, where the Trust board is the Admission Authority, will aim to process your application within 10 school days of receipt however in cases, this may take longer.

A decision to offer or not cannot be made by an individual person (such as the Head Teacher). For this reason, your transfer request may take longer than 10 school days.

If you are not offered a place at your preferred school, you will be informed of the decision and the reason why a place has not been offered in writing.

You will also be informed of your right of appeal the decision and how an appeal against the decision can be submitted.