



Admissions Policy

2027-2028

Policy Approved for Consultation:	13 th October 2025
Policy Consultation:	20 th October 2025 to 19 th December 2025
Policy Approved:	January 2026
Policy Implementation:	1 st September 2027
Policy Review:	September 2027
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.

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 2026
Next Review: September 2027

ADMISSION POLICY FOR BASE ACADEMY TRUST SCHOOLS FOR SEPTEMBER 2027

Adopted from Bolton Local Authority

Base Academy Trust Schools co-ordinate primary school admissions for reception class places through Bolton Council and information for primary school admissions can be found at:

<https://www.bolton.gov.uk/admissions/primary-school-places-1>

Each School within Base Academy Trust has a published admission number (PAN). This is the number of places which must be offered in each relevant age group. In this instance, for the reception class the published PAN for each school is as follows:

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

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

Bolton's SENDAS team is responsible for identifying schools and placing all children with an Education, Health and Care Plan (EHCP). 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.

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. Parents/Carers of previously looked after children will be required to provide evidence of the relevant order. (For further information, please see note below 'Looked after and previously looked after children').
2. Children for whom there is a child protection plan or has been within a 12-month period. Parents will be asked to indicate this on the application form and provide the child's social worker details so this can be confirmed.
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. 'Exceptional' means unusual, not typical, deviating from the norm, not ordinary, much greater than usual. This means that the child's exceptional problems relating to their medical condition should be beyond the range of problems experienced by the majority of children with this medical condition. Medical evidence **must** be provided by the closing date for applications, 15 January. Parents applying under this criterion must provide a letter from the child's specialist, such as the child's consultant/specialist nurse/physiotherapist/occupational therapist etc. (not GP) detailing the existing exceptional problems relating to the child's medical condition, including how it would be exacerbated if the child were not given a school place at the named school. This evidence must name the school at which admission is sought. (For further information, please see note below: 'Medical needs').
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 miles in a straight line which measures from the address point of the home property to the designated main entrance to the school by the local authority's distance measuring software.

Notes:

Infant class size Legislation

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.

Tiebreaker

If categories two to six 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.

Looked after children and previously looked after children

The Schools Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provide the following definition:

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) at the time of making an application to a school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further reference to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parents of previously looked after children should provide a copy of the relevant order to the School Admissions team. This can be submitted via email to admissions@bolton.gov.uk. A copy of the order will be kept for the period of the application.

Medical Needs

The evidence provided will be considered and the allocation of any such place will be decided on the basis of that written evidence. Where it is agreed that a particular school is necessary or the child's medical condition will be seriously exacerbated, the application will then be considered under oversubscription criterion 5.

If it is decided that the medical evidence does not demonstrate that the child's medical condition will be seriously exacerbated if not allocated a place at the named school, then the application will be considered in line with the other oversubscription criteria.

Medical evidence must be submitted to the school admissions team by 15th January. Evidence received after this date will be considered, but only for priority placement on the waiting list after the initial allocation of places.

This criterion can only consider the child's medical needs. No consideration will be given to parent's medical needs. Due to the nature of medical problems considered under this criterion being exceptional, it is anticipated that only very small number of pupils will be placed through this criterion. Children with routine and usual medical needs will be placed through other criteria.

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. When an agreement cannot be agreed on school preferences and their order by the child's parents, it may be necessary for them to obtain further legal advice.

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.

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.

Changes of address received after the 15th February will be applied to the application after the national offer day (16th April, or next working day where this falls on a non-working day) and children will be ranked on the waiting list based on the address where they are now living.

Withdrawing offers

A place may only be withdrawn if it has been offered in error, the parent has not responded to the place within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

Place offered in error: Where it has been identified that the local authority has made an administrative error in the processing of an application for a school place, and it is established that another child has been disadvantaged by this error the place may be withdrawn. If it is established no other child has been disadvantaged, the allocation will remain.

Applicants are responsible for the accuracy of the information which they submit. The Trust or local authority takes no responsibility for incorrect information submitted as part of the application (i.e., failure to mention a sibling(s) or provide supporting evidence).

Response within a reasonable time: Where a parent has not responded to the offer, the local authority will contact parents to confirm their acceptance. Where telephone contact is unsuccessful, an email will be sent to the registered email address providing parents an additional 5 working days to respond. In the absence of an email address, a letter will be sent to the home address. This communication will explain that if no response to the offer is received, the offer may be withdrawn.

Fraudulent or intentionally misleading application: The local authority will investigate any application where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide the information or is unable to, the local authority will seek to obtain confirmation of the information from other local government departments, including schools.

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application (e.g., if the wrong address is given), and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

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

Reception intake waiting list: 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. Being on a waiting list does not mean that a place will eventually become available.

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 Base Academy Trust 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 (<https://www.bolton.gov.uk/admissions/school-admission-appeals>).

Where a parent makes a second application for the year group prompted by the closure of a waiting list, they will only be offered the right of appeal if no appeal for that school has already been considered for the child's current year group.

A second right of appeal may be allowed where there has been a significant or material change in circumstances since the first appeal hearing. The Trust/Local Authority considers this to be in one of three circumstances:

1. Where the oversubscription criteria under which the child's application is considered has changed.
2. Where a child changes address and the distance to the current/allocated school would be unreasonable (using the definition of reasonable as defined at: <https://www.bolton.gov.uk/admissions/moving-school-year/4>).
3. Where the condition, means, needs or circumstances of the child have changed, and this change materially affects the child. In this instance, this change was not foreseen or could not have been contemplated at the time of the original appeal.

In each instance, the Trust/local authority would only consider allowing a second right of appeal if the parent had not already presented the change of circumstances to the panel as part of their case at their first appeal.

Part time, deferred and delayed admission

The local 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.

Admission outside the normal age group (including summer born children): Parents may seek a place for their child (at any age) 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.

Reception Admissions: All such requests should be made to the school admissions team in writing (please email: admissions@bolton.gov.uk) giving reasons for the request. For summer born children starting reception, this should be done at the time the child would usually be expected to apply for a reception place and should be made at the time of application.

In-Year Admissions: In relation to in-year admissions, please submit requests to the school office email address in writing giving reasons for the request. Links to Base Academy Trusts Schools can be found on the Trust website: www.baseacademy.co.uk

Parents may wish to submit additional information with their request, such as information about their child's academic, social and emotional development, where relevant, the child's medical history and the views of the medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school (The Trust/Local Authority) will decide on whether the child should be offered admission out of the normal age group. The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2021). The decision, and the reasons for it, will be communicated to the parent in writing.

The child will be considered for admission into the agreed year group. Parents have a statutory right of appeal against the refusal of a place at a school which they have applied for. 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

In-year admissions are for children waiting to move school during the year or for children moving into the area during the school year. The school co-ordinates all in-year applications. An application is an in-year application if it is for the admission of a child to the relevant age group (Reception), but it is submitted on or after the first day of the first term of the admission year, or if it is for admission of a child to an age group other than a relevant age group (for example, a change of school during the school year).

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 15 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. 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.

Fair Access Protocol

The protocol may be used to place key groups of vulnerable and/or hard to place children where they are having difficulty in securing a school place in-year. The protocol will only be used for children that meet the prescribed categories set out in paragraph 3.17 of the Schools Admissions Code 2021.

The Fair Access Protocol will not be used in place of the usual in-year admissions process. A parent can make an application at any time and is entitled to have their preferences met wherever possible, as well as the opportunity to appeal a decision when a place is not offered. If a child is placed through the fair access protocol, the parent will retain the right of appeal for any preferred school their child has been refused a place at.

(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	
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Local Authority		Telephone Number	
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Date last attended	
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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 an Educational Health and Care Plan?	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

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.