

Applying for a place in year 7

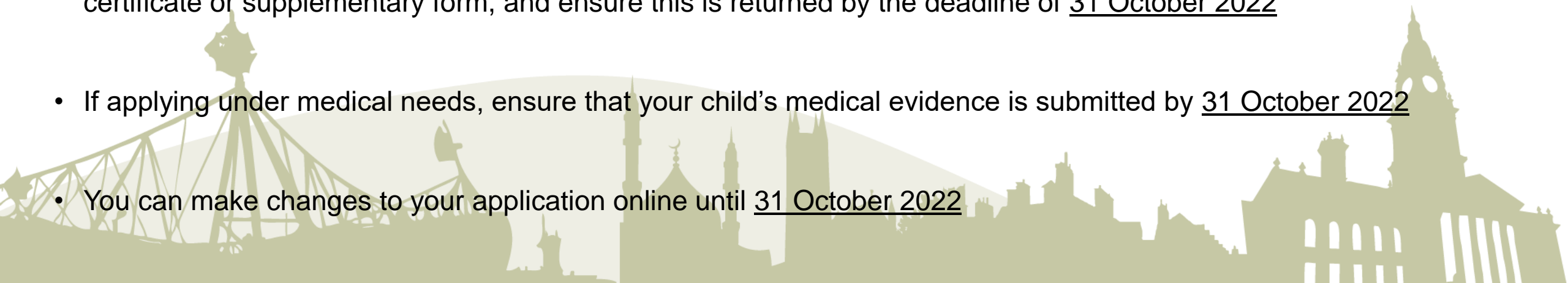


Deciding which school to apply for

- You can apply for up to 3 schools. You should read the admission policy for your preferred schools to determine the likelihood of being allocated a place. Distance from your home to school can be an important factor.
- Visit the school open evenings with an open mind. Ask questions, and talk to staff and existing pupils
- Talk to other parents whose children attend the school – what do they think about it?
- Read the admission policy – are you likely to get a place at the school? Be realistic. Make wise use of your 3 preferences.
- You can find out how places were allocated in previous years by looking in the School Directory: https://www.bolton.gov.uk/directory/4/school_directory
- Visit our website www.bolton.gov.uk/admissions for more information or to translate the information into your home language.

Making your application

- Visit <https://www.bolton.gov.uk/admissions/secondary-school-places-1> and register for the Citizen Portal. Use the Portal to make your application
- Make sure your application is submitted by the deadline of 31 October 2022. If you do not make this deadline this will affect your child's chances of getting a place at your preferred school.
- If you are applying under faith criteria check what additional information the school needs e.g. a baptism certificate or supplementary form, and ensure this is returned by the deadline of 31 October 2022
- If applying under medical needs, ensure that your child's medical evidence is submitted by 31 October 2022
- You can make changes to your application online until 31 October 2022

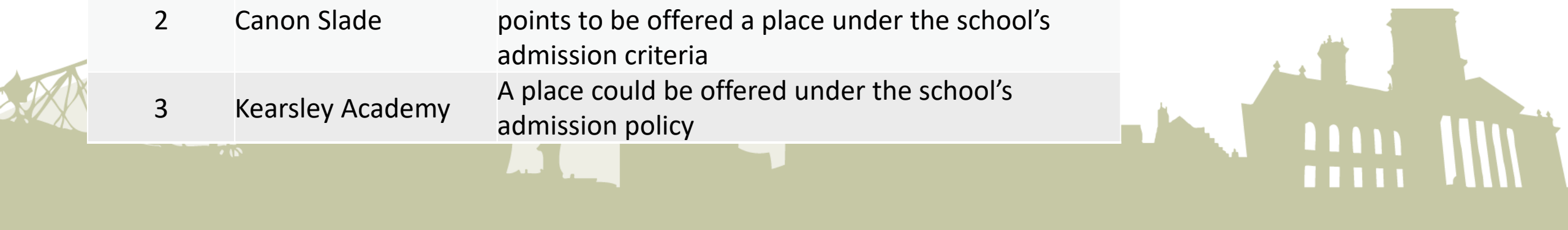


How places are allocated

- All applications are considered at the same time and the admissions criteria is applied equally. If we are unable to offer a place at your first choice of school, we will offer your second, if we are unable to offer a place at your second school, we will offer your third. Where we are unable to offer a place at any of your preferred schools, we will find the nearest school to your home address that has a place.

Example 1		
Preference	School	Process
1	Bolton St Catherines Academy	A place could be offered under the admission criteria for the school
2	Canon Slade	Completed supplementary form and has enough points to be offered a place under the school's admission criteria
3	Kearsley Academy	A place could be offered under the school's admission policy

The admissions process shows that a place can offered at all three schools. A place is allocated at Bolton St Catherines Academy as the parent's first choice



Example 2

Preference	School	Process
1	Ladybridge	A place could not be offered under the admission criteria for the school
2	ESSA Academy	A place could be offered under the school's admission policy
3	Kings Leadership Academy	A place could be offered under the school's admission policy

The admissions process shows that a place could be offered at both ESSA Academy and Kings Leadership Academy. A place is allocated at ESSA Academy as the second preference and the child is added to the waiting list for Ladybridge.

Example 3

Preference	School	Process
1	Bolton Muslim Girls School	A place could not be offered under the admission policy for the school
2	St James CE	A place could not be offered under the admission policy for the school
3	Mount St Joseph	A place could not be offered under the admission policy for the school

The admissions process shows that a place cannot be offered at any of the preferred schools. The child is added to the waiting list for all three schools and a place is allocated at the nearest school to the home address that has places remaining after all preferences for that school have been processed.



Children with an EHCP

- If your child has an Education, Health and Care Plan you will still need to apply for a school place by 31 October 2022
- You can apply for a special school but you must apply for at least one mainstream school.



Finding out your school place

- National offer day is 1 March 2023.
- You should log in to the Citizen Portal on that day to view and accept or decline the school place offered to your child.
- If you don't get the school you want you will be offered the right of appeal. More information on appeals can be found here: <https://www.bolton.gov.uk/admissions/school-admission-appeals>
- If you have been refused a place in a Bolton school your child will be placed on the waiting list. If your child has been refused a place in another local authority area, you will need to contact the school or local authority directly to place your child on their waiting list.



Questions?

There is more information on our website:
www.bolton.gov.uk/admissions

If you have any questions about making your application you can contact the school admissions team at admissions@bolton.gov.uk

