

**ADMISSION POLICY FOR 2025**



St. Teresa's is a Roman Catholic Voluntary Aided Primary School maintained by Bolton Local Authority and falls to the Trusteeship of the Diocese of Salford. The Governing Board is the admitting authority and its aim is to provide a Catholic education for every Catholic pupil resident in the parish of St Teresa's. A Catholic pupil means a pupil who is baptised Roman Catholic. The Governing Board intends to admit 20 pupils in the school year commencing September 2025, subject to the matters referred to below. The Governing Board will admit children having an Education Health and Care Plan (EHCP) in which St. Teresa's School is named.

St Teresa's Roman Catholic School is a mainstream school that also has a separate resource provision which is known as The Woodlands. Admission to The Woodlands is separate and is **not** undertaken by school. Therefore if a child has a diagnosis of ASD this does **not** give them access to the resource provision. Further information, and advice on admission to Resource Provisions in Bolton, is via Bolton SEND Office.

Admissions to the school will be made by the Governing Board. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic Looked after Children / Baptised Catholic Previously Looked after Children.
2. Baptised Roman Catholic children who are resident in the parish of St Teresa's with a sibling in school at the time of admission of the younger child.
3. Baptised Roman Catholic children who are resident in St Teresa's parish.
4. Other Baptised Roman Catholic children with a sibling in school at the time of admission of the younger child.
5. Other Baptised Roman Catholic children.
6. Non-Catholic Looked after Children / Non-Catholic Previously Looked after Children.
7. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence from a doctor or social worker.
8. Other children with a sibling in school at the time of admission of the younger child.
9. All remaining applicants

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. The distance will be measured in a straight line from the point on the highway nearest to the centre of the home property and the designated main entrance to the school. In the event of distances being the same for two or more applicants and where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/ carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A Looked after Child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by the Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked after Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order).

A parent is any person who has parental responsibility for or who is the legal guardian of the child.

## **St Teresa's R.C. Primary School Guidelines for Admissions**

The Governing Body is the admissions authority. The Governors' Admissions Committee is comprised of three governors and an independent clerk.

### **New Intake Admissions:**

- In the autumn term, all parents who have expressed an interest in a school place will be sent details of the LA co-ordinated admissions arrangements for Bolton LA.
- Parents must complete the common application form (CAF). Parents who wish their application to this Roman Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria
- All applicants will be considered by the governors of St Teresa's School at the same time in a fair way according to the published criteria.
- Parents will be informed of the governors' decision by Bolton LA.
- An offer of a place does not guarantee a place for siblings in subsequent years.
- Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, the applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

### **All admissions:**

Each Roman Catholic applicant will be required to produce a baptismal certificate (which is obtainable from the parish priest where the child was baptised.)

Parents should check carefully whether they are resident within the parish boundaries of St Teresa's parish.

All applicants will be required to present proof of address, by supplying evidence of the child's address.

The Governing Board requires the right to withdraw the offer of a school place where false evidence is received in relation to the application.

It is the duty of governors to comply with regulations on class size limits at Keystage 1. This means that normally the School cannot operate classes at the Foundation Stage and Keystage 1 of more than 30 children. The Governing Board may exceed Keystage 1 and Reception Class Regulations for twins and multiple births where one of the children is the 30th child admitted and the other(s) beyond that limit.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be calculated (by the shortest walking route) using the LA computerised measuring system from the front door of the child's address (including flats) to the main

entrance of the school. In the event of distances being the same for two or more applicants and where this distance would be the last place/s to be allocated, a random lottery will be carried out in a public place and the required number of names will be drawn out.

Where a child lives with parents with shared responsibility, each for part of the week, the “home” address will be determined as being the address where the child normally lives. Where care is split, and the child moves between two addresses, the household in receipt of child benefit would be the address used but the Governing Board reserves the right to request other evidence as fits the individual circumstances.

The term sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of parent/ carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

If the school is over-subscribed, a waiting list will be maintained until the end of the autumn term for the September intake.

Parents are asked to read and confirm receipt of the Governors’ published Admissions Policy. The policy will be included on the school website.

A parent is any person who has parental responsibility for or who is the legal guardian of the child.

For “In Year” applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. In year applications may apply directly to the school using the Local Authority Common Application Form.

### **Waiting Lists**

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places.

Children who are not offered a reception place for the September intake will automatically 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 the 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<sup>st</sup> 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.

For in-year admissions, waiting lists will be held for one term:

Term 1: 1<sup>st</sup> September to 31<sup>st</sup> December

Term 2: 1<sup>st</sup> January to 12<sup>th</sup> April

Term 3: 13<sup>th</sup> April to 31<sup>st</sup> August

Parents will need to request their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the published admission criteria. After each

waiting list ends on 31<sup>st</sup> December, 12<sup>th</sup> April or 31<sup>st</sup> August, if a parent wishes their child to continue to be considered for a school place in the next school term, they will need to reapply for a place. 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.

### **Appeals**

It is hoped that the allocation procedure described above will result in a satisfactory offer of a place for each child. If, however, the Authority's final offer (in writing, and formally described as final) is not satisfactory, the parent has a right of appeal. In this situation the appeal panel can only allow the appeal if it is satisfied that the decision to refuse the child a place was not one which a reasonable admission authority would make, or that the child would have been offered a place if the published admission arrangements had been properly implemented.

An appeal must be made in writing, within 20 days of the date of the Authority's letter of final offer, to

Democratic Services,  
Pupil and Student Services Unit.  
Town Hall, Bolton, BL1 1RU

The decision of the Appeals Panel is binding on the Governing Board.