

# Lever Edge Primary Academy



## Admissions Policy for the Academic Year 2026/27

(including Nursery 2 and Nursery 3)

## **ADMISSION POLICY – September 2026/2027**

The Academy Trust is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bolton Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

### **Admission Arrangements**

The school's published admission number (PAN) agreed for admission to the Reception year is 60. If no more than 60 applications are received for admission to the Reception year, all applicants will be offered places.

The school will admit all children having an Education, Health and Care Plan (EHCP) in whose EHCP the school is named.

### **Oversubscription Criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the decision on which children will be allocated places will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

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 academy 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 suffer from a 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 application, 13 January 2026. 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 13<sup>th</sup> January 2026. Evidence received after this date will not be taken into consideration

5. Children of any member of staff, provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.
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.

### **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 office 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 council 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 the 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 the 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.

### **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 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 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 Local Authority'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.

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

Term 1: 1 September to 31 December

Term 2: 1 January – 12 April

Term 3: 13 April – 31 August.

Parents will need to request for their child to be placed on an in year waiting list. Should any places become available they will be allocated in accordance with the Local Authority's published admission criteria. After a waiting list ends on 31 December, 12 April or 31 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.

### **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.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to: Pupil and Student Services, Town Hall, Civic Centre, Bolton, BL1 1RU.

### **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 appointment 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.

### **Applying for Places**

Applications for places in Reception in the normal admissions round each year must be made online via Bolton Council's Citizen's Portal:

<https://www.bolton.gov.uk/admissions/apply-online-school-place>

Details of all the applications made will be forwarded to the school by the local authority.

### **Non-routine/in-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year or non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the Trustees if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

## **NURSERY 2**

### **Admission Procedure**

The Headteacher will allocate places in the Nursery 2 as they become available. These places are offered subject to eligibility checks, which must be substantiated by a letter from the Local Authority, confirming eligibility.

The Academy will admit all children with an Education Health and Care Plan, where the school is named.

Priority for admission will be given in the following order:

- Children in Public Care
- Children for whom there is a child protection plan or has been within a 12-month period
- Other children who are considered to be vulnerable, for example
  - Children on a Child Care Plan in place
- Children with a sibling in the Nursery 3 or main school
- Children of a member of staff
- Children who live nearest the school (distance measured in a straight line)

An application form for a Nursery place can be obtained from the school office.

## **NURSERY 3**

### **Admission Procedure**

The Headteacher will allocate places in the 3-Year-Old Nursery as they become available.

The Nursery 3 unit caters for the needs of children between 3 and 4 years old. Children are admitted to the Nursery class, the term following their third birthday or as soon as possible thereafter.

The Academy will admit all children with an Education Health and Care Plan, where the school is named.

Priority for admission will be given in the following order:

- Children in Public Care
- Children for whom there is a child protection plan or has been within a 12-month period
- Other children who are considered to be vulnerable, for example
  - Children on a Child Care Plan in place
- Children with a sibling in the main school
- Children of a member of staff
- Children who live nearest the school (distance measured in a straight line)

An application form for a Nursery place can be obtained from the school office.

A place in the nursery does not guarantee a place in the Reception class the following year. A separate application must be made.