



# Bolton-on-Swale St Mary's Church of England (Aided) Primary School Admissions Policy 2025-2026

The Governors and staff of Bolton on Swale St Mary's Church of England Primary School are committed to serving the needs of the community and admission to the school is open to all.

## **How to apply for a place**

If you would like to apply for a place for your child to enter our school either from Reception or in any age group, including during the school year, you must contact North Yorkshire Admissions and complete the relevant online forms. The school operates its Admissions Policy in line with the North Yorkshire co-ordinated Admissions practice.

Click on the link below to apply for your child's place in school.

<https://www.northyorks.gov.uk/school-admissions>

We also recommend you contact school directly so that we are aware of your application. We can offer support and advice with your application process.

As a Church of England Aided School we also have a supplementary form which may be completed to support your application. It is not necessary to complete this. This form can be found at the end of this policy and should be returned directly to school.

*The governing body of this school is required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final individual education and health care plan has been issued.*

If the number of applicants exceeds the Maximum Admission Limit; planned admission number (PAN) of 14, after the admission of children where the school is named in the statement of special educational needs (SEN) the following oversubscription criteria will apply.

Following receipt of applications to the school, the following criteria will be applied to all applications; irrespective of the priority choice school has been given. In the event that there are more applications than places available, places will be allocated according to the following criteria.

## **Criteria for Admission and Over Subscription Criteria**

1. Children in public care: first priority will be given to looked after children and children who were looked after but have been adopted or subject to a residence or special guardianship order.

2. Children who have special medical or social needs. such applications must be supported by a written letter from the appropriate professional who is working with the child / family.
3. Children who have brothers or sisters (including step brothers/sisters and children living as siblings in the same family unit) who are on the school's roll on the date of the pupil's expected admission to school.
4. Children of practising Anglicans, (defined as those who attend an act of worship on average once per month) and whose commitment to the Church of England is confirmed in writing by a priest or religious minister. If applying on this basis, please complete the supplementary application form which is available below or from the school on request. **Please return this supplementary form directly to the school.**
5. Children of practising Christians (defined as those who attend an act of worship on average once per month) whose commitment is confirmed in writing by a priest or religious minister. If applying on this basis, please complete the supplementary application form which is available below or from the school on request. **Please return this supplementary form directly to the school.**

6. Any other children.

The official maximum number of admissions agreed with the Local Authority is 14.

In the event of more children qualifying in any criterion band than there are places available, governors will allocate school places according to the following criteria:

Distance from home to school using the Local Authority's electronic mapping system.

In the event that two or more applicants live equidistant from the school lots would be drawn.

### **Appeals**

Appeals against the Governors' decision must be lodged with the Clerk to the Appeals Committee within 20 days of receiving the notice that a place has not been offered for a child. Appeals must be lodged in writing. Parents have a statutory right to an appeal.

Appeals should be made online to North Yorkshire Education Authority. Follow the link below. This also includes a timetable for Appeals.

<https://www.northyorks.gov.uk/education-and-learning/school-admissions/appeal-school-place>

### **Admission of children below compulsory school age**

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Head teacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday

### **Deferred entry to primary schools**

- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.
- It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### **In-year applications – applications for every age group**

When all available places have been allocated, the school will operate a waiting list which will be kept open for the remainder of the academic year for which the application was made. Parents/Carers will need to make a request to school for their child to be added to this list. Late entries will be added to this list also. Waiting lists will be maintained in order of the oversubscription priorities. These are the same as the criteria for admission above.

As a Voluntary Aided school, we issue a supplementary form to those applying on the basis of being practising Anglicans/Christians. A copy is attached to this policy. It is the responsibility of parents to ensure the supplementary form is completed and returned directly to school. Where no supplementary form is provided governors will not be able to take attendance at church into consideration when ranking the applications.

**Supplementary Application Form for those applying to  
Bolton-on-Swale St Mary's Church of England (Voluntary Aided) Primary  
School on the basis of being practising Anglicans (or of other Christian  
denominations)**

The attached form should be completed by your minister of religion or vicar / priest and returned directly to the school by yourself.

**Your child**

Full Name \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent(s)/Guardian(s) Names  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_

Your Church's name \_\_\_\_\_

Please state how often you attend worship  
\_\_\_\_\_  
\_\_\_\_\_

- ***For completion by rector/vicar/priest/minister***

Name of Church attended  
\_\_\_\_\_

Please note Under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application for admission.

Signature (Rector/Vicar/Priest/Minister)

.....Date.....

Name: (please print)  
.....

**It is the parent/guardian(s) responsibility to return this form directly to school.**