



# Bolton-le-Sands C of E Primary School

## IN YEAR (NON-ROUTINE) ADMISSIONS POLICY

### MISSION STATEMENT

*“With God at the centre, we reach out to support each other in learning, growth and community”*

As a ‘Church of England Voluntary Aided Primary School’, we aim to ensure that God is at the centre of our life in school. It is our goal to ensure that all the members of our school community are given the opportunity to get to know God and thank Him for His goodness to us. We are the village school and are at the heart of this village community, **all** members of this community are made very welcome in our school.

### MAKING AN APPLICATION

In-Year Admissions, or ‘non-routine’ admissions, are admissions to school that take place outside the normal admission rounds, for example in Reception (EYFS) or Year 7.

If you are new to the local area of Bolton-le-Sands, and require a school place, or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

Prior to making your application, you may wish to contact our School Office on 01524 823606 to make general enquires about a potential in-year admission and any potential places we may have. You may also make general enquires by emailing Miss Amy Joel, our Office Administrator, on [a.joel@bolton-le-sands.lancs.sch.uk](mailto:a.joel@bolton-le-sands.lancs.sch.uk)

To apply for a place, complete our In-Year Admissions Form, which can be found on our school website, and return this to our Office Manager, Mrs Alison Barker, on [a.barker@bolton-le-sands.lancs.sch.uk](mailto:a.barker@bolton-le-sands.lancs.sch.uk)

You may wish to contact the School Office on 01524 823606 to confirm that your application form has been received.

Once we have received your application form, we will acknowledge receipt and advise you of the procedures. If there is a place available in the year group you desire, we will make contact with you within 15 school days of receiving the application form.

Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child, or children, are offered places.

If there are no places available, the child will be added to the waiting list for the maximum of one school term. We will also advise you of the right to appeal. Please note that the waiting list does not guarantee a place at our school and if your child is currently not in education, you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/>

## **WAITING LIST**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list for a maximum of one school term. The names on this waiting list will be in the order resulting from the application of the admissions criteria.

## **APPEALS FOR IN-YEAR ADMISSIONS**

The school's admission appeals are supported by Lancashire County Council. If the Governing Body cannot offer a school place, parents have the right to make an appeal.

This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them, is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie. the family and the school.

Please note that this right of appeal against the Governing Body's decision does not prevent you from making an appeal in respect of any other school.

In-Year Admission Policy written:  
Policy checked by:

December 2023  
Mr Daniel Hargreaves

**Ecclesiastical Parish Boundary for Bolton-le-Sands**



