



Lostock Primary School

ADMISSIONS POLICY 2028-29

Updated: September 2026
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Lostock Primary School is a primary school (part of Leverhulme Church of England and Community Trust) for pupils aged 4-11.

Leverhulme Church of England and Community Trust is the admissions authority. The Trust has delegated responsibility for admissions to the Local Governing Board of Lostock Primary School. The Local Governing Board will determine the admissions policy for the school and is required to act in accordance with the School Admissions Code.

The Published Admission Number (PAN) for entry to Reception class in September 2028 is 30

If no more than 30 applications are received for admission to Reception class, all applicants will be offered a place.

Admission Arrangements

- All pupils of transfer age, wherever they live, are eligible to apply for admission to Lostock Primary School.
- All pupils are admitted without reference to their ability or aptitude.
- All children that have an Education, Health and Care (EHCP) plan that names the school will be admitted to the school.

Applicants are reminded that if you are applying for a place at Lostock Primary School your preference for the school **must** be indicated on the Local Authority Common Application Form/online application.

All applications will be considered without reference to the order in which the school is expressed as a preference.

Admission Criteria (in order of priority)

- 1) Children who have an Education, Health and Care Plan (EHCP) that names the preferred school will be offered places first.
- 2) Children in Public Care and previously Looked After Children.
All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children and all previously looked after children, including those children 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those

children 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.

Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements below:

- 3) Children for whom there is a child protection plan or has been within a 12 month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.
- 4) Children who will have older siblings in Years Reception to 6 of the preferred school at the date of application and date of admission. Siblings are defined as full, step, half, foster and adopted brothers and sisters living at the same address as the older sibling.
- 5) Children of staff employed at Lostock Primary School, if the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- 6) Children who suffer from a medical condition or disability which makes it better for them to attend the 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. Parents applying under the criteria 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 by 31 January 2027. Evidence received after this date will not be taken into consideration.
- 7) Proximity – The remaining places will be offered to children who live nearest to the school. Distances are calculated on the basis of a straight-line measurement between the child's home address as registered on the admissions form (including the community entrance to flats) and the main gate of Lostock Primary School's site, using the local authority's computerised measuring system with those living nearer to the school having priority. The home address point location are as defined in the Local Land and Property Gazetteer (LLPG).

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the admissions team and the school. It will not be possible to make any changes to the home address for allocation purposes after 15th February, as school offers will be processed. However, please still inform the admissions team and the school of the change of address so that offer information can be sent to the correct address.

Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient or the address for the GP registration will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts

showing the child's address as the one claimed. Where there is dispute about the correct address to use, the school reserves the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider.

Tie break

If criteria (3), (4), (5), (6) or (7) for the school is oversubscribed, geographical proximity (as set out in category (7)) will be used as the 'tie-breaker' to decide between the remaining cases.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a random draw to select the required number of names.

Where a single place remains at the school and the application being considered is for twins, the school will allocate above the admission number to accommodate each child.

Waiting list

Reception intake waiting list:

Where there are more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. As offers are declined, the next ranked application on the waiting list will receive an offer. The waiting list will be maintained until 31st December in any given year.

In-year admissions waiting list:

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

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, using the link to the request form which will be provided with their outcome of application notification. Should any places become available at a school they will be allocated in accordance with oversubscription criteria. This means that children can move both up and down the waiting list. Being on a waiting list does not mean that a place will eventually become available. 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 using the in-year admissions process.

Looked after children, those previously looked after, and those allocated a place at the school in accordance with the Fair Access Protocol will take precedence over those on the waiting list. The waiting list will be maintained for at least until the end of the first term of the academic year (to 31st December 2028).

Admission Appeals

Any applicant refused a place at a school of their choice has a right of appeal to an independent appeal panel, established by the admission authority for that school, for a place at their preferred school. They will be given at least 20 school days to submit these to the local authority.

Parents will be informed of their right to appeal with the offer notification. All appeals information, including the appeal form, are available at www.bolton.gov.uk/admissions/school-admission-appeals. Any queries can be sent to admissions@bolton.gov.uk.

For transfer appeals for reception, an appeal date will be arranged within 40 school days of the appeal being lodged and a request will be sent to the applicant to attend an appeal hearing. For in year appeals, appeals are arranged within 30 school days.

An Appeals Panel, comprising three independent members, will consider reasons for the appeal and will decide whether the child can attend the school of choice.

At least one panel member must be a lay person. The hearing will also be attended by representatives from Democratic Services and the Local Authority and/or the school.

A full explanation of the appeal process will be included in the appeal notification letter sent to you.

Withdrawing an offer of a place

In accordance with the School Admissions Code, the Local Governing Board may withdraw the offer of a school place where: false evidence is received in relation to the outlined admissions criteria or the parent/carer has not responded to the place within a reasonable period of time.

In Year Admissions

If a child is already at primary school and the parent/carer wishes to transfer to Lostock Primary School, they must first contact the Local Authority and follow the advice given by them. The Local Authority will then contact the school to ascertain if there are any places available in the appropriate year group.

If a place is available, in accordance with the Bolton Local Authority Co-Ordinated School Admission procedures, the school will consider the application. If there are more applications than places available then the school will follow its admission procedures and apply the published oversubscription admissions criteria to award the place.

Parents should visit <https://www.bolton.gov.uk/admissions/moving-school-year> for further information and details on how to apply.

Part time and deferred admission

The local 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 appropriate arrangements can be made.

Admission outside the normal age group (including summer born children)

Parents may seek a place for their child (at any age) 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.

All such requests should be made to the school admissions team in writing (please email: admissions@bolton.gov.uk) giving reasons for the request. In all instances, the request should be made at the time of application. For summer born children starting reception, this should be done at the time the child would usually be expected to apply for a reception place.

Parents may wish to submit additional information with their request, such as information about their child's academic, social and emotional development; where relevant, the child's medical history and the views of the medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school (the local authority) will decide on whether the child should be offered admission out of the normal age group. The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2021). The decision, and the reasons for it, will be communicated to the parent in writing.

The child will be considered for admission into the agreed year group. Parents have a statutory right of appeal against the refusal of a place at a school which they have applied for. Where a child is offered a place at a school but not in the year group preferred, there will be no right of appeal.