

Admissions Policy 2027/28

Horwich Parish CE Primary School



God with us, Lighting the way to love and respect

Approved by: Full Governors

Date: 3rd December 2025

HORWICH PARISH CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy 2027/28

Horwich Parish C.E. Primary School is an aided school and admissions are the responsibility of the governing body, in agreement with the Manchester Diocesan Board of Education and the Bolton Local Authority.

The school admits pupils who have reached the age of four **before** the start of the autumn term on 1st September. The standard admissions number for any year group is 60

Responsibility for admissions is delegated to the Governing Body Admissions Committee. The governing body has chosen not to reserve a proportion of places, for children of other faiths and none, believing the admissions criteria as set out best serve the local community in Horwich. The governors will not place any restriction on admission unless the number of applications exceeds 60.

The governors will admit all children having a statement of special educational needs in which the school is named in accordance with section 324 of the Educational Act 1996. In the event of oversubscription for the remaining places they will be allocated by use of the following criteria in the order given.

1. Children in public care and previously looked after children.
see note a)
2. Siblings of children already attending Horwich Parish C E School at the time of admission. (see note d)
3. Children of families who are in regular attendance at Holy Trinity Parish Church, Horwich. (see note e)
4. Children of families who reside at an address which pays a "local parish precept" to Horwich Town Council, and are in regular attendance at other Christian churches affiliated to "Churches Together in Horwich and Rivington". (see note e)
5. Children who, for medical or social reasons, should attend this school in preference to another. (see note f)
6. Any other children. (see note g)

Notes:

If a place is offered to your child, you will be notified in April prior to your child starting in September. When all available places are filled, unsuccessful applicants will be notified in April, prior to their child starting school in September.

a) This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after 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.

b) Where a child lives with parents with shared responsibility, each for part of a week, the address

used for admissions purposes will be the home where the child resides for the majority of the week.

- c) Where there are children of multiple births wishing to be admitted and the sibling is the 60th child, the governors may admit over the infant class requirement if it is possible to do so.
- d) Siblings are defined as full, half or step brothers and sisters, or adopted children, who live at the same address for the majority of the week or at all times and also, full brothers and sisters living apart.
- e) Regular attendance is normally taken to mean a minimum of monthly attendance at church at public worship for at least the year prior to 1st September in the year before the admission to school. The Rector, appropriate minister, pastor or priest and/ or members of the church leadership will provide evidence of this. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for worship.*

Horwich & Rivington Churches together comprise of:

Horwich Evangelical,
The Bridge Horwich,
Holy Trinity,
New Chapel United Reformed,
Rivington Parish CE,
St Catherine`s CE,
St Elizabeth`s CE,
St John`s Methodist
St Mary`s RC Church.

- f) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- g) Where there are more applicants for the available places within a category, then distance to the child's normal front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over the more distant ones. The "normal" home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- h) Under the provisions of paragraph 2.69 of the School Admissions Code, parents of children who are offered a place before the child is of compulsory school age may defer their child's entry to school until later in the academic year. Where entry is deferred, the school will hold the place for that child and will not offer it to another child. The parent is not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted

i) The governors will operate a waiting list in the event that children refused a place still wish to take it up should a vacancy occur. The waiting list will be kept in the order of eligibility of children according to the above criteria, and places offered in this strict order.

Children who are not offered a reception place for the September 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 School'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.

Parents will be permitted to know where their child stands on the waiting list at any given time.

j) The governors have responsibility for In-year admission arrangements. Applicants are requested to contact the school for an application form and for further details of the procedure.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act 2003. **Parents should notify the clerk to the governors at the school/The Borough Solicitor, Town Hall, Bolton within 14 days of receiving the letter refusing a place** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. If a place became available during the appeal process, a child would be offered a place in the school, in the order of eligibility of children according to the above criteria. The governors will consider late applications where the Local Authority has accepted that there is a legitimate reason for the lateness and the names have been presented to the school to place in rank order with the others.