



Policy/Author: Admissions Policy
For the Academic Year 2027 - 2028
Carolyn Dewse

Version: 6

Date: February 2026

Review Date: September 2028

C. Dewse

Ratified by LGB: February 2026

Chair of Local Governing Body





Current version	Previous version	Summary of changes made
15.12.22		None
26/09/23		<p>Addition of Admission Portal address: Bolton Council no longer accepts written application for school places. You will need to complete an online application on their website:</p> <p><u>Moving school during the year – Bolton Council</u></p> <p>Once you have completed the online application, they will send you a notification via email that an offer of a school place has been made.</p> <p>Addition of the link to Schools Admission Code (DFE):</p> <p><u>School admissions code - GOV.UK (www.gov.uk)</u></p>



Smithills School (“the Academy”) is committed to building a high performance socially cohesive learning community founded on Success for All. We ask all our parents applying for a place to respect this ethos and its importance to the school community.

The Academy participates in the Local Authority’s co-ordinated admissions scheme and fair access arrangements.

The Academy has an agreed admission number of 250 pupils for entry into Year 7 in 2027-28

All applicants will be admitted if 250 or fewer apply.

If the Academy is oversubscribed, after the admission of pupils with an Education and Health Care Plan, priority will be given to those children who meet the criteria set out below, in order:

1. Looked After Children and all previously Looked After Children

A Looked After Child is a child who is (1) 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 (Section 22 (1) Children Act 1989).

A Previously Looked After Child met the above definition but immediately thereafter became subject to an adoption order (under the Adoption Act 1976 or Adoption & Children’s Act 2002) or a child arrangements or special guardianship order (under the Children Act 1989).

2. Other children who are considered as “vulnerable” whose application for the Academy is supported by the Assistant Director for Social Care at the local authority. This will include:

- Children for whom there is a child protection plan or has been within a 12-month period; or
- Children who have had a period in care within 2 years of the admission application and are still receiving social care services; or
- Children who are considered to be a significant risk of becoming looked after.
- Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

3. Children who will have older siblings in Years 7 to 11 of the Academy at the time of application and the date of admission

Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.

4. Children who suffer from some medical condition of disability, which makes it, better for them to attend this 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 Academy. Medical evidence **MUST** be provided at the time of application. Parents applying under this 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 with the common application form. Evidence received after this date will not be taken into consideration.

5. Proximity

This is measured by taking a straight line from the child's permanent home address to the Academy. A straight line will be determined by the Local Authority.

If any categories are oversubscribed, then geographical proximity (as set out in category 5 above) will be used as a tie breaker. The process of random allocation will be undertaken by the drawing of lots. The process will be independently verified.

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.

Address

The address given must be where the child and parent/carer live permanently. It should not be the child minders, grandparents or other relatives' address. If parents share custody of a child, then we may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays.

Late Applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as applications that were received by the closing date. These may include the following circumstances: parents moving into the borough after the closing date, parents were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form; and parental/child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date for the submission of the application form.

The late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscriptions criteria.

Waiting List



Children who are refused admission to Year 7 in the Academy will automatically be included on the waiting list for the Academy, where it is a higher preference than the school where your child was allocated a place. The position on the waiting list will be determined by the priority order of the admission policy and nothing else.

Where a place becomes available in the relevant year, an offer will be made to the child who has the highest priority in the waiting list. The position on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires him/her to be considered against a different priority order of the Academy's oversubscription criteria.

The waiting list will be maintained in accordance with the oversubscription criteria by Bolton Council, on behalf of the Academy, for the first term of the academic year of Year 7 admission.

Parents are advised to contact the Academy, if they want their child's details to be kept on the waiting list, from the spring term onwards. The in-year admission waiting list will be maintained by the Academy, in accordance with its oversubscription criteria.

Withdrawing an offer of a place

The Academy reserves the right to withdraw an offer of a place if it was made in error, a parent fails to respond to the offer of a place within a reasonable period of time, or it is established that the offer of a place was obtained through a fraudulent or misleading application. Where a parent fails to respond to the offer of a place, the Academy will give the parent a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Academy will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

Admission of children outside their normal age group

As a general rule, the Academy would expect children to be educated in their normal age group. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, may decide to seek admission to a year group outside their child's normal age. The Academy will make a decision based on the circumstances of each case and will advise parents of the information they are required to submit with their application.

In Year Admission

In year admission is the process for applying for admission into an existing year group within a school. The in-year admission process is managed by Bolton Council.



SMITHILLS SCHOOL

SUCCESS FOR ALL

Bolton Council no longer accepts written application for school places. You will need to complete an online application on their website:

[Moving school during the year – Bolton Council](#)

Once you have completed the online application you will receive a notification via email that an offer of a school place has been made.

Appeals

Parents have a legal right of appeal against the decision not to offer admission at the Academy. The appeals process will be administered by Bolton Council, on behalf of the Academy. The procedure for requesting an appeal and it being heard by the independent appeals panel will be as set out in the School Admission Appeals Code as published by the Department of Education. A copy of which can be found:

[School admissions code - GOV.UK \(www.gov.uk\)](#)