



KING'S LEADERSHIP  
ACADEMY BOLTON

Schools of Character  
**Making Great Leaders**

# ADMISSIONS POLICY 2023-24



**KINGS LEADERSHIP ACADEMY  
BOLTON**



## Document Control

<b>This document has been approved for use within</b>	Kings Leadership Academy Bolton
<b>This document has been approved by</b>	Trust Board
<b>On</b>	03.03.2022
<b>Date effective from</b>	03.03.2022
<b>Date of next review</b>	March 2023
<b>Review period</b>	Annual
<b>Status</b>	Approved and active
<b>Owner</b>	Principal, Mr D Crosby
<b>Version</b>	N/A

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**Kings Leadership Academy Bolton**  
Admissions Policy 2023-24

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## Introduction

Although King's Leadership Academy Bolton is a 'Free School' it is committed to maintaining its status as a comprehensive school, serving the whole community, with no use of selection in its admission arrangements and policies. In line with this ethos the Academy Trust will provide admission arrangements which are fair and reflect the needs of the whole community which the academy serves.

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Who is responsible for this policy?

The Great Schools Trust, Board of Trustees are responsible for determining the school's Admission Policy. In undertaking this responsibility, Trustees will be guided by the requirements of the law and will conform fully to the national admissions code.

The Board ensures that the academy complies with school admissions legislation requiring local authorities to co-ordinate admissions arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a local authority receives an offer of one, and only one, school place on the same day. We are a member of Bolton Local Authority Admissions Scheme. All applications should be made through of Bolton Local Authority's on-line admissions system at:

[Admissions – Bolton Council](#)

Parents should have regard to the contents of the Secondary Admissions Information Booklet issued by the local authority.

## Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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## Planned Admission Number (PAN)

The planned admission number for Year 7 in September 2022 will be 180. Please be advised that the academy is a popular choice with competition for places.

## Admissions Criteria

The school has an admission number of 180 in Year 7. The school will accordingly admit this number if there are sufficient applications. If fewer applications than this admission number are received then the trust will offer places at the school to all those who have applied.

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Siblings of pupils attending the academy at the time the application is received.
3. Children with exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's / parent need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted with the application a child's or parent's medical or social needs cannot be considered.
4. Children of current permanent members of staff at King's Leadership Academy Bolton with a minimum of two years' service at the time that the application is made.
5. Pupils living nearest to the academy measured as a direct distance from the child's permanent place of residence to the site of the academy. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the academy, random allocation by Bolton Local Authority will then be used to decide which of the children can be offered a place.
6. Other children

## Tie Break

If in category 6 a tie-break is necessary to determine which child is admitted, the child living closest to the academy will be given priority for admission. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the academy, random allocation by Bolton Local Authority will then be used to decide which of the children can be offered a place.

Random allocation by Bolton Local Authority will be used as a tie-break in categories 2 – 6. Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family. We will admit them all.

## Waiting List

The school will maintain a waiting list from the end of the first academic term of the year. Places will be allocated using the over-subscription criteria. When a new child is added, the list will be ranked again in line with the over-subscription criteria.

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## Right of Appeal

Usually your child will be offered a place at King's Leadership Academy Bolton. But if you are not offered a place in your preferred school(s) or if you are unhappy with the school place allocated for whatever reason, you have the right to appeal to an independent panel.

The final offer letter you receive from the admission authority for the school will also provide information about your right to appeal. This letter will explain what to do next, but you must make sure you submit your appeal within the deadline given. If you wish to appeal you must appeal in writing. A form is available on the Bolton Local Authority's website (please select the relevant form) and you will need to fill in the following:

- the name, address and date of birth of your child
- the name of the school you wish to appeal for and the one you have been offered
- set out the reasons for your appeal
- provide any evidence that may be appropriate

The form should be returned to Bolton Council, The Clerk to the Independent Appeals Panel, Democratic Services, Chief Executives Department, 2<sup>nd</sup> Floor, The Town Hall, Bolton, BL1 1RU.

A meeting of the Appeal Panel will then be arranged and you will be informed in writing of the date, time and place of the appeal. Further information can be found on:

<https://www.bolton.gov.uk/admissions/school-admission-appeals>

## How to Make an In-Year Application

Applications outside the normal admissions round ("in-year admissions") are made using the local authority 'In-Year' application form which must be returned to the local authority. If more applications are received than there are places available then all applications on the waiting list will be ranked in accordance with the over subscription criteria.

### Bolton LA

All information about Bolton LA admissions process can be found on the following link.

<https://www.bolton.gov.uk/admissions/school-admission-appeals>

### Covid-19

If you need to arrive at school please contact the school office on 01204937130 and we will email you a copy of visitor's procedure. Please could you also complete our visitor disclaimer using the link below.

[https://docs.google.com/forms/d/e/1FAIpQLSf95mlznmt2AGRI7oMjPz8HF-kZVhEPLI3r-Zf9-ynv5UX4cQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf95mlznmt2AGRI7oMjPz8HF-kZVhEPLI3r-Zf9-ynv5UX4cQ/viewform?usp=sf_link)

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## Monitoring, Evaluation and Review

This policy will be reviewed annually by the Principal and submitted to the Trust Board for approval. The Trust will ensure that the schools nominated Local Authority admissions department also receives a copy of the policy by their set deadlines.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## Linked Policies

- Safeguarding Policy
- Equality and Diversity Policy

## Other Related Documents

This policy is based on the following advice from the Department for Education (DfE):

- [School Admission Appeals Code](#)
- [School Admissions Code 2021](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our Funding Agreement and Articles of Association.

**In addition, the following documentation is also related to this policy:**

- Searching, Screening and Confiscation (DfE)
- Use of Reasonable Force – advice for headteachers, staff and governing bodies Behaviour and Discipline in Schools (DfE)
- Behaviour and Discipline in Schools – advice for head teachers and school staff (DfE)
- Information Commissioner for advice on the Data Protection Act (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

## Summary of Changes in this Version

Page Number	Paragraph Number	Information

