

# Primary School Admissions

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a quick and easy way to apply with  
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Starting  
Primary  
School

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You can apply online from home, from public libraries, from work or from any mobile device.

What are the benefits of applying online?

- It's a quick and easy way of completing the Common Application Form (CAF) on a secure system.
- There is accessible information to assist you in identifying school preferences, including a list of your local schools and distance measurements from your home address.
- The application process is easy to follow with clear prompts to guide you through.
- The system helps you by checking for errors before you submit your application.
- You receive immediate confirmation that your application has been safely received.
- You can print a summary of your online admission application.
- There is no risk that a paper application will be lost.
- There is no need to post a Common Application Form (CAF) back to us or to deliver a CAF to school or the office.
- You will get notification by email of the outcome of your application after 9am on 16th April 2024 or you can log into your account to view your offer. This will be a day earlier than if you have applied on the paper form.

Dear Parent/Carer

This 'Starting Primary School' Guide aims to give you lots of information and to answer any questions you may have so you can make an informed decision about which school you would prefer your child to attend. There are links to other information such as Ofsted reports, performance tables, and other sites of interest. Most schools have a prospectus which are available from school.

- Try to visit as many schools as you can.
- **Try to make realistic preferences. Most disappointments are caused when parents select popular schools some distance from their home address, or do not fulfil faith requirements.**
- **You must apply for a school place even if you already have a child in the school, or your child attends the school nursery. Your child will not automatically be given a place.**
- You may have older children and feel that you know the admissions process but please don't assume that everything will still be the same.
- The online application facility was very successfully used last year. Of the primary applications received 82% were made online. Try applying online at [www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary). It's a quick, safe and easy way of applying and has several benefits, including finding out your school offer on results day rather than waiting for your letter to arrive in the post.
- Make sure you complete and return the application form by 15th January 2024. A late application will lessen your chances of getting the school you want.
- We hope that we will be able to meet the preference you express. Over the last 3 years we have met a high level of preferences, last year 91.2% of parents have got their first preference school and we hope to maintain this for 2024/25.
- Notification letters will be posted out on 16th April 2024.

We advise all parents/carers to read this guide carefully and keep it until your child begins primary school. If your child is not offered one of your preferred schools and you decide to appeal, this guide may be referred to at the appeals hearing.

Finally, we wish your child a happy and successful journey throughout their education.

Yours sincerely



Isobel Booter  
EXECUTIVE DIRECTOR OF CHILDREN AND YOUNG PEOPLE

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## WHEN DO CHILDREN NORMALLY START PRIMARY SCHOOL?

Children can normally start school in Bury in the September before their 5th birthday, although children do not legally have to start school until the term following their 5th birthday.

Child's Fifth Birthday	Compulsory School Age
1st September - 31 December	Spring Term
1 January - 31 March	Summer Term
1 April - 31 August	Summer Term

Children born between 1st September 2019 and 31st August 2020 will be eligible to start reception class in September 2024.

Sometimes parents/carers will choose to delay admission to a primary school because they want their child to spend more time in a nursery setting. You need to be aware that the free place in a nursery setting will be withdrawn following the child's 5th birthday. As all children must receive suitable education the term following their 5th birthday, please be aware that failure to do this may lead to prosecution by the Council.

Parents/carers who choose to defer their child's admission until the term following their 5th birthday, should know that the place must be taken up within the same academic year. It is essential that you apply for admission even if you are considering deferring admission until later in the 2024/2025 academic year. Failure to do so will result in your application being treated as late and there may not be any places at your preferred school.

The intake may be staggered over the first few weeks of the Autumn Term to allow children to settle in.

## WHAT IF MY CHILD IS ALREADY ATTENDING A NURSERY SCHOOL OR CLASS?

Attending a nursery does not give an automatic right to transfer to the primary school to which the nursery is attached. Nor does it increase your child's priority for a reception place.

## WHAT SORT OF SCHOOLS ARE THERE?

There are five different types of Local Authority maintained primary schools in the area:

- \* COMMUNITY primary schools
- \* VOLUNTARY CONTROLLED primary schools, which are Church of England or Methodist schools
- \* VOLUNTARY AIDED primary schools, which include Church of England, Jewish and all Roman Catholic schools
- \* FOUNDATION primary schools
- \* ACADEMIES

For COMMUNITY and VOLUNTARY CONTROLLED primary schools the Local Authority (LA) is responsible for determining admissions. The LA is the Admissions Authority.

For VOLUNTARY AIDED and FOUNDATION primary schools the school Governing Bodies have responsibility for determining admissions. The Governing Body is the Admissions Authority.

For ACDEMIES the Academy Trust are responsible for their own admission arrangements.

### HOW MANY CHILDREN CAN BE ADMITTED TO SCHOOL EACH YEAR?

Each school has an ADMISSION NUMBER set for each age group which is shown in Appendix 1. This figure is agreed between the LA and the Governing Body of the school. Places are offered up to this number in the reception age group.

### WHAT IF MY CHILD HAS AN EDUCATION AND HEALTH CARE (EHC) PLAN?

If your child has an EHC plan then the process and timing for applying for a primary school place is slightly different from other children. This is because the Local Authority has to consult with your preferred school and the amended EHC plan naming the primary school your child will attend must be sent to you by the 15th February 2024.

You should have already received a digital link or letter in September 2023 that will explain how you can apply for a reception place for your child. You will be asked to complete an application form with up to three schools in order of preference, that you would like your child to attend. You **must** complete your application form by 31st October 2023. If we do not receive your application form by this date we will consult with the nearest school to your home address.

The majority of children with an EHC plan attend a local mainstream school. However, you may express a preference for a special school if you feel your child requires that type of provision. Only a small number of children require special school provision and places are limited. You should therefore always express at least one other preference on your form for a mainstream primary school.

When we have received your application the EHC Assessment and Review team will carry out a consultation with your preferred school, and any other school it feels might be appropriate, based on the evidence detailed above. The Local Authority must name your preferred school unless:

- It would be unsuitable for the age, ability, aptitude or SEN of your child, or
- The attendance of your child would be incompatible with the efficient education of others or the efficient use of resources.

Once the school has responded to the consultation the EHC Assessment and Review team will write to you to tell you that your child's EHC plan will be amended naming a particular school. The EHC team will send you the amended EHC plan by **15th February 2024**.

In Bury we are committed to working with parents to try to agree with your preference for your child. We will contact you if any issues arise in relation to the school that you are requesting. We will also be talking to Headteachers during this process so we can try and meet your preference. However there may be times when we cannot agree to your request for a particular school. If this is the case and we cannot resolve this locally, you do have the right to appeal to the Special

Educational Needs and Disability Tribunal (SENDIST). Further information about how you can do this and where you can get support will be sent to you with the amended EHC plan.

### WHAT IF I FEEL MY CHILD NEEDS TO BE ASSESSED FOR SPECIAL EDUCATIONAL NEEDS?

The LA has detailed arrangements for the identification and assessment of children with special educational needs which involves the views of children (where appropriate) and their families. Further information can be found on the website at [www.bury.gov.uk](http://www.bury.gov.uk). Help and advice for families in relation to such issues can be found at Bury Parent Partnership based at the Re:D Centre – contact number 0161 763 5001 and further information can be found on the Bury council website.

### DO I HAVE A CHOICE IN WHICH SCHOOL MY CHILD WILL ATTEND?

Although you cannot choose which school your child will go to, you can express three preferences. Our ability to satisfy preferences will depend on the demand for places at a school, and the total number of places available. If a school is oversubscribed the admission criteria will be applied to determine allocation of places (see [Appendix 1](#)).

Promises of more parental choice have encouraged some parents to believe that they have the right both to choose a school and to have that choice met. This is not the case. The law on admissions gives parents the right to express a preference for the school. It does not use the word choice.

### HOW DO YOU DECIDE WHICH CHILDREN ARE ALLOCATED PLACES?

Where the level of demand exceeds the number of places available, places will be offered in accordance with the admissions policy. The criteria for community and voluntary controlled primary schools can be found on [Appendix 1](#).

In voluntary aided and foundation schools, the governing body is responsible for admissions. The policies are given in the [Admissions Policy Guide](#) on our website. It is important to read these carefully as arrangements differ from school to school.

### ARE THERE LIMITS ON INFANT CLASS SIZES?

By law, no infant class should have more than 30 pupils. This applies to Reception, Year 1 and 2.

### WHAT IS MEANT BY THE EQUAL PREFERENCE SYSTEM?

First, second and third preferences for all schools in Bury will be considered separately and equally.

This is the process using 'School A' as an example.

- All first, second and third preferences received for School A will be put onto one list.
- All pupils on that list will be categorised according to the policy for School A.
- Places will be offered to the pupils highest on the list up to the admission number for School A.

The same process will be carried out for each school.

- If it is possible to offer one child a place at more than one school, that child's name will remain on the list which the parents listed as their highest preference, and deleted from other school lists where the school was a lower preference. This ensures that each child only receives one offer of a place.
- The other places which have now become free will be offered to the next highest pupils on the list again up to the admission number for each school.

The process will continue until all places have been offered and no child has more than one offer. At the end of the process your home authority will write to you with the decision letter.

Please see [Appendix 3](#) for examples of preferences.

## WHAT ARE MY CHILD'S CHANCES OF GETTING MY PREFERRED SCHOOL?

91.2% of parents of the 2023 intake were initially offered their highest ranked preference and a further 2.1% were offered an alternative preference. The following tables provide comparative data for schools that were over-subscribed for the 2023 intake. Similar data can be found at [www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary) detailing allocation details for the last 5 years.

### Over-subscribed Community and Voluntary Controlled Primary Schools 2023

School	Published admission number	Total number of preferences	How many offered in each category			Furthest distance offered (miles)	Number of successful appeals
			1	2	3		
All Saints	30	64	2	11	17	0.994	0
Cams Lane	30	55	0	8	22	0.877	0
Chantlers	35	113	1	11	23	0.599	0
Chesham	45	106	2	14	29	0.486	0
Fairfield	30	61	0	13	17	1.226	0
Greenmount	35	90	0	16	19	1.186	2
Hazlehurst	30	82	3	10	17	0.520	0
Higher lane	66	152	1	26	39	0.757	0
Hollins Grundy	30	72	0	13	17	0.794	0
Park View	60	161	2	22	36	0.632	0



St Lukes	60	95	0	18	42	0.539	0
St Margaret's	35	68	1	12	22	1.232	2
St Peters	30	60	1	11	18	0.428	0
Sunnybank	30	102	0	15	15	0.524	0
Unsworth	30	92	2	10	18	1.183	0

### Over-Subscribed Voluntary Aided and Foundation Schools 2022

School	Agreed Admission Number	Total number of preferences	Number on intake list for Sept 20	Number of Successful Appeals
Guardian Angel's RC	30	73	30	0
St Andrew's CE, Radcliffe	30	74	30	0
St Bernadette's RC	45	76	45	0
St Hilda's CE	30	82	30	0
St Joseph & St Bede RC	45	88	46	1
St Marie's RC	30	94	30	0
St Mary's CE, Prestwich	30	97	30	0

#### Please note:

- 1 All remaining schools not listed satisfied all preferences. Some of these school subsequently became oversubscribed following late preferences.
- 2 Figures are as at October 2023.
- 3 You should be aware that the number of preferences for each school changes each year. The LA and the schools cannot anticipate the demand or the pattern of demand until after the application deadline.

By looking at the admission numbers and the numbers of preferences shown in the tables you can see the level of demand for places at individual schools in the previous year. This information is intended to assist you in making an informed decision. Decisions relating to the order of, or choice of preferences, lie with parents.

#### HOW WILL THE ACCURACY OF ADMISSION APPLICATION FORMS BE CHECKED?

There are many instances where a child lives part of the week with one parent and the other part with another parent. The LA will only accept the child's main residence. For example where the child benefit is paid, or where the child is registered with a GP and in agreement with both parents.

**Over a number of years there has been evidence relating to the use of "accommodation addresses", i.e. where an address which is not the child's normal place of residence is used in an attempt to enhance the chance of a place being offered in a preferred school. The Local Authority reserves the right to withdraw offers of places where the address**

**given is not one where the child is normally resident. The LA will seek further evidence of any address where it is felt necessary.**

#### WHAT IF I APPLY LATE?

If you move house during the period of the procedure, your new address can only be taken into account if you exchange contracts on a property, or if you have a legally binding long-term rental agreement by **15th January 2024** and where this is your only property or place of residence. It is essential that proof of residency is provided before consideration can be given to that address. The LA cannot take any other circumstances into account. The following arrangements will apply after the date of initial allocation in **April 2024**.

In cases where parents move from inside or outside the Borough to an address in the area of a school which has already reached its admission number, then consideration can only be given through the topping-up procedures and in accordance with the criteria. It is essential that acceptable evidence of residency is provided before consideration can be given to using that address.

- (1) In cases where parents move house before the end of **May 2024**, the LA reserves the right to amend the original allocation.

#### WHAT IF I CHANGE MY MIND ABOUT MY PREFERRED SCHOOL?

The preferences that you state on your application remain as you give them. Any alteration can be made up to **15th January 2024** only. If you want to change your preferences after that time, they will be treated as late preferences.

#### WHAT IF I MOVE HOUSE?

Applications received after **15th January 2024** will be treated as **late** applications, unless there is a genuine reason for lateness. This will mean that your application will not be considered until all on-time applications have been processed and allocated. This will severely reduce your chance of obtaining a place at any of your preferred schools.

#### CAN I APPLY TO SCHOOLS OUTSIDE BURY?

A co-ordinated scheme is in operation which means that all parents make just one application to their home authority (the authority which council tax is paid to), whether or not the school is

in Bury. Local authorities will contact each other with applications and offers. At the end of the process your home authority will write to you with one decision letter.

## WHAT HAPPENS IF MY CHILD IS NOT OFFERED MY PREFERRED SCHOOL?

Where all the places at your preferred school are filled by children who have a higher priority than your child, it will not be possible to offer your child a place at that school. Your other preferences will have been considered and you will be offered a place if one is available. If the LA is unable to offer you a place at any of your preferred schools, a place will be offered at the nearest school to your home that has a vacancy. If you have been refused a place at a school in another area, you are entitled to appeal and should contact that LA to find out what happens and what you should do.

### **Children not offered places at Bury Schools**

#### **(a) Topping up Procedure/Waiting Lists**

In all cases, where it has not been possible to offer a place at your higher ranked preference(s), you will automatically be placed on the waiting list. Applications will continue to be considered if any places become available due to withdrawals. This "topping-up" procedure will be carried out in accordance with the criteria listed. The number of children waiting for places changes constantly. If a place becomes available, all children including those who submitted late applications will be considered, and the place will be offered in accordance with the oversubscription criteria.

#### **(b) Appeals**

If your child is not offered a place at a school of your preference, you have the right of appeal to an Independent Appeals Panel. You can appeal to any or all of the schools online at: [www.bury.gov.uk/admissions](http://www.bury.gov.uk/admissions). You should give the reasons for wanting a place at each school. A statement will be prepared showing why the LA has not been able to offer a place.

Your form and the LA statement will form the basis of the consideration by the Appeals Panel. You will be invited to the meeting to discuss your case with the Panel. An LA or Governor representative will also be invited. The Panel will make their decision based on the information available to them at the meeting. It is anticipated that appeals will be heard from June onwards, depending on the amount of topping up the LA can do and how many appeals are received.

If it is necessary for you to go to the Independent Appeals Panel, further information will be sent to you by the Democratic Services Section of the Council who arrange the appeals meetings.

#### **(c) Waiting Lists**

After the 31st August all names held on the waiting list will be forwarded to the appropriate school.

## IS THERE ANYTHING ELSE I NEED TO KNOW?

Bury Council does not fund places in independent schools.

Please note that:-

- \* Ofsted Inspection reports are available from each school and via the internet.
- \* Details of bus routes and timetables are available from TFGM; telephone 0871 200 2233 or via [www.tfgm.com](http://www.tfgm.com);
- \* Information for the Metrolink is available at Metrolink Stations or via [www.metrolink.co.uk](http://www.metrolink.co.uk);
- \* Some children may be entitled to free school meals or to help with travel costs. If you live in the Bury area, please contact 0161 253 5858 for free school meals or 0161 253 6968 or [schoolandcollegetransport@bury.gov.uk](mailto:schoolandcollegetransport@bury.gov.uk) for transport.
- \* Each school produces a prospectus which is available from the school which should include information on school uniform, after school activities etc.

The above information can also be accessed via links at

[www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary).

#### PLEASE REMEMBER

- \* Our web-site <https://www.bury.gov.uk> includes contact details of all Primary schools and links to school web-sites and Ofsted information.
- \* Other useful information for parents can be found at [www.direct.gov.uk](http://www.direct.gov.uk) and [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)
- \* Data Protection - The Council maintains a Register Entry in respect of Education, which includes the administration relating to pupils. Personal information provided is treated in confidence and complies with the requirements of the Act. This information may also be shared with other relevant parties such as other LAs, schools, other departments of the Council.

#### OTHER LA CONTACT NUMBERS

Bolton	01204 332143/332137/332144
Lancashire (Rossendale Area)	01254 220742
Manchester	0161 245 7166
Rochdale	01706 925982
Salford	0161 909 6508

There are links to other LA websites at [www.bury.gov.uk](http://www.bury.gov.uk)

- 1 The information given in this document has been prepared in advance of the 2024/2025 school year to which it refers. It is possible, therefore, that there may

be changes affecting the information contained in this guide for the 2024/2025 school year or subsequent years.

- 2 The LA reserves the right to make any adjustments to the published admission policy where this is necessary to comply with legislation.

#### INCORRECT INFORMATION

It should be noted that places will be withdrawn if it is discovered that incorrect information has been supplied on the application form as a means of securing a place at a preferred school.

## APPENDIX 1

### **OVER SUBSCRIPTION CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2024**

Children with Special Educational Needs or an Education, Health & Care Plan will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children.
2. Children who will have an older brother or sister in the school in September 2024. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
3. Other children

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid. Or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot 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. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with any supporting evidence that the parent wishes to be taken into account. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of

each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a 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. This request should be sent team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

- 1 A 'looked after child' is a child who is (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, in England.
- 2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (ie. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

## APPENDIX 2

### MAKING YOUR APPLICATION

- Where a child lives part of the week with one parent and the other part with another parent, **the LA will only accept the address to which the Child Benefit is paid. Or where the child is registered with a GP and in agreement with both parents.**
  - Please do not state independent schools on your application as they are not part of the co-ordinated scheme. You will need to apply directly to those schools.
  - The LA will seek further evidence of any address, where it is felt necessary. If a child obtains a place by fraudulent means, the place will be withdrawn and the sibling rule will not apply to younger children.
  - You should state 3 maintained schools for which you have a preference. These can be schools in Bury or in other LA areas.
  - Don't waste preferences by naming the same school more than once - it does not increase your chances of getting a place and does mean that you have missed the chance of putting an alternative school.
  - Each preference you state will be considered equally.
  - You can change your preferences up to and including 15th January 2024. It may not be possible to consider changes after that date.
  - Do you need to include any supplementary evidence? - a baptismal certificate for faith schools and a supplementary form for the following schools:

Christ Church CE Walshaw	St. Joseph & St. Bede's RC Primary
Guardian Angel's Primary School	St. Josephs RC Primary
Our Lady of Lourdes RC Primary	St. Mary's CE Prestwich
St. Andrew's CE Radcliffe	St. Mary's RC Radcliffe
St. Bernadette's RC Primary	Yesoiday Ha Torah
- Supplementary forms and any additional documentation should be sent directly to the school you are applying for.
- You must include in your application, any older brothers or sisters already in primary school, and who will still be at school in September 2024. If you do not name them, your child will not be considered fully.
  - If your child is in public care, or was previously in public care, please tick the box, and this can then be considered when allocations are processed.
  - You have a legal right to state any reasons for your preferences. However, places will be allocated according to the criteria listed in the guide.
  - Please ensure that you have included all the information needed for your application to be considered fully.
  - Apply online or return the CAF direct to Admissions Team, Department for Children, Young People & Culture on or before 15th January 2024.



## APPENDIX 3

### EXAMPLE PREFERENCES

Here are some examples of preferences and how they may be dealt with:-

#### A. Your preferences

1. Lowercroft Primary - According to the distance criterion, Bury LA can offer a place.
2. Greenhill Primary - According to the distance criterion, Bury LA can offer a place.
3. Chantlers Primary - According to the distance criterion, Bury LA can offer a place.

You will receive an offer for Lowercroft Primary, as it is your highest ranked preference, at which a place can be offered. You will not then receive an offer for Greenhill or Chantlers Primary school.

#### B. Your preferences

1. Our Lady of Grace RC Primary - According to their agreed criteria the Governors are unable to offer a place.
2. St Bernadette's RC Primary - you meet the criteria but you have not included the relevant documentation.
3. St Michael's RC Primary - According to their agreed criteria the Governors are able to offer a place.

You will receive an offer for St Michael's RC Primary School as it is your highest ranked preference at which a place can be offered. To be considered for a place at St. Bernadette's it is essential that you send in **ALL** the relevant paperwork, e.g. baptismal certificate, supplementary form and proof of address

#### C. Your preferences

1. Lowercroft Primary - A place cannot be offered on the distance criterion.
2. Chapelfield Primary - A place cannot be offered on the distance criterion.
3. St Michael's RC Primary - According to their agreed criteria the governors are unable to offer a place.

You will receive an offer for the nearest school to your home address with a vacancy. You will be placed on the waiting list for all three schools and will be considered for a place at your preferences through the topping up procedure.

#### D. Your preferences

1. St Joseph's RC Primary - According to their agreed criteria the Governors are not able to offer a place.
2. Hazlehurst Primary - According to the distance criterion, Bury LA can offer a place.
3. Stubbins Primary - According to their agreed criteria Lancashire County Council are unable to offer a place.

You will receive an offer for Hazlehurst Primary school, as it is your highest ranked preference, at which a place can be offered. You will still be considered for your first preference through the topping up procedure and will be placed on the waiting list.

## APPENDIX 4

### **GUIDANCE NOTES FOR PARENTS APPEALING FOR RECEPTION PLACES**

The Local Authority and Governing Bodies have a statutory duty to ensure that infant classes with one teacher do not exceed 30 pupils.

Appeals Panels normally consider appeals in two stages. Firstly, if the Local Authority could not prove that to admit an additional child would cause prejudice, then the Appeal must be allowed.

Even if the Authority had proved that to allow further children into a class would cause prejudice, the Panel have to go on to a second stage and consider the case put by the parents. If the Panel felt that the case submitted by parents was sufficiently strong then an additional child or children could be admitted despite the difficulties this may cause in the schools.

For appeals with class size legislation restrictions where schools have classes of 30, appeals panels are unable to use the two stage appeals process.

**Appeals Panels will only be able to uphold an appeal if the decision was not one which a reasonable Admission Authority would make in the circumstances of the case, or, that the child would have been offered a place if the admission arrangements had been properly implemented.**

## APPENDIX 5

### **Free School Meals - Free School Meals Section – [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)**

You may be entitled to free school meals for your child if you are in receipt of one of the following;

- Universal Credit – and your earned income is less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance
- Child Tax Credit with an annual income that does not exceed £16,190 and you are **not** claiming Working Tax Credit
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

If you have already applied for Housing Benefit and/or Council Tax Support with Bury Council and child is due to start school or nursery for the first time in September 2024, we will use the information you have provided to us about your income to register you for free school meals. We will need you to sign a letter to say you want free school meals for your child. Therefore we will write to all our eligible customers in August 2024.

If you do not claim Housing Benefit or Council Tax Support and are entitled to one of the qualifying benefits you can apply:

- by completing the form at [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)
- or by phone on 0161 253 5858

You may also be entitled to free school meals if your child is starting a nursery and is receiving education before and after lunch. Please contact us on 0161 253 5858 at the start of August 2024 and we will confirm if you are entitled and process your claim over the phone.

Universal Infant Free School Meals entitles all children in Reception, Year 1 and Year 2 to a free meal at lunchtime. If you receive one of the qualifying benefits, it's still worth registering your child for free school meals, even if they are in the age group which qualifies for the new universal scheme. This is because schools receive a 'pupil premium' payment for each eligible child which they can spend on things which benefit their education.

If you live outside Bury Council then you will need to contact the council where you live to claim free school meals.

If you have any further enquiries:

- please see our website at [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)  
or
- telephone us on 0161 253 5858;  
or • e-mail us at [freeschoolmeals@bury.gov.uk](mailto:freeschoolmeals@bury.gov.uk).

Contact Us:

**Telephone: 0161-253 5858**

## APPENDIX 6

### Home to School Travel Assistance – School and College Transport Team – 0161 253 6968

#### Introduction

The Home to School Travel Policy outlines the circumstances in which Bury Council (the Authority) will provide travel assistance for children and young people, of compulsory school age, attending a mainstream school. This will usually be a free travel pass that is valid for the journey between home and school on school days only, up to 9pm in the evening. If the school selected is based upon parental choice and there is a closer appropriate school with vacancies, then the pupil will not qualify for assistance unless one of the eligibility criteria below applies.

#### Eligibility

An eligible child is defined in the Education Act 1996 (inserted by the Education and Inspections Act 2006), Schedule 35B, for the purposes of Section 508B. Section 508B describes the local authority's duty in providing free travel arrangements for eligible pupils. The Council's statutory duties in respect of the provision of free transport are set out in section 444 and Schedule 35B of the Education Act 1996 (inserted by the Education and Inspections Act 2006).

A pupil from a low income family will be eligible for assistance if they meet one of the following criteria:

- ▶ 8 to 10 years who are attending their nearest appropriate school that is more than 2 miles from their home
- ▶ 11 to 16 years attending 1 of 3 nearest appropriate schools that is more than 2 miles and less than 6 miles from their home.
- ▶ Aged 11 to 16 years attending nearest appropriate school preferred by religion, faith or belief that is more than 2 miles but less than 15 miles from home

A low income family is defined as a family whose parents/carers are in receipt of the maximum level of working tax credit or the pupil / young person is eligible for free school meals

In addition the Authority will provide support for pupils / young people who are:

- ▶ Under 8 years, where the distance is over 2 miles to their nearest appropriate school
- ▶ 8 years and over where the distance is over 3 miles to their nearest appropriate school.

The “appropriate” school in the case of mainstream education would usually be the nearest school in whose catchment area the pupil resides with the capacity to accommodate them. The Authority will not provide assistance towards the cost of travel to pupils/young people attending independent schools or to pupils under or over the compulsory school age.

If you wish to apply for assistance with travel for September 2024, application forms will be available to download from [www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance](http://www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance)

### **Travel Assistance for pupils with Special Educational Needs**

The Council provides assistance with travel arrangements for eligible pupils who because of their special educational needs, disability or mobility difficulties, cannot reasonably be expected to walk to school. This policy is available via the website at [www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance](http://www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance).

In making provision to meet the needs of those deemed to be eligible, the Council will seek to reach agreement with parents or carers on the use of sustainable modes of travel, providing a number of options based on choice and independence including assisted use of public transport, financial assistance for parents providing transport, wherever possible promoting independent travel as part of the core offer.

The parents’ or young person’s preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person’s special educational needs. In such a case, the local authority can name the nearer school or college in the Education, Health Care Plan, if it considers it to be appropriate for meeting the child or young person’s special educational needs. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding. Code of Practice 2014.

Pupils /young people who have a learning difficulty or are registered blind or profoundly deaf and without speech are entitled to a free travel pass from Transport for Greater Manchester (TfGM).

Pupils/young people partially sighted or profoundly or severely deaf are entitled to a free limited travel pass from TfGM. These passes are only valid after 9:30am.

If you would like to apply for a free TfGM concessionary travel pass please contact TfGM [www.tfgm.com](http://www.tfgm.com).

If your child has an Education Health Care Plan and is eligible for assistance with travel to school you need to apply using the application form which can be downloaded from [www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance](http://www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance). If your child is not eligible for assistance with travel, however they have additional special educational needs which impacts on their ability to travel independently the Council are able to offer support with Independent Travel Training using a parent pack. Please contact the school and college transport team for further information.

## APPENDIX 7

### **CO-ORDINATED SCHEME FOR BURY LA MAINTAINED PRIMARY SCHOOLS 2024/2025**

1. The scheme enables parents of all pupils living within Bury, to complete one common application form (CAF) expressing three preferences for admission to all maintained primary schools both within Bury and also in other LA areas. The preferences are to be ranked in preference order, and parents will be asked to state reasons for their requests. Supplementary forms may be required by voluntary aided or foundation schools. It is the responsibility of the parent to complete both forms. Independent schools are not included in the Scheme.
2. Admissions information will be sent to parents/carers early in November 2023. A copy of the information guide and the CAF will be available on the website.
3. All preferences for Bury primary schools will be considered equally.
4. If more than one school place can be offered to one pupil by different admission authorities, a single offer will be made by the home LA for the school which was ranked highest by the parent.
5. Bury LA will notify online applicants via email on 16<sup>th</sup> April 2024. Letters will be posted to those that have applied by paper form or telephone on 16<sup>th</sup> April 2024.

## APPENDIX 8

### **SEN PROVISION**

The LA provides a continuum of provision with the majority of pupils with SEN being educated in mainstream schools. However, a small number of pupils are educated within special schools or specialist provision associated with a mainstream school. The table below provides information in relation to such provision.

<b>Provider</b>	<b>Type of provision</b>
Hoyle Early Years Centre	Pre school provision for pupils with social communication difficulties
Elton Community Primary School	Integrated provision pupils with severe/profound hearing impairment

Mersey Drive Community Primary School

The Hive for social communication difficulties

Unsworth Primary School

Integrated provision for pupils with speech and language difficulties

Millwood Special School

Day special primary school for pupils with severe and complex learning difficulties and social communication difficulties

The LA also utilises a range of non maintained and independent special schools

# Glossary and definition of terms

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition. All comply with current legislation.

**Admissions Authority** - This is the body responsible for deciding which pupils are admitted to a school. In Community and Voluntary Controlled Schools, this is the LA. In Voluntary Aided and Foundation Schools, it is the Governing Body.

**Admission number** - This is the maximum number of places available at the school for pupils in Year 7. It can also be described as "the number of places available" or "planned admission number".

**Admission policy** - These are the rules used to allocate places to pupils for a particular school if there are more children wanting places than there are places available. These do vary between the different sorts of school.

**Appeal** - When it is not possible to offer a place to a child in a particular school, parents have the right to submit an appeal. An appeal hearing normally takes place some weeks later in front of an independent panel. The panel can decide that a place should be offered above the admission number.

**Appeal Panel** - An independent body, usually of 3 people, which hears admission appeal cases.

**Appellant** - The person who has submitted an appeal.

**Admission Team** - LA officers who carry out the admissions procedures for Community and Voluntary Controlled Schools, and the co-ordinated scheme for all schools.

**Comprehensive** - A secondary school which takes pupils of all abilities. All Bury schools are comprehensive schools.

**Community Schools** - The LA is responsible for admissions to these schools.

**Criteria** - The rules used to allocate places to pupils if there are more children wanting places than there are places available at a school.

## **Distance**

This will be measured by the straight line measurement from the child's home address to a mid point in the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

**Local Authority (LA)** - This refers to the Local Authority which was formerly known as the Local Education Authority (LEA). The Children's Service Department is part of the LA.

## **Looked After Children (LAC) (Also known as Children in Public Care)**

These are children and young people under the age of 18 years who are either:

- accommodated by the LA; or
- subject to a legal Care Order sharing parental responsibility with the LA.

**Online admissions** - If you have internet access and an email address, you can apply online at:

[www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary)

**Oversubscribed** - When there are more pupils wanting a place than there are places available.

## **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The older child must be in attendance at the school in the September when the younger child starts.

**Special Educational Needs (SEN)** - All children have different learning styles and schools take account of this in their teaching and learning practice. However some children have a learning difficulty or a disability that means that they have a significantly greater difficulty in learning than the majority of other children. These children may have special educational needs. Schools can help most children overcome the barriers that their difficulties present with changes to their practices and/or additional support. For a small number of children they will need a significant level of extra help for some or all their time in education. This may be provided through the school or from additional funding from the Local Authority (LA) or through an Education, Health and Care (EHC) Plan.

**Education Health and Care Plan/Statement of SEN** - This is a document that describes the strengths and needs of the child and sets out the provision that needs to be made. Only those children who have special educational needs and who need their special educational provision to be made by the Local Authority will have a statement or an EHC plan. Statements of SEN have been phased out and replaced by an Education, Health and Care Plan.

## **Supplementary/Additional Forms**

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional form may also have to be completed for applicants to be considered under faith criteria of faith schools.

**Voluntary Aided (VA) Schools** - These are mainly linked to a particular Church. They are also referred to as Faith Schools. The Governors decide which children are offered school places.

# Primary School Admissions

## Timeline

NOV

Information explaining the Reception process and how to apply will be sent to your home address.

*Did you know our website provides information on all our schools including previous intakes, links to school websites and Ofsted reports.*

DEC

Visit schools and collect information.

Apply online at

JAN

[www.bury.gov.uk/admissionsprimary](http://www.bury.gov.uk/admissionsprimary)

**Before 15th January 2024**

Note: If you are applying for a faith school it is important to read their admissions policy and include any additional information that maybe required.

*Please make sure you return any supplementary forms or evidence directly to the schools*

All applications are processed and preferences are considered inline with the published criteria.

FEB/  
MAR

Allocations are finalised.

APR

If you have applied online notification emails will be sent out on the **16th April 2024**.

You will accept or decline your child's place. If you are not offered your first preference you will automatically be placed on the waiting list and have the option to appeal. Places may also become available due to withdrawals.

*Did you know that if you have applied online you will receive notification on 16th April. A day earlier than if you have made your application on the paper form.*

MAY/  
JUL

Appeals will be held

Summer term. Your allocated school will contact you directly with details of your child's induction.



Department for Children and Young People

3 Knowsley Place, Duke Street, Bury BL9 0EJ

[www.bury.gov.uk](http://www.bury.gov.uk)

**Bury**  
Council