

The **OLIVE** Tree  
Primary School

# Admission Policy



The **OliveTree**  
Primary School

## Document Control

<b>This document has been approved for operation at The Olive Tree Primary School</b>	
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<b>Contents</b>	<b>Page</b>
Admission Policy Statement	4
Application Process	4
Reception Class	5
Summer born children	5
Subscription Criteria	6
Priority Group A	7
Faith Priority	8
Tie – breaker	8
Priority Group B	8
Tie – breaker	9
Allocation of places if either group A or group B is undersubscribed	9
Notes	10

**The Olive Tree Primary School**  
Adelaide Street, Bolton, BL3 3NY.

## **Admission Policy Statement**

The Olive Tree Primary school was founded by the Olive Tree Free School Trust and is a designated Muslim faith school.

No child will be rejected on grounds of age, (subject to the usual limits of all admissions), gender, family status, disability, colour, ethnic origin, religion or belief. Looked After and Previously Looked After Children (including those who were, prior to adoption, in state care outside of the UK) will be given priority and the school will admit any child with a statement of Special Educational Needs that names The Olive Tree Primary School as their preference.

## **Application Process**

In the autumn term, all parents/ carers are advised to make an application using Bolton Council's coordinated Admissions Form. Parents should be aware of the council's dates for returning forms and offers of places. Application forms may also be completed online at:

<https://www.bolton.gov.uk/admissions/primary-school-places>

The forms should be submitted to the Admissions Team at:  
Pupil and Student Services  
Town Hall  
Civic Centre  
Bolton  
BL1 1RU

All applications received by the closing date will be considered at the same time, in accordance with the school's published admissions criteria.

Parents/Carers wishing to be considered under the faith priority group are also required to complete a supplementary information form, which is available from the school. Once completed, the form must be returned to the school by the date as assigned by the Local Authority.

Parents/Carers will be informed of the outcome as to whether or not their child has been allocated a place by the Local Authority. Parent/Carers of children not admitted will be informed of the reason and normally be offered an alternative place. An appeal form (S) will also be sent with the letter.

Parents/carers who may have completed the Olive Tree Primary School's pre-registration form should note that this form is not an application form for admission, and that it does not guarantee your child a place at the school.

### **Reception Class**

Parents may request that their school place be deferred until later in the school year. If they do this, the place will be held for their child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school 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.

The school's published admission number for Reception is 60.

The school's overall published admission number for pupils up to year 6 is 420.

### **Summer Born Children**

Children born between 1st April to 31st August (summer born) do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Where a parent delays their child's start until the September after their 5th birthday, they may request their child is admitted outside the normal age group in order to start in Reception rather than Year 1. Even though it is the parents who have made the decision to delay the start to school, it is the school that will make a decision about whether the child is admitted to Reception or Year 1. The decision will be taken based on the circumstances of the case and in the best interests of the child concerned.

Parents of children seeking admission to Reception in September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the school for their child to be admitted out of the normal age group and submit this with the suggested evidence outlined below. Whilst

the school will consider applications to Reception from parents of children outside their normal age group, please note that the school is not bound by decisions made by another admission authority. The school will make a decision on the request before the primary national offer date, if at all possible.

### Subscription Criteria

If **undersubscribed**, the school will admit all applicants.

If **oversubscribed**, after the admission of Looked After or recently Looked After pupils (including those who were, prior to adoption, in state care outside of the UK) and those with a Educational Health Care Plan (EHCP) where the school is named in the EHCP, the school will admit children under two priority groups. Up to 50% of the available places will be allocated on the basis of faith, to children in Priority Group A.

The remaining places will be allocated without reference to faith to children in Priority Group B.

### Priority Group A

A maximum of 50% of the available places will be allocated to children who are members of the Muslim faith in the following order:

These criteria for admissions align with the Bolton LA Admissions Policy and are as follows.

Criteria 1	Looked after Muslim children (children in public care) or a Muslim child who was previously looked after or in state care, either in the UK or abroad, but immediately after being looked after became subject to an adoption, residence, or special guardianship order (see note 1).
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Criteria 2	Muslim children for whom the Board of Trustees accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at The Olive Tree Primary School. This will be evidenced by written professional documentation accepted by the School explaining why these needs can realistically only be met by the Olive Tree Primary school and the difficulties that would be caused if the child had to attend another school.
Criteria 3	Muslim children with a sibling who is a pupil already attending The Olive Tree Primary School, Bolton, at the time of admission (see note 2).
Criteria 4	Muslim children of staff employed at The Olive Tree Primary School, Bolton for at least 2 years at the time at which the application for admission to the school is made or who have been recruited to fill a post where there is a skills shortage.
Criteria 5	Muslim children who live nearest to The Olive Tree Primary School, Bolton. The distance will be measured in a straight line using geographical information provided by the local 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 school, random allocation by The Olive Tree Primary School will then be used to decide which of the children can be offered a place.

The remaining places will be allocated without reference to faith to children in Priority Group B.

### **Faith Priority**

A child will become eligible for consideration under the faith priority group by completing a supplementary information form, which is available from the school. This supplementary information form must be returned by post or by hand to The Olive Tree Primary School.

### **Tie – breaker**

If any categories are oversubscribed, then the geographical proximity (as set out in category 5 above), will be used as a tie - breaker. If the distance between two children's homes and the school is the same, then random allocation by The Olive Tree Primary School will be used as a tie - break.

## **Priority Group B**

After the allocation of places under Priority Group A, places will be allocated to non-faith applicants using the criteria below in the following order.

These criteria for admissions align with the Bolton LA Admissions Policy and are as follows.

Criteria 6	Looked after children (children in public care) or a child who was previously looked after (either in the UK or abroad) but immediately after being looked after became subject to an adoption, residence, or special guardianship order (see note 1).
Criteria 7	Children for whom the Board of Trustees accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at The Olive Tree Primary School. This will be evidenced by written professional documentation accepted by the School explaining why these needs can realistically only be met by the Olive Tree Primary School and the difficulties that would be caused if the child had to attend another school.
Criteria 8	Children with a sibling who is a pupil already attending The Olive Tree Primary School at the time of admission. Sibling means a full, step half, or adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of entry to the school. The school may request proof of relationship (see note 2).
Criteria 9	Children of staff employed at The Olive Tree Primary School for at least 2 years at the time at which the application for admission to the school is made or who have been recruited to fill a post where there is a skills shortage.



Criteria 10	Children who live nearest to The Olive Tree Primary School. The distance will be measured in a straight line using geographical information provided by the local 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 school, random allocation by The Olive Tree Primary School will then be used to decide which of the children can be offered a place.
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**Tie - breaker**

If any categories are oversubscribed, then the geographical proximity (as set out in category 11 above), will be used as a tie - breaker. If the distance between two children's homes and the school is the same, then random allocation by The Olive Tree Primary School will be used as a tie- break.

**Allocation of places if either group A or group B is undersubscribed**

If after the admission of children with a statement for Special Educational Needs fewer than 50% of the remaining children qualify for admission under Priority Group B, additional places will be offered to applicants who were not allocated a place under Priority Group A. These applicants will be considered without reference to faith in line with the over-subscription criteria in Priority Group B until the admission number of 60 for Reception is met.

If after the admission of children with a statement for Special Educational Needs fewer than 50% of the remaining children qualify for admission under Priority Group A, additional places will be offered to applicants who were not allocated a place under Priority Group B. These applicants will be considered without reference to faith in line with the over-subscription criteria in Priority Group A until the admission number of 60 for Reception is met.

**Notes**

**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 (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live, under section 8 of the Children Act 1989. Section 14A of the Children Act 1989, defines a 'special guardianship order' as an order appointing one or more individuals, to be a child's special guardian (or special guardians).

**The definition of a brother or sister is:** A brother or sister sharing the same parents, half-brother or half-sister, where two children share one common parent. Step brother or step sister where two children are related by a parent's marriage. Adopted brother or sister or the child of the parent/carer's partner. In every case the child should be living in the same family unit at the same address.

**The address used on the school's admission form** must be the current main home address as the one at the time of application. If the address subsequently changes, parents should immediately notify the school and the Local Authority. Where the parents live at different addresses, the address that is current at the time of application and is the normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address. Where a child lives with parents/carers with shared responsibility equally between two addresses, the address used for admission purposes will be the home address where the child is registered with the GP.

**Where there are twins or other multiple births** wanting admission and there is only a single place left within the admissions number, then the Board of Trustees will exercise as much flexibility as possible within the requirements of Reception classes – as permitted by the infant class rules.

**Where there is a good reason for an application being received after the closing date for applications** and where it is received before the Board of Trustees has established their list of pupils to be admitted, the Board of Trustees, following consultation with Bolton Council, may consider the application at the same time as all the others that were received on time. Otherwise, applications received after the closing date will be considered after all the others that were received on time and placed on the waiting list, in order, according to the Oversubscription Criteria.

**Parents may request that their school place be deferred** until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school 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. Parents who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place at The Olive Tree Primary School will be kept open, even if the child does not take it up until later in the academic year.

The law states that all children must receive suitable education from the term in which the child reaches compulsory school age.

**Where a child requires admission other than at the "normal" time;** such admissions are known as In-Year Admissions. Applications for In-Year Admissions are made in the same way as those made during the normal admissions round. Applications should be made on the In-Year Admissions Form, available from Bolton Council.

It is expected that most children will be allocated a school place through the in-year admission arrangements; however, Bolton Council has a Fair Access Policy, which ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Details of this policy are available from Bolton Council.

Where the Board of Trustees is unable to offer a place, parents have the right to appeal to an Independent Appeal Panel, The Appeals Panel will be administered by Bolton Council.

Parents should notify the Clerk to the Board of Trustees at the school, within 14 days of receiving their refusal letter.

Parents will have the opportunity to submit their case to the Panel, in writing, and also to attend in order to present their case. They will receive 14 days' notice of the place and time of the hearing.

You are usually only allowed to appeal once for The Olive Tree Primary School during any school year.

The school's policy is to only allow parents a re-appeal for The Olive Tree Primary School, within the same school year if there are significant and material changes to the circumstances of the parent, child, or the school where a place is requested.

Please note that distress caused to a pupil because of not gaining a place at The Olive Tree Primary School, will not be considered sufficient grounds for granting a re-appeal.

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 admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will operate until the end of the school year.