

The Olive Tree Primary School

Admission Policy



The Olive Tree
Primary School

Document Control

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The Olive Tree Primary School

Adelaide House, 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 online application portal at:

[Primary school places – Bolton Council](#)

Parents should be aware of the council's dates for returning forms and offers of places.

If you still need to apply for a primary school place after 15th January, you should contact the local authority for an application form by emailing admissions@bolton.gov.uk. Your application will be classed as late and will only be considered after all those received on time.

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

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**, the school will admit all children with an Educational Health Care Plan (EHCP) where the school is named in the EHCP, with the remaining places allocated to children under the criteria as outlined in Table A.

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

Table A

Criteria 1	Looked after 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, child arrangement order, or special guardianship order (see note 1).
Criteria 2	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 (see note 2).
Criteria 3	Children with a sibling who is a pupil already attending The Olive Tree Primary School, Bolton, at the time of admission (see note 3).
Criteria 4	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.(see note 4).
Criteria 5	All other children who live nearest to The Olive Tree Primary School, Bolton (see note 5).

Notes

- 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 (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society (see Section 23ZZA (89) of the Children's Act 1989 (inserted by Section 4 of the Children and Social Work Act)).

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 are deemed to be child arrangement orders.

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).

2) A child is eligible for consideration when the parent(s)/carer(s) of a child on the payroll of the school completes the relevant section on the home Local Authority's common application form.

3) 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, foster children 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.

4) The information must confirm the exceptional medical or social need, and demonstrate how The Olive Tree Primary School is the only school that can meet the defined needs of the child. In all cases the medical or social need must be

permanent or long term. For medical conditions affecting mobility, consideration will only be given if The Olive Tree Primary School is nearest to the child's home. It is the parent's responsibility to provide the information directly to the school. Failure to provide the supporting information by the closing date will result in the application not being considered under this criteria.

5) The distance will be measured in a straight line from the home address to the main school entrance using geographical information provided by the Local Authority. 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

Tie - breaker

If any categories are oversubscribed, then the geographical proximity 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-breaker.

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. The address given on the application form must be where the child and parent(s)/carer(s) live permanently. It should not be the childminder's, grandparents or any other relatives's address.

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. 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.

Parents/Carers will be required to provide a current copy of the council tax demand for the property at which they reside as proof of permanent residence. We reserve the right to seek other means of evidence as proof of residence at the permanent address if required.

Multiple Births

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.

Late Applications

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.

Admission of children below compulsory school age and deferred entry

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.

In-Year Admission

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.

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.

Waiting List

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.

Believe You Can

For the in-year waiting list, parents must complete a new application form each year at the beginning of the new academic year.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Bolton Metropolitan Council administers the appeals process on behalf of the school. You can make a school admission appeal using the online form at: [School admission appeals – Bolton Council](#)

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.