



# **Admissions Policy**

**2026-27**

***A Community of Learners, Believers, Friends***

***We believe that every child is uniquely created and loved by God and called by Him to fulfil a special purpose. It is our privilege to help each child to identify, nurture and use his/her talents to build a better world. To this end we will work in partnership with parents, parishes our community of schools and with the wider community.***

Mount St Joseph Document Control Table			
Document Title:	Admissions Policy	Author name / post:	Catholic Education Service
Version Number:	1.0	Document Status:	Approved
Date Approved:	28.02.2025	Approved By:	Governors
Effective Date:	01.09.2026	Date of next review:	01.01.2026
Publication method:	Website	Date published	28.02.2025
Superseded Version:			

Document History		
Version	Date	Notes on Revisions
1.0	20.07.2021	Amended in line with updated School Admissions Code 2021
	01.03.2023	Statutory consultation (Oct 2022-Feb 23) carried out – no objections raised
	24.01.2025	Increase to pupil admission number

Mount St Joseph was founded by the Catholic church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The academy company is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at **240** students to year 7 in the school year which begins in **September, 2026**.

**Students with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of students with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:***

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, named below: (see notes 3&4)

St Ethelbert's, Deane	SS Peter & Paul, Bolton
St Gregory's, Farnworth	St William of York, Great Lever
Our Lady of Lourdes, Farnworth	St Teresa's, Little Lever
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Children who have a sibling in the school at the time of admission (see note 5,6)
6. Children of staff at the school where the member of staff has been employed at the school for two or more years, or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

---

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

7. Non-Catholic children from the Catholic Partner Primary Schools instanced above
8. Non-Catholic children from other Catholic Primary Schools.
9. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (see note 7)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 5)

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out (see note 8)

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3. The Supplementary Information Form should be returned to Cath Trimble, Mount St Joseph, Greenland Road, Bolton BL4 0HT by **31<sup>st</sup> October 2025**.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2025.**

---

<sup>2</sup> This is for applications to the school at the start of the school year in September and not for applications made in-year.

## **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31<sup>st</sup> December.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made by contacting **Bolton Metropolitan Borough Council** at [Admissions – Bolton Council](#)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

## ***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services

functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
8. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

# MOUNT ST JOSEPH

## SCHOOL ADMISSIONS

### SUPPLEMENTARY INFORMATION FORM



This form **MUST** be completed when applying under 1, 2 or 3 and returned to Mrs Amos, Mount St Joseph, Greenland Road, BOLTON, BL4 0HT before **31<sup>st</sup> October 2025**. Forms received after this date will not be considered and your child will not be placed in categories 1,2 or 3.

Please note this form **MUST** be completed in addition to the local authority admission form.

Child's First Name	
Child's Surname	
Date of Birth	
Address (House Number & Street)	
Address	
Town	
Postcode	
Contact telephone number	

Please confirm the faith category you are making your application under:

Category	Please tick as applicable	( √ )
Category 1 - Catholic looked after and previously looked after children.		
Category 2 - Catholic children who attend a feeder Catholic primary school:	St Ethelbert's, Deane	
	SS Peter & Paul, Bolton	
	St Gregory's, Farnworth	
	St William of York, Great Lever	
	Our Lady of Lourdes, Farnworth	

	St Teresa's, Little Lever	
Category 3 – Other Catholic children		

Please confirm the following:

My child has a certificate of baptism in a Catholic Church. (a copy must be provided to the school alongside this form)	
My child has a reception into the full communion of the Catholic Church. (a copy must be provided to the school alongside this form)	
The child applying for a place is 'looked after' and living with a family where at least one of the parents is Catholic. (a copy of a certificate of baptism or a reception into the full communion must be provided to the school alongside this form)	

### **Signature or parent / carer**

I have attached a copy of my child's certificate of baptism or reception into the full communion as requested. I understand that any information that is deliberately misleading will invalidate this application. I confirm that the information given in this supplementary form is, to the best of my knowledge, true and accurate.

Signature	
Full Name (Block Capitals)	
Date	