



Admissions Policy **2027/28**

Legislation and statutory requirements

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

[School Admission Appeals Code 2022](#)

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

About Sharples

Sharples is a mixed school for students aged 11-16. Our focus is on academic standards and to provide a first-rate, all-round education for children of all abilities. We are proud to be the only Specialist Science College in Bolton. The school's ethos is built upon our motto 'Learn, Dream, Achieve' and our Sharples values which are; Community, Consideration, Co-operation and Common sense.

The admission number for Year 7 is 240.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Further Information on admission to Secondary Schools in Bolton can be found via the LA website: <https://www.bolton.gov.uk/admissions/secondary-school-places-1>

Admission criteria

The Academy will consider all applications for places without reference to the order in which the school is expressed as a preference. Where the Academy receives fewer applications/preferences than the admission number it will offer places to all those applicants.

Where more applications are received than the admission number or when all places are full and a waiting list is held, the Academy will use the same admission criteria below to rank applications. Children who have an Education, Health and Care Plan (EHCP) will be offered places first.

The following criteria will then apply:

1. Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or child arrangements order. A 'Looked after Child' is a child who:

- (a) is in the care of a Local Authority (LA), or
- (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who have been previously in state care outside of England and were then adopted.

2. Children for whom there is a child protection plan or has been within a 12-month period. A Child Protection Plan is one which is made under Section 47 of the Children Act 1989.

3. Children who will have older siblings in Years 7 to 11 of the preferred school at the date of application and the date of admission. Siblings can include full, step, half, foster and adopted brothers and sisters living at the same address.

4. Children who suffer from a medical condition or disability, which makes it better for them to attend the school rather than another. Places will only be offered under this criterion if the child has certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school.

Medical evidence must be provided at the time of application. Parents applying under the criteria must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted by 31 October. Evidence received after this date will not be taken into consideration.

5. Children of staff who have been employed at the school for two or more years at the time of admission or, where staff have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Proximity: Children who live nearest the school

Under this criterion, the remaining places will be offered to children who live nearest to the school. The distance will be measured from the address point of the home address to the main entrance of the school.

If any categories are oversubscribed, then geographical proximity will be used as a tie-breaker. If the proximity value is equal, then random allocation will be used as a tie-breaker. This will be carried out by an officer of Bolton Council independent to the School Admission Team.

Where a single place remains at the school and the application being considered is for twins etc. the school will allocate above admission number to accommodate each child.

Key Aspects of Home Address Requirements:

- **Main Residence:** If a child splits time between parents, it is the address where they live for most of the week or if split equally, where the child benefit is received.

- Proof of Address: We require evidence, such as a council tax bill, tenancy agreement, or a solicitor's letter for a new purchase.
- Moving Home: If moving, you must provide proof (e.g., exchange of contracts). We will not use a new address for allocation if the move happens after the deadline.
- Shared Responsibility: The address is usually where the child spends most of their time. If time is split equally, the address of the parent who receives child benefit is used.
- False Address: Using a false address can result in the school place being withdrawn.

Requests for admission outside the normal age group

As a general rule, the Academy would expect children to be educated in their normal age group. However, parents are entitled to request a place for their child outside of their normal age group.

Process for Making a Request

1. Submit Request Early: Contact the local authority's admission team (for a place in Y7) or the school directly (for in-year admissions) as early as possible, for Y7 - before the deadline for the normal application round.
2. Provide Evidence: Include any documentation that supports why the child should be educated outside their normal age group.
3. School Response: The admission authority will consider the request and respond in writing, explaining their decision. 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.
4. Appeal Rights: If the request is refused, there is no right to appeal against that specific decision, but parents can appeal if they are later refused a place in the year group they applied for.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e., where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Bolton's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round.

If there are spaces available in the year group you are applying for, your child will be offered a place.

Sharples manages its own in-year admissions, to apply for a place an application form should be completed which can be accessed via the school website

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Admissions and Attendance Officer

Admissions and Attendance Officer - Sharples School, Hillcot Road, Bolton, BL18SN

admissions@sharplesschool.co.uk

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

Children offered places through the in year fair access process take priority over children on the waiting list, as do Looked After Children, previously Looked After Children and Children with an EHCP naming the school.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The appeals process is administered by Bolton Council on behalf of the Academy.

The appeal form can be found here www.sharplesschool.co.uk/admissions and must be sent to;

Admissions and Attendance Officer - Sharples School, Hillcot Road, Bolton, BL18SN

admissions@sharplesschool.co.uk

Appeals will be held within 40 school days of application for an appeal.

Waiting Lists

A waiting list for the intake of Year 7 pupils in the normal admission round (for September) is held until 31 December, ordered by oversubscription criteria only, subject to change as new applications are received, and as above the categories of pupils who take precedence.

For In Year Admissions, waiting lists are held until 31st August each year and are ordered by oversubscription criteria only, subject to change as new applications are received, and as above the categories of pupils who take precedence.

Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is

an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Policy Approved – Full Governing Body

Date: July 2025