

Year 7 Admission Arrangements

Admission Arrangements for Year 6 to Year 7 Transfer

Before applying for admission, parents are advised to find about more information about the school and the admission arrangements that will be followed. You can do this by:

- attending the Open Evening at Sharples School
- visiting our website at www.sharplesschool.co.uk
- reading the Bolton Council's (BC's) 'Admission to secondary school – information for parent(s) / carer(s) composite prospectus.

Application Procedure

1. You must complete your home Local Authority's common application form by 31st October. If you are resident in the area administered by BC, then you can either apply on-line at www.bolton.gov.uk/admissions or complete the paper form, which is available from BC.
2. Unless there are exceptional reasons for the late completion and submission of the common application form, late applications will not be considered at the same time as applications received by the closing date.
3. You are allowed to name three (3) different schools on the application form in preference order. You are advised not to name the same school more than once or to only name one (1) school, as by doing so, you may limit the chances of gaining admission into one of your preferred schools.
4. If you want your child to gain admission into Sharples School, then it is important that you put Sharples School as your 1st preference school on the application form.

Allocation Process

1. The admission process is co-ordinated by BC in accordance with their secondary co-ordinated admission scheme.
2. After the closing date for receipt of applications, BC will provide details of all applications received to Sharples School. BC will not provide Sharples School with details of the rank order of preference of the applications. This is because, by law, all admission authorities must consider all preferences equally.

4. If the school receives more applications than the published admission number, then the GB are legally required to consider all the applications against the school's published admission policy, which can be found at www.sharplesschool.uk
5. After applying the admission policy for the school, BC will produce a list of children who have the highest priority for admission.

Offer of a place

1. When the allocation process is finally complete, BC will ensure that on – line applicants will be sent an email on or as soon as possible after 1st March informing you of the school at which a place will be offered. Offer letters will be posted out if you applied using a paper application.
2. If a place is offered at Sharples School, it is important that you advise BC, if you no longer require the place offered. This will allow BC, on behalf of Sharples School, to offer the place to a child who could not initially be offered admission.
3. As Sharples School can only offer admission up to the published admission number, unfortunately, not all children will be offered admission. The letter from BC will provide the reasons why a place could not be offered and the details of the alternative school offered.
4. Details of children refused admission at Sharples School will automatically be included on the school's waiting list, where Sharples School is a higher preference than the school at which a place is offered. The school maintains the waiting list, in accordance with the school's oversubscription criteria until 31st December in the academic year of Year 7 admission. Parents' are advised to contact the school, if they want their child's details to be kept on the waiting list, from the spring term onwards.
5. The BC decision letter will advise you of your right of appeal to an independent appeal panel against the decision of the GB of Sharples School not to offer your child admission. Further advice / guidance about the appeals process can be found at www.sharplesschool.co.uk and www.bolton.gov.uk.