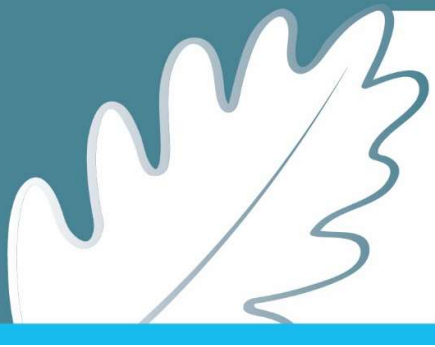
Unsworth
Primary School

Together we build understanding

Unsworth Admissions Policy



Part of the
Oak
Learning Partnership

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	23/1/25	J Grundy	Updated for September 2026
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	1/10/26	J Grundy	Nursery admissions process added

This policy is adopted from the Bury LA policy.

Unsworth Primary School is part of the Oak Learning Partnership, and this policy should be read in conjunction with the trust Admissions Policy which can be found here

oak-lp-admissions-policy.pdf (unsworth-primary.co.uk)

And the local authority admissions guidance including details of appeals which can be found here,
Primary school admissions - Bury Council

Section 1 Preschool Admissions (Age 3)

Admissions for children joining the Preschool provision from the age of three are administered directly by the school and are not coordinated through the Local Authority admissions process.

Parents and carers wishing to apply for a Preschool place should contact the school office for information regarding eligibility, application procedures, admission arrangements, and place availability.

Admission to Preschool does not guarantee a place in the school's Reception class, for which a separate application must be made through the Local Authority in accordance with the published admissions arrangements as seen below.

There is currently one admission point in September, although on occasion places may become available during the year. There are 26 full-time places in our Nursery.

Section 2 Primary School Admissions

Children can normally start school in Bury in the September before their 5th birthday, although children do not legally have to start school until the term following their 5th birthday.

Unsworth Primary is part of the Oak Learning Partnership who are the admissions authority. As a trust we work closely with the Local Authority (LA), who are responsible for the admissions to the school.

Each school has an admissions number set for each age group. This figure is agreed between the LA and the Trust Board. **Our admissions number is 30** and places are offered up to this number in the reception age group.

Each year the Local Authority publish details of the admissions process along with application forms. These are available online at www.bury.gov.uk/admissionsprimary and from the Admissions Team by telephoning 0161 253 6474

Section 3 In Year Admissions

In-Year admissions are those requests for places in any year group received during the academic year.

The Local Authority is the delegated admission authority for Unsworth Primary School.

Unsworth Primary School will maintain a record of all in year applications and places will be offered following the in year admissions process. **Our cohort intake number is 30** and places are offered up to this number.

Parents will be informed of the right to appeal if there are no vacant places available.

Appendix 1 Oversubscription Criteria Appendix 2

Flow chart for In Year admissions

Note: For children with an Education Health Care Plan there is a different process. If the child resides in Bury, parents should contact the Bury SEN team on 0161 253 5969 who will be able to offer advice.

SECTION 2 PRIMARY SCHOOL ADMISSIONS

ADMISSIONS POLICY FOR ACADEMIES FOR SEPTEMBER 2027

Children with Special Educational Needs or an Education, Health & Care Plan will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. (1) (2)

2. Children who will have an older brother or sister in the school in September 2027. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.

3. Other children If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/ carer to whom the Child Benefit payment is paid. Or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations.

1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally.

If you wish to give reasons for your preferences, you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic 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. Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with

any supporting evidence that the parent wishes to be taken into account. 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. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This request should be sent to the team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

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, in England.

2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (ie. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) but ceased to be so as a result of being adopted.

SECTION 2 IN YEAR ADMISSIONS

APPLICATION PROCESS FOR PRIMARY SCHOOLS

In-Year admissions are those requests for places in any year group received during the academic year. The Local Authority is the admission authority for Unsworth Primary School

Processing of applications

1. All parents/carers irrespective of where they reside who are seeking **'in year' places** for schools in Bury Authority, will be required to apply direct to the school.

2. Parents/carers resident in Bury wishing to transfer to a school in another Local Authority must contact the relevant authority for information on how to apply for a school place.

3. Parents/carers must complete an application form **(CAF).** The application form will be available from the schools, the Local Authority and the council website at www.bury.gov.uk/admissions

4. The completed application form and any supporting documentation must be returned to the first preference school.

5. If the school has a vacancy in the relevant year group, a place must be allocated unless one of the statutory reasons for refusing admission applies, as stated in the School Admissions Code.

6. If the school receives **multiple applications** for in year transfers for a particular year group, which would result in the published admission number being exceeded, the order of priority for admission will be determined by reference to the school's **oversubscription criteria**. (See appendix 1)

7. The preference school must notify the parent/carer in writing of the outcome of their application within 5 school days.

8. If an offer can be made a notification letter will be sent to the parent/carer confirming the offer of the school place and the start date.

9. The receiving school will inform the previous school that a place has been offered and the agreed start date.

10. If the school cannot offer a place, a notification letter will be sent to the parent/carer by the school stating the reason why, and informing them of their legal right of appeal. School will direct parents to the Local Authority for information regarding the process of appeal and for details of school vacancies.

11. The school must notify the Local Authority of all admission applications and the outcomes.

12. The school must inform the Local Authority of their current numbers on roll, both when a child is taken off roll or is admitted. This is to ensure that the Local Authority meets its statutory duty of informing parents/carers of where there are vacancies in the Authority.

Appendix 1

OVERSUBSCRIPTION CRITERIA

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted[1] (or became subject to a residence order or special guardianship order.

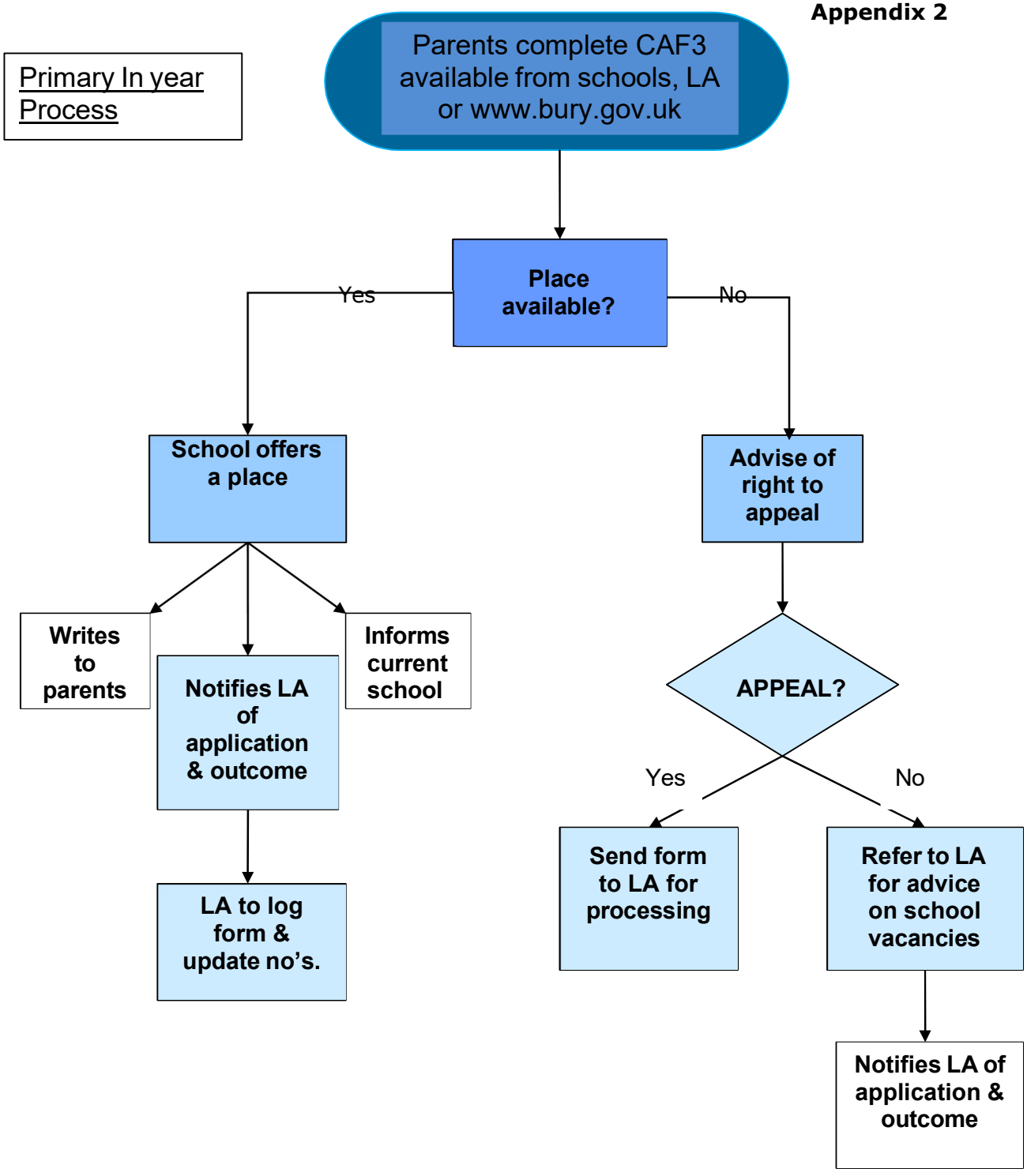
2. Children who will have an older brother or sister in the school. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.

3. Other children.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). This distance measurement will be provided by the Local Authority's Schools' Admissions Team.

[1] Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).
[2] Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

Appendix 2



Also refer to:-
Online: Bury Admissions Information 2019 www.bury.gov.uk/admissionsprimary
DFE School Admissions Code December 2014 including the update document in September 2015