



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# RECEPTION ADMISSION ARRANGEMENTS

**The Olive School, Bolton**



## Admission arrangements for Reception

The Olive School, Bolton is part of Star Academies. As a progressive, inclusive and outstanding Muslim faith school, the school will consider all applications equally without reference to faith.

### General information

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

- attending the Open Evening at The Olive School;
- visiting our website at [www.olivebolton.com](http://www.olivebolton.com)
- reading Bolton Council's (BC's) '**Admission to primary schools – Information for parents and carers**'.

### Application procedure

1. You must complete your home Local Authority's common application form by 15 January. If you are resident in the area administered by BC, you can either apply online at [www.bolton.gov.uk](http://www.bolton.gov.uk) 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 the school, it is important that you put The Olive School as your 1<sup>st</sup> preference school on the application form.

### Allocation process

1. The admission process is co-ordinated by BC in accordance with their primary co-ordinated admission scheme.
2. After the closing date for receipt of applications, BC will provide details of all applications received to the school. BC will not provide the 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.
3. If the school receives fewer applications than the published admission number, the school will advise BC that all applicants can be offered admission.



4. If the school receives more applications than the published admission number, the school are legally required to consider all the applications against the school's published admission policy, which can be found at [www.olivebolton.com](http://www.olivebolton.com)
5. After applying the admission policy for the school, the school will produce a list of children who have the highest priority for admission. This list of children who can be offered admission will be sent to BC. Along with the list of children provided by the school, BC will have similar information for all the schools in the area and from other Councils.
6. In the initial allocation process, it is possible that children can be offered admission at more than one school. As the law requires that no children must be offered admission at more than one preferred school, BC acting on behalf of all schools will ensure that the single offer of a school place is made at the highest ranked preferred school on the application form. For example, if a school place can be offered at the 1<sup>st</sup> and 2<sup>nd</sup> preference school, a place will be offered at the 1<sup>st</sup> preference school.
7. In the event that your child can be offered admission at more than one preferred school and in order to avoid missing out on gaining admission into the school, you are advised to consider putting The Olive School as your 1<sup>st</sup> preference school on the application form.

## Offer of a place

1. When the allocation process is finally complete, BC will ensure that online applicants will be sent an email on or as soon as possible after 16 April 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 the school, it is important that you return the reply slip to the school accepting or declining the place. If you fail to respond to the offer of a place, the school reserves the right to withdraw the offer of a place. Where a place is declined, it will allow BC, on behalf of the school, to offer the place to a child who could not initially be offered admission.
3. As the 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 the school will automatically be included on the school's waiting list, where the 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 31 December in the academic year of reception year admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.



5. The BC decision letter will advise you of your right of appeal to an independent appeal panel against the decision of the school not to offer your child admission. Further advice / guidance about the appeals process can be found at [www.olivebolton.com](http://www.olivebolton.com) and [www.bolton.gov.uk](http://www.bolton.gov.uk)