

TOTTINGTON PRIMARY SCHOOL



ADMISSIONS ARRANGEMENTS 2026 - 27

Status of the School

Tottington Primary School is a Community Primary School. The Local Authority (Bury Council) is the admission authority and is responsible for determining the school's admissions arrangements in accordance with the School Admissions Code.

Published Admission Number (PAN)

The school's Published Admission Number (PAN) is 45 pupils

The school will admit up to this number in the Reception year group each academic year.

Age of Admission

Children in Bury normally start school in the September following their fourth birthday.

However:

- Parents may defer entry until later in the school year
- Entry cannot be deferred beyond:
 - the start of the term after the child's fifth birthday, or
 - the end of the academic year of admission
- Children may attend part-time until compulsory school age

Applications for Reception Places

All applications must be made via:

- Bury Local Authority Admissions Team
- Online: www.bury.gov.uk/admissions

Bury operates an equal preference system, meaning all preferences are considered equally.

Late applications will be considered after on-time applications unless there are exceptional circumstances.

Oversubscription Criteria

Where applications exceed the number of available places, Bury Council will allocate places using the following criteria (in order of priority):

1. Children with an Education, Health and Care Plan (EHCP)
 - A place will be allocated where the school is named in the plan.
2. Looked After Children and Previously Looked After Children
 - As defined by national legislation.
3. Children with a sibling at the school at the time of admission
 - Sibling includes full, step, adopted, or foster children living at the same address.
4. All other children

Tie-break (Distance Criterion)

If there are more applicants than places within a category:

- Priority will be given to children living closest to the school
- Distance is measured using the Local Authority's computerised mapping system
- Measurement is from:
 - home address point → school address point (LLPG system)

If distances are equal:

- A random allocation process will be used

Definition of Home Address

- The child's normal place of residence
- Where a child lives across two households:
 - The address used will normally be where Child Benefit is paid, or
 - agreed by both parents/carers

Multiple Births

Where the final place is offered to a child from a multiple birth:

- All siblings (e.g. twins or triplets) will be admitted
- This may exceed the PAN in line with permitted exceptions to infant class size legislation

Admission of Summer-Born Children

Parents may request admission outside the normal age group.

Requests must:

- Be made in writing to the Local Authority
- Include supporting evidence where appropriate

Decisions will be made based on:

- The best interests of the child
- Consideration of:
 - academic, social, and emotional development
 - medical evidence (where relevant)
 - parental views

In-Year Admissions

In-year admissions are managed by Bury Council.

- Applications should be made via the Local Authority
- Places will be offered where vacancies exist within year groups (maximum 45 per year group)

If a place cannot be offered:

- Parents have the right of appeal

Appeals

Parents have the right to appeal against refusal of a place.

- Appeals are administered independently
- Details are available from Bury Council
- Parents are entitled to one appeal per academic year per school, unless there is a significant change in circumstances

Children with Special Educational Needs

- Children with an Education, Health and Care Plan (EHCP) will be admitted where the school is named in the plan
- For advice, parents should contact the Bury SEND Team

Induction Arrangements

The school provides a structured induction programme including:

- Visits to nurseries and pre-schools
- Stay-and-play sessions for children
- Parent/carers information meetings

Further Information

For full details of the coordinated admissions scheme:

- Visit: www.bury.gov.uk/admissions
- Contact: Bury Admissions Team