

Admissions Policy for Academic Year 2027/28

Person Responsible:	Headteacher
Adopted by Governing Body:	September 2025
Next Review due:	September 2026

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About our school

Thornleigh Salesian College is an 11-18 co-educational Roman Catholic Secondary School under the trusteeship of the Salesians of Don Bosco and maintained by Bolton Local Authority. As a Voluntary Aided school, the Governing Body of Thornleigh Salesian College is the Admissions Authority and is responsible for taking decisions on applications for admissions.

Our identity as a Catholic Salesian school and the inspiration we receive from the life of St John Bosco shapes our ethos and spirit, placing the developing child at the centre of everything we do. We aim to provide a vibrant experience of Christian community where everyone can flourish. Cooperation, consideration, mutual respect and care for each other determine the quality of our relationships.

Admissions policy for the 11-16 school

The Governors recognise that the first responsibility of the school is to serve the Roman Catholic community for which it was established. This is focused on the nominated parish communities and the associated Roman Catholic primary schools which are partners in providing for those communities. In establishing the oversubscription criteria, the Governors have also taken note of the emphasis placed on supporting children in public care, as detailed in the Code of Practice produced by the Department for Education.

Thornleigh Salesian College's nominated parishes are as follows:

- Holy Infant and St Anthony (Astley Bridge)
- Parish of Corpus Christi which consists of the churches of St John the Evangelist (Bromley Cross) and St Brendan (Harwood)
- The former parish of St Osmund, now part of Blessed Dominic Barberi parish (Breightmet)*
- Parish of St Cuthbert consisting of St Joseph (Halliwell) and St Thomas of Canterbury (Heaton)

*The parish boundary map outlines the area of this parish which forms the catchment area for admission to Thornleigh Salesian College. The map is available from the school on request.

Thornleigh Salesian College's associated Roman Catholic Primary Schools are as follows:

- Holy Infant and St Anthony (Astley Bridge)
- St Brendan (Harwood)
- St Columba (Tonge Moor)
- St John the Evangelist (Bromley Cross)
- St Joseph (Halliwell)
- St Osmund and St Andrew (Breightmet)
- St Thomas of Canterbury (Heaton)

Allocation of places will be in accordance with parental preference as far as possible. The limitations on this will be those provided for by Section 86(2) of the Education Act 1998, which states that an authority need not comply with the parental preference for reasons which include:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources;
- where the child has been permanently excluded from two or more schools.

It is obviously inefficient to have Year 7 groups at one school overcrowded while other schools have spare places.

The co-ordination of admission arrangements is undertaken by the Local Authority. All preferences listed on the Local Authority Preference Form will be considered on an equal basis.

Students with an Educational Health Care Plan will be offered a place as our top criteria.

For the school year commencing September 2027, the Governing Body has set the Year 7 admission number at 270.

Where Thornleigh Salesian College receives more applications than it has places available, the following oversubscription criteria will be applied in order of priority once, within the Published Admission Number, places have first been allocated to children who have an Education, Health and Care (EHC) plan which names the school.

- Roman Catholic looked after or previously looked after *[See note 1]*
- Roman Catholic children who live in a nominated parish, and attend an associated Roman Catholic primary school *[See note 2]*
- Roman Catholic children who live in a nominated parish *[See note 3]*
- Roman Catholic children who attend an associated primary school but do not live in a nominated parish
- Roman Catholic children who have a sibling in the school at the time of admission *[See note 4]*
- Other Roman Catholic children
- Other looked after children or a child who was previously looked after *[See note 1]*
- Children of permanent members of staff who have either been in post for two years when the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Children of other Christian denominations whose membership is evidenced by a minister of Christian Leader, having a brother or sister already at the school in the September of the year of admission. *[See notes 4 & 6]*
- Children of other Christian denominations whose membership is evidenced by a minister of Christian Leader *[See notes 6]*

- Other children with a sibling in the school at the time of admission *[See note 2]*
- Any other children who attend feeder primary schools
- Other children

The sibling link in categories (e) and (i) above does not apply if the older child is in the Sixth Form and has transferred after Year 11 from another 11-16 school.

Decisions on admission to the school in Year 7 for September 2027 will be made in accordance with the above criteria. Late applications will be considered in the light of whether any places remain available. *[See notes 5&6]*

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined using the straight line route provided by the Local Authority. (In a straight line line from the home address point to the main front gate of the school in miles.)

If there are two or more children equidistant and only one place remaining the school will either:

- use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tiebreaker; or
- where twins, triplets or children from other multiple births are resident at the same address, and allocating the final available place to one of them would mean some sibling(s) being excluded, then all will be allocated a place at the school.

For children who are the subject of shared parental custody the school will use the address where the child benefit is paid as their main place of residence. In the absence of this information, the address where the child is registered with their GP will be used.

Parents should check carefully whether they are resident within the parish boundary of one of the nominated parishes.

Parents who change address before their child takes up the place allocated, and who would consequently prefer a different school, should inform the School Admissions Team immediately, via email admissions@bolton.gov.uk with details, including their child's name and DOB and include proof of address, such as a tenancy agreement, completion statement or Council Tax bill. on 01204 332137. If the move has not been completed, supporting evidence such as a solicitor's letter or a letter from the Housing Department will be needed.

Right of Appeal

If an application for a place is refused, parents have a statutory right to appeal to an independent appeal panel. An appeal form should be automatically sent by the Local Authority if they have been refused a place. See link to Bolton Council for full information on the admissions and appeals procedures: <https://www.bolton.gov.uk/admissions>

Requests for Admission Outside a Normal Age Group

Parents may request that their child is educated outside of their normal age group. Such requests should be made in writing to the Headteacher, supported by any relevant evidence (for example: academic reports, medical evidence, or professional recommendations).

Requests will be considered on an individual basis and in the best interests of the child, taking into account:

- Parents' views
- The child's academic, social and emotional development
- Any relevant medical history
- Whether the child has previously been educated outside their normal age group
- Whether the child would naturally have fallen into a lower age group if not for being born prematurely
- The views of the Headteacher

Wherever possible, decisions will be made as part of the main admissions round. Applications will be processed using the oversubscription criteria set out in this policy. Parents will be informed of the reasons for the decision. There is no right to appeal for a place in a different year group if a place is offered but not in the preferred age group.

In-Year Admissions

Applications for in-year admissions (outside the normal admissions round) should be made via Bolton Local Authority. The school participates in the Local Authority's co-ordinated in-year admissions scheme.

If a place is available in the requested year group, the Local Authority will offer the place on behalf of the school. If no places are available, the child will be added to the waiting list, which is ranked strictly according to the oversubscription criteria set out in this policy. Priority is not given based on the date the application was received.

All children whose Education, Health and Care (EHC) plan names the school must be admitted.

The school participates in Bolton Local Authority's Fair Access Protocol which ensures that vulnerable and unplaced children are allocated a place quickly and, where necessary, above those on the waiting list.

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

Notes:

- (1) A child looked after 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 (see definition in Section 22(1) of the Children Act 1989). A previously child looked after is one who has ceased to be looked after because they were adopted or have become subject to a residency order or special guardianship order. Previously children looked after also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (2) A 'Roman Catholic' child is one who has been baptised into the Roman Catholic Church or who has subsequently been formally received into the Roman Catholic Church. In both instances, evidence of such baptism or reception will be required.
- (3) The parish of Blessed Dominic Barberi covers two primary schools. For the purpose of this admission policy the parish boundary that historically was St Osmund's parish is the boundary for admissions. The parish boundary map is available from the school on request.

- (4) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling. Older children can be considered to 'qualify' a younger child under the sibling link in priorities (e) and (i) of the criteria provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
- (5) If in any year Thornleigh Salesian College receives more applications for places than there are places available the Local Authority will operate a waiting list on behalf of the school. All unsuccessful applications will be automatically added to the waiting list. The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria and maybe re-ordered every time a new application is made linked to the criteria below.

The criteria for ranking the waiting list for Year 7 and for in year admissions to later years are:

- A. Roman Catholic looked after or previously looked after *[See note 1]*
- B. Roman Catholic children who live in a nominated parish, and attend an associated Roman Catholic primary school *[See note 2]*
- C. Roman Catholic children who live in a nominated parish *[See note 3]*
- D. Roman Catholic children who attend an associated primary school but do not live in a nominated parish
- E. Roman Catholic children who have a sibling in the school at the time of admission *[See note 4]*
- F. Other Roman Catholic children
- G. Other looked after children or a child who was previously looked after *[See note 1]*
- H. Children of permanent members of staff who have either been in post for two years when the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- I. Children of other Christian denominations whose membership is evidenced by a minister of Christian Leader, having a brother or sister already at the school in the September of the year of admission. *[See notes 4 & 6]*
- J. Children of other Christian denominations whose membership is evidenced by a minister of Christian Leader *[See notes 6]*
- K. Other children with a sibling in the school at the time of admission *[See note 2]*
- L. Any other children who attend feeder primary schools
- M. Other children

(6) “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, are members of Churches Together in England and CYTÛN, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group.

Sixth Form Admissions Policy

Thornleigh Sixth Form is an integral part of the school and students who have been educated at Thornleigh Salesian College, during Year 11, will automatically be eligible for the Sixth Form so long as they meet the minimum entry requirements and there is an appropriate course available.

Applications are welcomed from students who attended other high schools and wish to apply for a place at Thornleigh Sixth Form. To be admitted to Thornleigh Sixth Form, all students must meet the minimum entry requirements.

The Planned Admissions Number (PAN) for external candidates is 100.

Any student who has an Education, Health and Care (EHC) plan, which names Thornleigh Sixth Form, will be admitted to Year 12 provided they meet the minimum entry requirements and there is an appropriate course available.

Oversubscription Criteria

In the event that the Sixth Form receives more applicants than it has places available the following oversubscription criteria will be applied:

- (a) Children looked after or previously looked after
- (b) Children already on roll at Thornleigh Salesian College in 2027
- (c) Children on roll at Mount St Joseph School or St Joseph’s Horwich in Year 11
- (d) Other Roman Catholic children
- (e) Children of permanent members of staff who have either been in post for two years when the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (f) Other children

A child looked after (CLA) 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 (see definition in Section 22(1) of the Children Act 1989). A previously child looked after is one who has ceased to be looked after because they were adopted or have become subject to a residency order or special guardianship order. Previously children looked after also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined using the straight line route provided by the Local Authority (In a straight line from the home address point to the main front gate of the school in miles.)

If there are two or more children equidistant and only one place remaining the school will use a random lottery, picking names out of a hat in the presence of an independent witness, as the final tie-breaker.

Application for places is based on meeting the individual requirements of the courses that the student wishes to pursue. No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

Minimum Entry Requirements for Year 12

To be considered full-time, a student must enrol for a programme of study which incorporates a minimum of 540 hours per academic year. This can be made up from studying three subjects combined with a package of other learning sessions. A course which is being re-taken does not count towards the hours.

Each subject has its own entry requirements which are detailed in the Thornleigh Sixth Form Prospectus. If a student meets the entry requirements for each of the subjects that they wish to study, and their programme of study meets the minimum of 540 hours, then they have met the minimum entry requirements.

Prior to GCSE results day applicants will be invited to a meeting to discuss options and academic entry requirements, but this meeting will not form part of the decision making process on whether to offer a place.

Waiting Lists

If the Sixth Form is oversubscribed a waiting list will be held until 31st October using the oversubscription criteria defined above.

Late Applications

If an application is received after the deadline (31st March), this will be considered late. Late applications will be considered after the allocation of places and notified after the main allocation date (30th June), unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such cases, evidence will be required.

Applications received after the normal admissions round

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

Appeals

The student and/or the parents of students, internal or external, who are not offered a place, have the right to appeal against non-admission.