



MARKLAND HILL CP SCHOOL

Markland Hill

Bolton

BL1 5EJ

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www.markland-hill.bolton.sch.uk

Head teacher: Mrs J Kavanagh

Name of Policy – **Admission Arrangements**

In line with Bolton Council Admission procedures

Approved by: *Governors*

Date: June 2026

Signature: *R. Bemy*

Position: *22.6.26*

Last reviewed on:
March 2026

Next review due by:
June 2027

Amendments from
previous version.

No amendments

Bolton Council review their policy on an annual basis.

Information can be found on the Bolton Council Website.

[Primary school places – Bolton Council](#)

Rationale:

With reference to Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England) Regulations 2012)

Markland Hill School takes very seriously its duty in ensuring that the correct procedures are adhered to when admitting children. All parents must have equal opportunities when applying for a place at Markland Hill School whilst being governed by the Bolton Council policy. Pupil and Student Services will offer places following the published criteria for Markland Hill School.

Guidelines

1. All applications/enquiries regarding school places are directed to Bolton Council, pupil and student services, who will ensure that the council policy is fully adhered to. Contact details admissions@bolton.gov.uk

The following link provides useful information and enables parents to make an online application.

<https://www.bolton.gov.uk/admissions/primary-school-places-1>

Community & voluntary controlled school Admission policy for 2026/2027 Primary school places – Bolton Council

2. Administrative staff at Markland Hill School will ensure that Bolton Council are aware of any spaces in any year groups as and when they occur.
3. Pupil and Student services will allocate Reception places on an annual basis for children starting school in September or on an adhoc basis for in year admissions. They will also keep a waiting list of applicants and notify school of any changes to the intake list as and when they occur. Parents will be responsible for accepting/refusing a place. Markland Hill School will notify Bolton Council of any refusals in order that they can update their records and re offer places to the children on their waiting list. Any refused places must be confirmed in writing to the school - verbal refusal will not be accepted. The school will be notified by Bolton Council when a place is offered and the parent/carer is expected to make contact with school within 10 days. After this time, if no contact has been made, the place will be revoked.
4. Parents applying for places part way through the school year must direct enquiries to Bolton Council, Pupil and Student Services. Markland Hill School will advise the council when there are available places and the council will refer to their waiting list. If there are a number of children on the waiting list, the criteria (as below) will be applied.
5. Criteria for allocating places is based on the following:

Children with an Education Health Care Plan

Children in Public Care (Children Looked After) or a child who was previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order.

Children for whom there is a child protection plan or has been within a 12 month period.

Sibling link - children with older siblings in Reception to Year 6 at the time of application

Children with a medical condition or disability which makes it better to attend Markland Hill School rather than another

Proximity – where you live. Children who live nearest the school.

Our Published Admission Number is 45 hence number on roll is normally 315.

Conclusion

The intention of this statement is to ensure that all applications for places at Markland Hill School are dealt with in a fair and efficient manner, according to Bolton Council Policy.

Updated June 2026

J Kavanagh
Head Teacher

