

Bridgewater Primary School  
Bridgewater Street  
Little Hulton  
Salford  
M38 9WD

## Admissions Policy



**BRIDGEWATER**  
PRIMARY SCHOOL

Reviewed September 2023

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**The following criteria is in line with Salford Admissions. As far as possible the Admissions and Exclusions Team will try to offer your child a place at the school of your choice.**

Places in schools are limited by the physical space in the school. Each school has an admission number which is based on the size of the school. If the number of pupils requiring places is more than the admission number then not every child will be successful in getting a place. This is what we mean when a school is said to be 'oversubscribed'.

If the school is oversubscribed the places will be allocated using the following admission criteria:

1. **Looked After Children**- Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order with the application form).
2. **Children in Need** - Children in need as defined by the Children Act (1989), ie those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker.
3. **Older brother or sister** -Brother or sister in attendance at the school (Reception – Year 5 only. Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
4. **Distance** Children living nearest to the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

### **Oversubscription**

When allocating places for children in criterion 3 and/or 4 it is possible that the school's admission number will be reached before all the children in that criterion have been allocated places.

If that happens all of the children in that criterion (but not children in higher criteria whose places will be assured) will be ranked according to distance from the school. Children who live nearest to the school (measured on a straight line distance from the school) will take up places until the admission number has been reached. Length of time on a waiting list is not seen as a relevant factor.

Bridgewater's admission numbers as of September 2016 are as follows:

Class	Maximum number of places
Nursery	26
Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6	60

No child can automatically transfer from nursery to a reception class. Where a school has more applications than places available in the reception class, they must be allocated using the published admission criteria. Children who have attended the nursery will be considered on the same basis as those who have not. The Local Authority determines allocation of these places.

## **Nursery Places**

**Priority for places will be given to children resident within the Local Authority of Salford.** This includes all children whose parents pay their Council Tax to Salford City Council. If places are still available, then these will then be given to children outside of the Local Authority of Salford (whose parents pay council tax to another local authority/council).

Salford City Council's policy states that parent/carers will not be allowed to take two part-time nursery places for their child, thus limiting the number of places available.

### ***Allocation of Full or Part-time Places in Nursery Classes***

Some schools allocate full and part-time places in the nursery class. This decision is the responsibility of the governing body. At Bridgewater Primary we offer full-time places to 26 children.

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

### ***Verification of Address***

Because of problems in the past, the Admission and Exclusions Team may need to carry out checks to confirm that the address you give in your application is genuine. You might be asked to produce documentary evidence of your address, such as:

- Council Tax bill
- Rental/tenancy agreement
- Recent Child Benefit papers
- Copy of completion papers in the case of a recent house purchase

The evidence you provide should be dated in the last three months. Your address is considered to be where your child is normally and regularly living at the time of deciding places. If your child is living with friends or relatives for reasons other than guardianship, then we cannot use that address at the time of allocating places.

The local authority may consider a child's temporary address (where, for example, they may be living in temporary accommodation due to their parents working commitments whilst they are seeking a permanent address in the same area) at its discretion.

If your main address has changed temporarily (for example, if you live with extended family during illness or you take up temporary accommodation because of building work) then your address counts as the one you were at before moving to the temporary residence. You must notify Admissions as soon as possible if there is any permanent change in address.

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It may be necessary for a home visit from a member of a Locality Team to prove that you live at the address.

**Please note:** action will be taken if a false address or misleading information is given and the school place your child is offered may be withdrawn.

## Who to Contact

Telephone: 0161 778 0415

Email: [school.admissions@salford.gov.uk](mailto:school.admissions@salford.gov.uk)

Website: [www.salford.gov.uk/schools-and-learning/schools-admissions/](http://www.salford.gov.uk/schools-and-learning/schools-admissions/)

## In Year Admission

Parents can apply for a place for their child at any school in Salford by making an application through Salford local authority. If you live in Salford but wish to apply for a school in another local authority you should contact the local authority where the school is.

Applications forms for a place in a Salford school are available in the downloadable documents section of this page. Completed forms can be returned to the schools admissions team using the 'Contact us online' facility.

Application forms can also be collected from Eccles, Pendleton and Walkden [Gateway centres](#), as well as [Broughton Hub](#) and any primary or high school.

Before you fill in your application you should read the [primary admissions booklet](#) which explains the admissions procedure in full.

Applications should be returned to the School Admissions team who will aim to process the application within a maximum of 20 school days.

More information can be found at <http://www.salford.gov.uk/schools-and-learning/schools-admissions/primary/>

## Induction at Bridgewater

If your child moves school and wishes to start at Bridgewater at the beginning of, or during the school year, we endeavour to make sure this transition is as smooth as possible by gaining as much information about a child BEFORE their start date. This is the following procedure:

1. On receipt of an application request from Salford's Admissions Team, Mrs Hill (our school Business Manager) will contact parents to check whether they wish to accept the place. An induction meeting will then be arranged. The child is welcome to attend parts of the meeting.
  2. This induction meeting is an opportunity:
    - a. For parents to meet the Headteacher and discuss the core values of the school
    - b. For parents to discuss their child's previous schooling (attainment, progress, support, SEN), social and emotional development
    - c. To discuss any medical/dietary requirements your child may have
    - d. To undertake a tour of the school, meet your child's class teacher and see the resources on offer at Bridgewater
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- e. To discuss the contents of the School Prospectus – timings, lunch arrangements, uniform, reporting concerns etc
  - f. To hand over admissions forms – please note all forms must be completed before the agreed start date and handed into the school office
  - g. To answer any questions you may have.
3. The Headteacher may inform parents that contact has/or will be made with the child's previous school for further information.
  4. The Headteacher will share all information with the relevant personnel in school.
  5. During the child's first 2 weeks the class teacher will assess the child's reading, writing and mathematical abilities via class work and administering any necessary tests.
  6. A meeting will be arranged with the child's parents after 2 weeks induction to consult on the teacher's initial assessments and how the child has settled.
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