



**BISHOP MARTIN CHURCH OF
ENGLAND PRIMARY SCHOOL**

APPLICATION FOR ADMISSION

2019/2020



Learning Together, In God's Love

**Application for places at Bishop Martin Church of England Primary School may be made at anytime. School places will be allocated by the governing body in conjunction with the Local Authority admission arrangements.
Unfortunately no place can be reserved.**

Please refer to guidance notes on page 6 before completing this form

This application form should be completed with reference to the Admissions Policy for 2019/20 and to the Guidelines on page 6

Part 1: to be completed in block capitals by the Parent/Guardian

(a) Surname of Child: _____

Christian names: _____

Child's Name at Birth if different from above: _____

Any other Name changes: _____
(to be confirmed by production of Birth Certificate)

Date of Birth _____ Male Female

Parent/Guardian's full name: _____

Address: (please use the address where the child wakes up most mornings)

_____ Postcode _____

(Please provide a copy of current Council Tax Bill or Rental Agreement as evidence of address)

Contact telephone numbers (home) _____ (work) _____

Mobile telephone number _____

Email address _____

(b) Are there any Court Orders currently in force which relate to the child under 'The Children's Act 1989': Yes No (please tick as appropriate)

Part 2: APPLICATION CAN ONLY BE MADE UNDER ONE CATEGORY

Please indicate the Category you are applying under by ticking the relevant box:

CATEGORY A

Child in Public Care *see note I (Please provide evidence)*

Service Personnel/
Crown Servant *see note J (Please provide evidence)*

Sibling *see note K* Name of Sibling: _____
Current Year Group: _____

OR

CATEGORY B Church Allocation Route *(Please Complete Part 3& Part 4) see note L*

OR

CATEGORY C Parental Preference *(see note M)*

Part 3:

For application to Category B only:

Name of church you attend _____

Name, address and telephone number of current minister _____

Denomination _____

Which service do you attend? _____

How often do you attend church/for how long have you attended this church? (please tick your answer)

Frequency	Years Attended		
	Less than 1 year	Less than 2 years	2 or more years
Weekly/Fortnightly			
Monthly			
Occasionally			

Name of Church and name, address and telephone number of previous minister if attending current church for less than two years.

Part 4: to be completed by the family's Minister (for application under category 'B' only)

For Reception Class this will be during the year before the child hopes to start school.

How long have you known this family?

How long has the family attended this Church?

This family attends Church as follows: *(please tick as appropriate)*

Frequency	Years Attendance		
	Less Than 1Year	Less Than 2 Years	2 or More Years
Weekly/Fortnightly			
Monthly			
Occasionally			

Can you confirm the answers in Part 3? Yes/No

If no, please state reasons: _____

Signed: _____ Date: _____

If you have attended this Church for less than two years your previous Minister will need to complete the following:-

How long have you known the family?:.....

How long has the family attended this Church?

This family attends the Church as follows (*please tick as appropriate*)

Frequency	Years Attendance		
	Less Than 1Year	Less Than 2 Years	2 or More Years
Weekly/Fortnightly			
Monthly			
Occasionally			

Can you confirm the answers in Part 3? Yes/No

If no, please state reasons: _____

Signed: _____ Date: _____

Signed:Parent/Guardian

Date:

Bishop Martin Church of England Primary School

Thank you for applying for a place at Bishop Martin Church of England Primary School for your child. We acknowledge receipt of your application and will contact you again in due course. However should you have any queries in the meantime please call the school office on 0151-428-6295

Please note applicants for entry into Reception Class 2019 will be contacted following notification by the Local Authority.

Signed:.....

Date:.....

School Office

For and on behalf of Bishop Martin C of E Primary School

Guidance Notes for completing this form:

1. Please return the completed application form to school.
2. The school will send an acknowledgement of receipt of your application form.
3. If you are applying for a place in the Reception Class, application forms must be returned to school no later than **15th January 2019**.
4. Application for other age groups can be made at any time.

PLEASE NOTE:

- A. It is important that the application form is completed as fully as possible. Only information received on the application form can be taken into account when selection is made. **Accompanying letters will not be read.**
- B. Application forms for admission to the Reception class **must** be received in school by **15th January 2019**.
- C. Governors will consider applications for the Reception class in the February preceding entry to school.
- D. You will be notified by the Local Authority by the end of the Spring term.
- E. In the event of oversubscription the Admissions Committee will consider children in accordance with the criteria of the School Admissions Policy.
- F. This application does not guarantee your child a place at this school.
- G. Should your child/children not be offered a place, you can apply in writing, for the child/children's name to be held on a waiting list until the end of December in the same year. You also have the right of appeal, details of which are available at the school office.
- H. Application for places to other year groups can be submitted at any time; please follow notes 1, 2 and 4 above. These applications will be considered by the Admissions Committee of the Governing Body if a place is available in the relevant year group.
- I. Looked after children are those who are in the care of Local Authorities as defined by section 22 of the Children's Act 1989. In relation to school admissions legislation a "looked after child" is any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. **Confirmation will be required and must be submitted with the form.**
- J. Service Personnel/Crown Servant: A post to the area must have been confirmed at the time of application. **Evidence must be provided.**
- K. Siblings: Full, half or step-brothers, step-sister, foster brothers and foster sisters who are living at the same address and are part of the same family unit who will **still attend the school at the time of admission.**
- L. If applying under Category 'B' it is your responsibility to ensure your minister and where appropriate your previous Minister completes Part 4 of the application form **before** you return the application to school.
- M. Category C relates to those places under parental preference.