

**ADMISSIONS POLICY**

**FOR ADMISSION TO BISHOP MARTIN  
CHURCH OF ENGLAND PRIMARY  
SCHOOL**

**2025/2026**



**Learning Together, In God's Love**

## **Bishop Martin Admissions Policy 2025/2026**

### **ETHOS STATEMENT**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **VISION AND VALUES**

Our vision and values are at the core of everything we do. They underpin our school vision which is.

- To provide a happy, safe and caring community that prepares our children to be confident and happy citizens who are successful both in school and the outside world.
- To have high expectations of pupil achievement through challenging, creative and engaging learning experiences which meet the needs of all learners and develop in them a desire to succeed.
- To lead by example so that pupils are encouraged to view perseverance and resilience as integral to their journey to success and personal growth and to have a pride in their achievements.

We have twelve core values which are embedded in the life and work of the school and its community. They are Thankfulness, Trust, Perseverance, Justice, Service, Truthfulness, Generosity, Compassion, Courage, Forgiveness, Friendship, and Respect. We focus on one value each half term over a two-year cycle.

These values are clear in everything we do and how we operate. They reflect the core ideology of our school and do not change over time.

***N.B - Throughout this document, the term 'parent' is considered to be a parent, carer/legal guardians of the child in question.***

We ask all parents applying for a place here to respect the ethos and its importance to the school community.

**This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.**

The allocation of places to the school (whether for the reception class or any other year group) will be decided by the Admissions Committee of the Governing Body.

For the Reception Class, this will be in the January/February prior to the proposed month for admission.

The PAN (Pupil Admission Number) for Bishop Martin Church of England Primary School is **30**.

In order to comply fully with The School Standard and Framework Act 1998, the Governors have determined that the following will form its arrangements for admission from September 2019 and

thereafter subject to review. The policy strives to illustrate full compliance and to meet the aims of the School Admission Code of Practice 2014.

- The arrangements enable parents' preferences for the school of their choice to be met to the maximum extent possible.
- Admission criteria are clear, fair and objective for the benefit of all children.
- Local admission arrangements contribute to improving standards for all pupils.
- Parents have easy access to helpful admissions information.
- Local admission arrangements achieve full compliance with all relevant legislation and guidance, including on infant class sizes and on equal opportunities and take full account of the guidance provided in The School Admission Code of Practice 2014.

The Governors are committed to the terms of the Equality Act 2010 as they impact on the admission arrangements as laid out below.

## Admission Criteria

The Governors invite applications from parents/guardians /carers of children who are before compulsory school age providing the child attains compulsory school age within that academic year in which they are seeking a place.

**Where there are more than 30 applicants, and after the admission of pupils with an Education Health and Care Plan (EHCP) which names the school, the following oversubscription criteria will be applied by the Governors Admission Committee in the order in which they are listed below.**

- 1. Children in public care and previously looked after children.** *This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after 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. Supporting evidence will be required.*
- 2. Children of Service Personnel/Crown Service where a post to the area has been confirmed at the time of application. Supporting evidence will be required.**
- 3. Those children who have a brother or sister at the school who will **still be on roll** when they are due to start. This includes full, half or stepbrothers and stepsisters and foster brothers and foster sisters who are living at the **SAME** address and are part of the **SAME** family unit.**
- 4. Those children whose parent or guardian is a committed member of the Church of England Denomination and worship on a regular basis. Regular attendance is defined as attending public worship at least twice a month over a period of two years. Points will be awarded for each Faith Application in accordance with the table below.**

Verification of the points allocated by the applicant will be sought from the Church.

The term 'parent' in this context is a parent, grandparent, carer/legal guardians of the child in question.

<b>DENOMINATION POINTS ALLOCATION</b>	
PARISHIONER AT ST PETERS CHURCH WOOLTON	3
THOSE CHILDREN FROM ANGLICAN AND OTHER TRINITARIAN CHURCHES, OR IS A MEMBER OF CHURCHES TOGETHER IN ENGLAND, OR THE EVANGELICAL ALLIANCE, OR A PARTNER CHURCH OF AFINITY.	2
<b>ATTENDANCE AT A SERVICE</b>	
WEEKLY	14
MORE THAN ONCE A MONTH	12
ONCE A MONTH	8
LESS THAN ONCE A MONTH	4
MAXIMUM POINTS AVAILABLE	17

**Parents must provide the reference in part 2 of the application form signed by the Minister/Leader at their place of worship.**

5. Those children whose parent or guardian is a committed member of a Christian Church of a Churches Together in Britain and Ireland denomination, whose attendance is demonstrated in the same way as criteria 4 above.

6. Those children whose parent or guardian is a committed member of the Roman Catholic Church

**N.B. –AS a Catholic Priest is unable to sign the attendance form, (see Page 8 of Part B in the application form) all Roman Catholic Applications must submit a completed and signed Supplementary Baptism Information form instead (see page 9 of the application form).**

In the event of over-subscription within any of the above criteria than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine which child will be admitted. Those children living closest will be given preference.

Distance will be by straight line measurement using the Local Authority Computerised Measuring System.

If two or more children live the SAME distance from the school and there is **ONE** place available, then random allocation by the **LOCAL AUTHORITY** will be used to decide which child will be admitted.

**N.B - Weekly attendance at a school collective assembly does NOT constitute attendance at public worship.**

***“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.***

**Notes:**

a. This is an Anglican school and the religious education it provides is in conformity with the doctrines of the Church of England.

b. All applications will be ranked at the time of consideration and the list sent to the Local Authority. The Governing Body cannot reserve places. However, in the event of oversubscription, the school and the Local Authority will keep a waiting list for those children who have been unsuccessful in gaining access. The waiting list will be deleted at the end of December 2020, after which, a new completed application form needs to be submitted to the school.

c. Only the information entered on the application form will be considered. **Supplementary letters will NOT be considered.**

d. Permanent home address is the address of the child's parent or legal guardian or carer. **Proof of address must be included with the application form: e.g., council tax bill, utility bill, tenancy agreement, exchange of contracts,**

Should a child live for part of a week with separate parents, the parents should agree which address to use for the application, based on proof of Child Benefit address.

**The DofE School Admission Code allows schools to withdraw the offer of a school place if parents/guardians give intentionally misleading information.**

e. The Admissions Committee meet in January/February of the year for which a school place is sought. All applications received will be considered at that meeting. Applications received after that meeting will be considered at another committee meeting, but a parent or legal guardian must be aware that all applicants will already be ranked according to fulfilling the over-subscribed criteria for the reception class. Applications for other year groups, outside the normal admissions round, will be considered at an admissions committee meeting as soon as possible after receipt of the application form.

f. A parent or legal guardian offered a place for a child under compulsory school age may request that the child's entry be deferred until later in the same school year. A parent or legal guardian will not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

*N.B. IF A PLACE IS OFFERED TO A CHILD AND SUBSEQUENTLY A REQUEST TO DEFER THE CHILD'S ENTRY INTO SCHOOL TO THE NEXT ACADEMIC YEAR IS ACCEPTED BY THE LOCAL EDUCATION AUTHORITY, THEN A NEW APPLICATION MUST BE MADE FOR ENTRY INTO THE SCHOOL IN ACCORDANCE WITH THE CURRENT APPLICATION POLICY.*

*PLEASE BE AWARE THAT THIS MEANS NO PLACES CAN BE HELD OVER OR GUARENTEED TO ANOTHER YEAR AFTER DEFERRING ENTRY.*

h. In the event that we need to apply random allocation the school will facilitate a computer-based programme, externally validated and verified by an independent witness to allocate the place.