

Bishops' C of E & R C Primary School



'Live Fully, Laugh Often, Learn Deeply, Love as God Loves You.....and Let Your Light Shine!'

ADMISSIONS POLICY

<p>The Policy was formally adopted by the Governing Board on:</p>	<p>Date: 12th February 2026</p>	<p>Next Review Date: Spring 2027</p>
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The Bishops' School is a joint Church of England and Roman Catholic Primary School.

The school provides a distinctive Christ-centred education rooted in the Catholic and Church of England traditions for children aged 4+ to 11+ with priority given to Catholic and Church of England children who live within the feeder parishes mentioned below. We also welcome children from all backgrounds and faiths whose parents seek a Christian Education for their children.

The number intended to admit for 2027/2028 is 60.

Parents of applicants are required to complete and return the County's Common Admission Form, which is available via the Local Authority.

Parents wishing to be considered in categories 3, 4, 5, 6 or 7 are required to complete the school's Supplementary Information Form which enables the school's Governors' Admissions Committee to ensure that places are allocated according to the criteria set out below. These should be received by the School no later than 15th January preceding the academic year in which your child is due to start school. SIFs received after the Governors Admissions Committee meets in mid-February will not be able to be taken into account for the September Foundation Stage intake.

Parents who have children who will be five years old during the period from 1st September 2026 to 31st August 2027 may apply for a place at The Bishops' C of E & R C Primary School. Parents who wish to request admission out of the normal age group should contact the school for advice prior to application.

This admissions policy refers to 'the Springfield Parishes' – these are the Church of England Parishes of St. Augustine of Canterbury, North Springfield, All Saints Springfield, Church of Our Saviour, East Springfield (known as Chelmer Village) and the Roman Catholic Parish of St. Augustine of Canterbury, Springfield including Chelmer Village, Boreham, Little Waltham and Beaulieu.

As applications may exceed the number of places available, the Governors of the school will have regard to the following criteria in allocating places. Where there are more applications than places for any category, the places will be allocated to those children for whom this is the nearest school by straight-line distance measured and reported to three decimal places. Where two or more children live an equal distance from the school, a draw will decide which child should be given the place.

Category

- 1** A looked after child, or a previously looked after child, 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. (See footnote +)

- 2** Siblings (see footnote ++) of children already attending The Bishops' School at the time of their admission

- * **3** The child who lives in the Springfield Parishes and who is baptised/ dedicated (see footnote ^) **and/or** attends worship with a family member (See footnote <) at an Anglican or Catholic church on a regular basis as certified by the minister (See footnote >)
- * **4** The child who lives outside the Springfield Parishes and who is baptised/ dedicated (see footnote ^) and/or attends worship with a family member (See footnote <) at an Anglican or Catholic church on a regular basis as certified by the minister (See footnote >)
- * **5** The child who has at least one parent who lives in the Springfield Parishes and who is baptised/ dedicated (see footnote ^) and/or attends worship at a Christian church (see footnote #) with a family member on a regular basis as certified by the minister (See footnote >)
- * **6** The child for whom neither parent lives inside the Springfield Parishes and who is baptised/ dedicated (see footnote ^) and/or attends worship with a family member (See footnote <) at a Christian church (see footnote #) on a regular basis as certified by the minister (See footnote >)
- * **7** The child who has at least one parent who worships as a member of another recognised world faith community in accordance with the expectations of their faith community as certified by the faith leader (See footnote >>)
- 8.** Any remaining places will be allocated to those children for whom this is the nearest school (by straight line distance measured and reported to three decimal places)

Children with a Statement of Special Education Needs or an Education and Health Care Plan (EHCP) whose parents name the school are required to be admitted to the school.

All children will be admitted in September on a full-time basis. ***Parents may request a deferred entry on a full-time or part-time basis until later in the school year. Where the entry is deferred, the child must start no later than the term after their fifth birthday, nor beyond the academic year for which the original application is accepted. Deferred places will not be offered to other children.***

All in-year applications should be made directly to the school, using the in-year application form available on our website (www.bishops.essex.sch.uk/admissions) or from the school office. In-year (also known as mid-year) applications are any application for a school place made to a year group, apart from September admissions to Reception. For applications into existing year groups, a place will be offered if available. The school maintains a clear, fair and objective waiting list in accordance with the published admissions policy criteria rather than the order of application date.

Parents who are expecting assistance with transport costs from the Local Authority are advised to check their entitlement to such assistance with the Education Department, County Hall, Chelmsford, before making an application. (Tel: 0345 603 2200)

Footnotes

- + A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child 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 (as defined in Section 22 (1) of the Children Act 1989). This also includes those children who have been in state care outside of England.
- ++ A definition of sibling includes (at the time of their admission to the Bishops', i.e. excluding siblings in their final year at the school):
 - (i) All natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters whether or not they live at the same address
 - (ii) The child of a parent's partner where the child lives for at least part of the week at the same address as the applicant
- ^ A certificate should be produced as evidence of baptism/dedication
- * **When applying for places in these categories, parents should give their supplementary information form to a minister for endorsement**
- < For the purpose of this policy, 'family member' means: a parent, grandparent or other adult who takes responsibility for the spiritual welfare of the child with the parent's consent. 'Parent' means: all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child
 - The commitment to worship should be through baptism/ dedication and/ or attending worship at least monthly over a period of at least one year immediately prior to application
- >> The commitment to worship should be demonstrated through the child being baptised/ dedicated and/ or attending worship at least monthly over a period of at least one year prior to application and where this is not applicable should be explained by the faith leader on their endorsement (for example if there is no local place of worship for this family's faith)
- # 'Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity.'