



Dear Stakeholder

The Local Governing Body of Bishop Martin Church of England Primary School are consulting on admissions arrangements for pupils applying for school places for the academic year September 2027 and beyond.

The whole policy has been reviewed using the Church of England Education Office Admission Builder tool (<https://www.churchofengland.org/about/education-and-schools/admissions-arrangements>), however for ease of reference any significant changes to the current admissions policy are highlighted below:

- Oversubscription Criteria 4 – removal of additional points awarded based on place of worship or denomination *within* the Christian church.

The Schools Admission Code (2021) requires all admissions authorities to consult on any proposed changes to their admissions arrangements. The consultation will run for six weeks from **Friday 24th October 2025 to Friday 5th December 2025 (9am)**.

If you would like to comment on the proposed admission arrangements and oversubscription criteria please contact BishopMartinAdmin@LDST.org.uk and include the words 'Admissions Consultation' in the subject header. If you require a hard copy of this information, please contact the Bishop Martin School Office on 0151 428 6295

Feedback provided through the admission consultation will be treated confidentially and will be considered by the Local Governing Body and LDST Board of Directors in agreeing the final admissions arrangements for 2027/28.

Yours Faithfully

Admissions Committee
Bishop Martin Local Governing Body

Bishop Martin Church of England Primary School

Admissions Policy 2027-28

Introduction

1. This document sets out the admission arrangements of Bishop Martin Church of England Primary School for the academic year September 2027 – July 2028. For the purposes of this policy, the Academy Trust is the admission authority.

Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
2. The Local Authority will inform parents of the offer of a place on behalf of the Academy Trust on the national offer date 16th April or the next working day.
3. The Bishop Martin Church of England Primary School has an admission number of 60 pupils for entry into Reception. The school will accordingly admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children and Previously Looked After Children

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

Service Personnel

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.

Siblings

3. Siblings of pupils attending the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of entry to the school.

Faith based

4. Attendance at public worship in any Christian church.

For the purposes of these admission arrangements 'Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_o ct 18.pdf.

A parent wishing to apply against this criterion must complete a Supplementary Application Form. Attendance at public worship will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least 16 times in the 24 months immediately prior to the date of application.

Points will be awarded for each Faith Application in accordance with the table below:

Attendance at a service (For the 24 months immediately prior to date of application)	Points
Once a week	14
Once a fortnight	12
Once a month	8
At least 16 times in the last 24 months	4
Maximum points available	14

Note - Weekly attendance at a school collective assembly does NOT constitute attendance at public worship.

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

Note – 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 Academy Trust will be used to decide which child will be admitted.

5. 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.

Distance from school

6. Proximity to the school with those living closest to the school having priority calculated by:

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

The child's home address will be determined by:

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.

Tie-breaker

Proximity to the school.

We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system and with the support of the Local Authority where required

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be

allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

In the event that a tie-breaker is required between twins (or siblings from multiple births), then both/all children will be admitted, in line with the School Admissions Code Para 2.16.

Late applications

Applications received after the closing date and before the Admissions Authority admission meeting will be placed last in the criteria in which they fall unless the Admissions Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available during the school year, in any given year group. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range.

All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. In the Summer Term of each academic year, it will be the responsibility of the parent/carer to contact the school to request that their child continues to be included on the waiting list for the following academic year.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Debbie Pearce at Bishop Martin Church of England Primary School at Church Road, Woolton, Liverpool, Merseyside, L25 5JF within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <http://www.bishopmartince.co.uk>

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Debbie Pearce c/o Bishop Martin Church of England Primary School, Church Road, Woolton, Liverpool, Merseyside, L25 5JF (0151 428 6295 / BishopMartinAdmin@LDST.org.uk)