

# BISHOP MARTIN CHURCH OF ENGLAND PRIMARY SCHOOL

## APPLICATION FOR ADMISSION

**2024/2025**



**Pupil Admission Application Form**

**Reception Place 2024/2025**

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

Application for places at Bishop Martin Church of England Primary School may be made at any time. School places will be allocated by the governing body in conjunction with the Local Authority admissions arrangements.

Unfortunately, no place can be reserved.

***Please also read the Admissions Criteria carefully before completing this form.***

***Please also refer to guidance notes on pages 2 & 3 before completing this form.***

## Guidance Notes for completing this form

1. Please complete all relevant sections of the Application Form. All applicants must complete **Part One** and return it to the school. If applying under **Category B** (see table below), **Part Two** must be completed and returned as outlined on the application form.
2. The school will send an acknowledgement of receipt of your application form to the email address provided.
3. If you are applying for a place in the Reception Class, application forms must be returned to school no later than **15<sup>th</sup> January 2024**
4. Application for other age groups can be made at any time.

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

### ***PLEASE NOTE:***

It is important that the application form is completed as fully as possible. Only information received on the application form can be considered when selection is made.

### **Accompanying letters will not be taken into consideration.**

5. Application forms for admission to the reception class **must** be received in school by **15<sup>th</sup> January 2024**

The Governors will consider applications for the reception class in the February preceding entry to school.

You will be notified by the Local Authority by the end of the Spring term on or near to the **16th of April**.

In the event of oversubscription, the Admissions Committee will consider children in accordance with the criteria of the School Admissions Policy.

This application does not guarantee your child a place at this school.

Should your child/children not be offered a place, your application will automatically 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.

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.

### **Categories for application:**

A	1. Looked after children.
	2. Child of Service Personnel/ Crown Service
	3. Child with sibling(s) in the school
B	4. Family involvement in the worship and life of the Anglican or Church of England Church
	5. Members of a Christian Churches Together in Britain and Ireland
C	6. Child of parents/ guardians who have expressed a preference

**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. **Confirmation will be required and must be submitted with the form.**

**Service Personnel/Crown Servant:** A post to the area must have been confirmed at the time of application. **Evidence must be provided.**

**Siblings:** Full, half or stepbrothers, stepsister, 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.**

**Category C** relates to those places under parental preference.

**Application form submission:**

All applicants **must complete Part One** of the form and return this direct to the school.

If applying under **Category B, Part Two** of the form **must be completed by the Vicar or Authorised Minister** of your place of worship and returned to the school by them in the stamped addressed envelope you will provide.

6. If you require any help before completing the information, please contact the Admissions Officer. All the required documents to be returned to Mrs D Pearce Schools Secretary **15th January 2024**

Yours faithfully,

Mr Michael Carney  
Chair of Admissions Committee

**PART ONE**

**TO BE COMPLETED BY THE PARENT, GUARDIAN OR CARER**

**PERSONAL INFORMATION (*BLOCK CAPITALS please*)**

Surname of Child .....  
Forename(s) of Child .....  
Date of Birth ..... Gender: Boy  Girl   
Address .....  
.....  
Post Code .....

**DETAILS OF PARENTS/ GUARDIANS/ CARERS**

Surname .....  
Forename(s) .....  
Mother/ Father/ Carer/ Other .....  
Address (if different from above) .....  
.....  
Post Code .....  
Telephone Home: ..... Mobile:.....  
Email Address :.....

**Category A –**

**1. Looked After Children**

- The child is currently 'looked after' in the care of a local authority
- or*
- The child was previously looked after but ceased to do so because they were adopted or became subject to child arrangements order or special guardianship order

Please state the name of the responsible authority.....

**2. Service Personnel/Crown Services –**

- Proof of current employment in the Armed Forces / Crown Service

**3. Siblings.** – Children with siblings (including stepbrothers and sisters, half-brother and sisters, foster children: living at the same address and deemed to be part of the same family) who will be in the school when the child for whom the application is being made is due to start

Name of youngest child: .....  
Class year: .....  
Date of birth: .....

**PART ONE continued**

**Category B –**

4. Family Involvement in the Anglican or Church of England

Name of Church attended .....

5. Family involvement of a Christian Churches Together in Britain and Ireland

Denomination .....

***N.B. - If a signed form is not available from a Catholic Priest, then we will accept a 'Self Certification' application. These application forms will be subject to further verification by the Admissions committee.***

**Category C – Children whose parent have expressed a preference for the school**

- My child does not fall under **Categories A or B** and I wish to make an application to the school. I understand that if the school is oversubscribed, I will be required to provide proof of address using the Local Authority guidance of my child's residence being the address at which Child Benefit is claimed.

**DECLARATION BY PARENT, GUARDIAN or CARER**

If after making an application, any of the information given in the application form for admission, or religious enquiry form or any other form, letter or document associated with the application changes, then the Clerk to the Governors must be informed immediately.

The D of E Schools Admission Code allows schools to withdraw the offer of a place if parents have given fraudulent or deliberately misleading information. The Governing Body reserves the right to make enquiries regarding an applicant's religious practice and to seek verification of any information given on the application for admission form, religious enquiry form, letter or document associated with the application.

***I confirm that the information in this application form is correct. The Governing Body reserves the right to withdraw any offer made on the basis of false or inaccurate information.***

**Signed** .....

**Print Name**.....

**Mother/ Father/ Guardian or Carer/ Other**.....

**Date**.....

A valid application to Bishop Martin Church of England Primary School is based on completion of both the Local Authority Common Application Form and this school form by the due closing dates.

A completed copy of **Part One only** should be handed in or posted direct to the school by the applicant to the address on page 6.

A completed copy of **Part Two only** should be posted direct to the school by the Vicar, or authorised Minister of the Church or place of worship, in the stamped addressed envelope you will provide.

Please allow sufficient time for the Vicar, Priest or authorised Minister to complete **Part Two only** and for them to return the completed forms to school by the deadline set by the Local Authority.

## **PART ONE**

**In order for your Church or place of worship to return Part two only of the Application form, please include a stamped addressed envelope to:**

The Clerk to the Governors,  
Bishop Martin Church of England Primary School,  
Church Road,  
Liverpool, L25 5JF.

**Once Part one and Part two of your application have been received at the school, a receipt will be emailed to the email address on page 4.**

## PART TWO

### Bishop Martin CHURCH OF ENGLAND PRIMARY SCHOOL

#### NOTES TO VICAR, PRIEST OR MINISTER OF THE CHURCH OR PLACE OF WORSHIP

Thank you for taking the time to complete the **Part Two section of this application** to support the Governing Body to fulfil the admissions process for the school.

The information contained in Part two section of the application form is key in the decision-making process.

**1 – It is the responsibility of the applicant to have fully completed and submitted Part one of the application before meeting with the signatory. Please complete the Part Two section only detailing how long the family, parents, guardians, or carers of the named child have attended at your Church or place of worship.**

**We require verification for at least 2 years of attendance and ask parents, guardians, or carers to include verification of their attendance from the Vicar, or Authorised Minister of their previous Church or place of worship if they have attended their present Church or place of worship for less than two years.**

#### **Supplementary Information for oversubscription during Covid 19**

*“ 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”.*

An allocation of points for attendance are awarded pro rata according to the verification received.

#### **This information will assist the Admissions Committee in their decision.**

**2 –** Please sign and date the form giving your full contact details. If you have a church stamp, please use in the box provided, if not, please enclose a Church compliment slip or letterhead with the child's name on it.

**3 –** Please send your completed and signed **Part two only** of the form directly to the school in the stamped address envelope supplied to you by the parents, guardians or carers.

**4– Please retain a copy of Part two of the form on file.** We recommend that you retain all copies on file until the selection process is completed and destroy all copies at the start of the next school academic year or when a new application for the following year commence.

**N.B Do not return your completed and signed form to the parents, guardians, or carers.**

**CATEGORY B**

**PART TWO**

**Bishop Martin CHURCH OF ENGLAND PRIMARY SCHOOL -**

**Member of an Anglican (Church of England) Church**

**TO BE COMPLETED BY THE VICAR, OR AUTHORISED MINISTER**

<b>Name of Child</b>	
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*Thank you for your assistance in completing this form, which will need to be received by the school by the deadline set by the Local Authority (for entry in Reception Class in **September 2024**, the deadline is **15th January 2024**).*

1. Please indicate the length of time the family has worshipped at your Church or place of worship  Years

2. Family attendance at this Church over **the last 2 years** Please tick **one** box

- Weekly
- More than once a month
- Once a month
- Less than once a month

**Supporting information to above:**

.....  
.....

Signed .....

Name (block) .....

Position .....

Address .....

.....

Post Code .....

Church .....

Telephone number .....

Email .....

Date .....

**Church or official Stamp** – please use your official stamp in the box below. If your Church or organisation does not have a stamp, please enclose a letter headed paper, signed and containing the name of the child this application relates to.



**CATEGORY B**

**PART TWO**

**Bishop Martin CHURCH OF ENGLAND PRIMARY SCHOOL**

**Member of a Christian Churches together in Britain and Ireland**

**TO BE COMPLETED BY AN AUTHORISED MINISTER**

<b>Name of Child</b>	
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*Thank you for your assistance in completing this form, which will need to be received by the school by the deadline set by the Local Authority (for entry in Reception Class in **September 2024**, the deadline is **15th January 2024**)*

1. Please indicate the length of time the family has worshipped at your place of worship  Years
2. Parent or family attendance at this place of worship **over the last 2 years**. Please tick **one** box
- Weekly
  - More than once a month
  - Once a month
  - Less than once a month

**Supporting information to above:**

.....

.....

Signed .....

Name (block) .....

Position .....

Address .....

.....

Post Code .....

Place of worship .....

Telephone number .....

Email .....

Date .....

**Official Stamp** – please use your official stamp in the box below. If your organisation does not have a stamp, please enclose a letter headed paper, signed and containing the name of the child this application relates to.

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**CATEGORY B**

**PART TWO**

**Bishop Martin CHURCH OF ENGLAND PRIMARY SCHOOL**

**SELF CERTIFICATION APPLICATION TO BE COMPLETED BY A PARENT GUARDIAN OR CARER**

Dear Parent, Guardian or Carer

If, and only in exceptional circumstances, an applicant cannot obtain written or signed confirmation of attendance from a Priest at the Roman Catholic Church you attend, the Governors may accept the parents, guardians or carers' self-certification of the family's Church attendance. In this instance, you are required to submit as much supporting evidence as possible e.g. certificate of reception into the church, baptism (parent, adult or child), communion and confirmation certificates (parent or adult).

Name of child: \_\_\_\_\_

Name of parent, guardian or carer: \_\_\_\_\_

Address: \_\_\_\_\_

1. Please indicate the length of time the family has worshipped at this Church  Years

2. Parent or family attendance at this Roman Catholic Church attended **over the last 2 years**

Please tick **one** box

- Weekly
- More than once a month
- Once a month
- Less than once a month

**Supporting information to above (copies enclosed):**

.....  
.....

Roman Catholic Church .....

Name of Priest .....

Telephone number .....

Email .....

Date .....

Signed (Parent, Guardian or carer) .....

**N.B The Governors will contact the Priest at the Church named above and those named in any supporting evidence to verify information provided to them by the applicant.**

**The School Admissions Code allows schools to withdraw the offer of a school place if parents, guardians or carers give fraudulent or intentionally misleading information.**