

BISHOP MARTIN CHURCH OF ENGLAND PRIMARY SCHOOL

APPLICATION FOR ADMISSION

2025/2026



Pupil Admission Application Form

Reception Place 2025/2026

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 **15th January 2025**
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 **15th January 2025**

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	Looked after children.
	Child of Service Personnel/ Crown Service
	Child with sibling(s) in the school
B	a. Parishioners of St Peters Church Woolton
	b. 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 Affinity.
C	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 mission 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 2025**

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. –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).

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. In addition, supporting information of address as outlined on page 5 of the Admissions Policy must also be attached to part one of the application.

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 continued

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 OR FAITH LEADER 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.

“ 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 OR FAITH LEADER OF THE CHURCH OR PLACE WHERE YOU REGULARLY WORSHIP

Name of Child	
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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 2025**, the deadline is **15th January 2025**).*

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:

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.....

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.

Bishop Martin CHURCH OF ENGLAND PRIMARY SCHOOL

(Supplementary Baptism Information form.)

This form must be completed by the parent/guardian and RETURNED TO THE SCHOOL.

Name of child: _____

Address of child: _____

Telephone number and email address: _____

1. Is the child a baptised Catholic? Yes No

2. If yes, please state parish of baptism and date:

3. In which parish do you now live?

Notes:

1. Evidence of Baptism – Roman Catholic

Proof of baptism in the form of a Baptism Certificate is required. If you do not have a Baptism Certificate your Parish Priest will be required to confirm your child is a Baptised Catholic by completing and signing the section below:

Minister of Religion:

Minister/Leader (Print name):

Address: _____

Position held: _____

Signed and dated: _____

Parish Stamp:

2. Evidence of Baptism – Roman Catholic Please attach a copy of your child's baptism certificate.

Parent / Carer Declaration This declaration should normally be made by the same parent/carer who has completed the home local authority application form. I am the parent/have parental responsibility for the child named. I confirm that the information provided on this form is accurate. I am aware that any place offered due to false information being provided may be withdrawn.

NAME (please print): _____ Relationship to child: _____