



Bishop Bridgeman Church of England Aided Primary School

Admissions Policy

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The standard number agreed for admission to the Reception Year Group is 60. The Governors will admit all children having a statement of special educational needs in which the school is named. In the event of oversubscription for the remaining places they will be allocated by using the following criteria.

52 part-time children may be admitted to the Nursery class.

Responsibility for admissions is delegated to an admissions committee set up by the Governing body.

Reception Admissions.

When applications are received, the decision on which children will be admitted will be based on the following criteria:

1.	Children in public care (looked after children).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who are regularly attend at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
4.	Children who are Baptised or dedicated at a church which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
5.	Children who will have an older brother or sister attending the school at the time of their admission.
6.	Any other children.

Notes:

- a) Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of the child must be provided by a member of the clergy or other designated church officer on the form provided.
- b) Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- e) Where twins, triplets etc. or other children born within the same school year might be split when allocations take place, and there are too few places available at the school to accommodate them all, the governors will consult with the Local Authority and the parent to consider whether all the siblings can be offered a place at the same alternative school (which may not be a preference school named on the CAF) or whether the parents can be

offered places at two or more schools with a view to the parent deciding which child will take up which offered place.

- f) If this consultation fails to resolve the issue then the Admissions Committee will use random allocation to decide which of the children can be offered a place.
- g) Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday,
- h) Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.
- i) A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a Nursery place. The above criteria and procedures are followed for Nursery admissions.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Nursery Admissions

52 places are available in the Nursery, and the Governors have determined that all of these places are to be allocated on a part-time basis each year, depending on the number of applicants.

The criteria for admission to the Nursery are as follows:

1.	Children in public care (looked after children).
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have their 4 th birthday during the school year for which they are applying for admission.
4.	Children who will have their 3 rd birthday during the school year for which they are applying for admission.

Notes:

a. Where the number of applicants exceeds the number of places in a given category, children will be selected in order of their date of birth so that the oldest will have preference over the youngest

b. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a Nursery place. The above criteria and procedures are followed for Nursery admissions.

c. Children are admitted to the Nursery class at the beginning of the Autumn term before their fourth birthday.

d. If children are admitted as a 3 year old they will normally be admitted in the Spring or Summer term.

e. Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.

RIGHT OF APPEAL:

Parents have the right to make an appeal to the Local Authority when there has been a refusal of a place at Bishop Bridgeman

Letters of appeal should be addressed to:

The Chair of Governors, and marked "F/A The Appeals Committee."

Bishop Bridgeman C.E. Primary School,

Rupert Street,

BOLTON BL3 6PY

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Please keep this copy of the Admissions Policy for your own information.