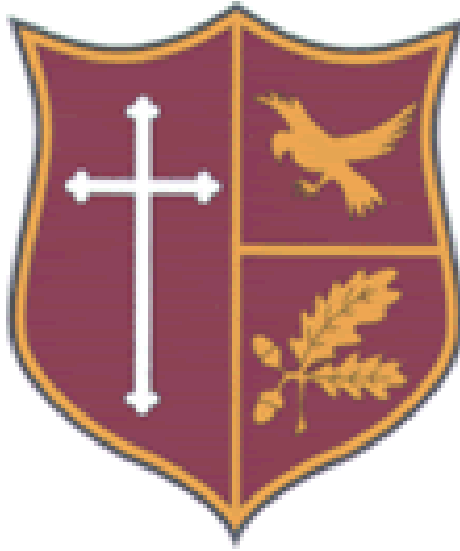


Bishop Ridley Church of England (VA) Primary School



Admissions Policy 2025-26



Approved by: Governors

Date: December 2023

Review Date:

Admissions Policy (Admission Year 2025-26)

Vision

'One Community. Learning and growing together. Sharing the love of God.'

Responsibility for admission of children to the school rests with the Governing Body of Bishop Ridley School, which has set the admission arrangements.

Pupil Numbers

Our maximum number of registered pupils is 390 (30 children in Reception, 60 in all other year groups), plus 52 nursery places. The school provides an education for children between the ages of 3+ and 11, from Nursery to Year 6.

The published admission number for the primary school is 30 and up to 30 children will be offered places for admission to reception classes in any one academic year.

Infant Class Size

The need to comply with the legal requirement that no infant class may have more than 30 pupils means that it is very unlikely that more than 30 pupils will be admitted in any one year.

Application Dates

Children whose fifth birthday falls between 1 September 2025 and 31 August 2026 can be admitted in September 2025 (or January 2026, if parents so wish). Applications will be invited from 1 September 2024 and the closing date for applications will be 15 January 2025 (TBC).

Applications made after the closing date will be considered after all applications received on time have been processed.

How to Apply

Applications will be made on the Bexley Common Application Form (BCAF). This will be available online and from Bexley Council Civic Offices. The BCAF will ask for general information such as home address and if there is a sibling already at the school.

The form, together with any documentary evidence (e.g. proof of address and birth certificate), must be returned to Bexley by 15 January 2025. Any form returned after this date will be considered as a late application and will be dealt with on the basis of the over-subscription criteria below. They will not be dealt with on a 'first come first served' basis.

Over-subscription Criteria

If the school is over-subscribed the following criteria will be applied in this order of priority:

1. Children with an Education Health Care Plan (EHCP), that states that the school would be particularly suitable in meeting their special needs. A copy of the child's plan naming Bishop Ridley CE Primary School is required to support the application.
2. Children in public care (Child, Looked After (CLA)).
3. Children with a parent employed by Bishop Ridley CE Primary School.
4. Children with a brother or sister in the main primary school at the time of admission; this includes natural siblings, stepsiblings and those living in the same household as siblings.
5. Children having their home in the Ecclesiastical Parish of Bishop Ridley (Falconwood).
6. Other children who do not fall into any of the above criteria.

Where a choice has to be made within any of the above categories then the following criteria will be used to determine priority within each category:

- (a) Children, or one or both parents, with a medical condition or disability, which would cause significant hardship if the child could not attend this school. This would need to be supported by a consultant doctor's letter or certificate, or by evidence of a registered disability shared with the school during the admissions period.
- (b) Reference will be made to the distance from the child's home to the school gates measured in a straight line (not by the shortest walking route) calculated by the Local Authority. Children living nearer to the school will be given priority over those living further away.

Definitions

Child Looked After (CLA) is:

- a) a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "CLA" when the child starts school unless (b) applies, or
- b) a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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."

Child of a member of staff is defined as:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Sibling is defined as children who live as brother or sister in the same house, including natural brothers and sister, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide

documentary evidence to confirm an address and parental responsibility. The child's principal residence should be where they sleep for the majority of the school nights.

Ecclesiastical Parish of Bishop Ridley (Falconwood) is defined as:

The area within the boundaries of Westwood Lane (to the East), East Rochester Way (to the south) and the mainline railway track between Falconwood Station and Welling Station (to the north). This is published on the Church of England Parish Map publicly available through the ArcGIS Hub

(<https://hub.arcgis.com/maps/67bce0ed36dd4ee0af7a16bc079aa09a/explore?location=51.460595%2C0.089791%2C14.99>) and includes the following roads:

- Braywood Road
- Buckingham Avenue
- Cambridge Avenue
- Cornwall Avenue
- Cumberland Avenue
- Dorset Avenue
- East Rochester Way (Even Numbers Only)
- Gloucester Avenue
- Hook Lane (numbers 150+ & 183+)
- Kent Avenue
- Lingfield Crescent
- Milbrook Avenue
- Northumberland Avenue
- Somerset Avenue
- Sutherland Avenue
- The Green
- Westmoreland Avenue
- Westwood Lane (Even Numbers Only)
- Winscroft Drive
- Yorkland Avenue

Children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. All pupils with an EHCP naming the school will be admitted. The PAN will be reduced by the number of pupils with an EHCP naming the school and the oversubscription criteria will be used to prioritise the applications for the remaining places.

Summer born children (deferring entry to Reception until the following September)

The term "summer born children" relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of "summer born children" may decide that they want to delay their child starting school until the September after the child has reached compulsory school age (CSA) into Reception Year instead of Year 1. There is no automatic right to this, but when schools consider requests, they must make decisions in the best interest of the child. Recent Ombudsman cases have ruled favourably where parent/carer requests have been denied due to the fact it is rarely in a child's best interest to miss a year of education.

The key point is that the Parent has a right to decide when their child starts school if this is before statutory school age, and the admission authority decides which year group is in the best interest of the child. Government guidance states admission authorities must make decisions based on a child's individual needs and abilities and consider whether these can best be met by them starting school in reception or year one.

Our governing body will take account of the potential impact of being admitted into year one without first having completed the reception year. The main issue is "in the best interest of the child" which is difficult for governing bodies to assess as they have no prior knowledge of the child. Therefore, we will follow the recommendation that governing bodies give greater consideration to these requests.

Parents wishing to apply should apply with their chronological age group, but write separately to the Head teacher to explore the options for admissions outside of the normal age range. Further advice is available from the local authority.

Parents of summer born children may request that their child is admitted the following year outside of his or her normal age range into Reception Year instead of Year 1, however there is no automatic right to this and there is no right to appeal if the place offered is not in the preferred year group. Any place already achieved for the child in Reception Year in the usual way can be delayed until the end of the spring term, but cannot be deferred (i.e. held for that child) after that, and if deferral is agreed parents will need to re-apply for admission the following year.

The school will make a decision, having taken into account the circumstances of each case, together with the opinion of the Head teacher. Where the request is agreed by the school, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary.

Admission of Children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

The school will consider applications outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Schools should particularly consider whether the child has previously been educated out of their normal age group. Parents wishing to apply for a place outside of the normal age group should apply with their chronological age group but write separately to the Head teacher to explore the options for admissions outside of the normal age range. Further advice is available from the local authority.

In-Year Admissions

In-year admissions of children moving into the area or transferring from another school will be considered by the Governing Body having regard to the admissions criteria stated above and according to whether places are available in the appropriate classes.

Children directed via the Fair Access Protocol or those children in local authority care without a school place, will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number where appropriate.

Waiting List

A Waiting List will be kept with the details of the applicants who are refused admission due to over-subscription. This will be kept in the sequence of the criteria described above. As places become available they will be offered to applicants on the register. Names will be kept on the register until the end of the academic year for which the application for admission was made.

Right of Appeal

In the event of an application being unsuccessful, parents have the right to appeal against the Governing Body's decision not to offer a place. Appeals should be made in writing to the Clerk of the Appeals Committee c/o Clerk to the Governing Body at the school address. Details of the appeals procedure will be set out in the letter of refusal. Refusal letters will be sent out at the same time as those offering places to parents/carers. An independent appeals panel will consider each case on its merits.

Details for the arrangements for admissions and appeals will be reviewed and published every year.

*Governing Body of Bishop Ridley CE Primary School
December 2023*