

*'Live Fully, Laugh Often, Learn Deeply,
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The Bishops' C of E and RC Primary School

ADMISSION POLICY 2026-2027

The Bishops' School is a joint Church of England and Roman Catholic Primary School.

The school provides a distinctive Christ-centred education rooted in the Catholic and Church of England traditions for children aged 4+ to 11+ with priority given to Catholic and Church of England children who live within the feeder parishes mentioned below. We also welcome children from all backgrounds and faiths whose parents seek a Christian Education for their children.

The number intended to admit for 2026/2027 is 60.

Parents of applicants are required to complete and return the County's Common Admission Form, which is available via the Local Authority.

Parents wishing to be considered in categories 2,3,5, 6 or 7 are required to complete the school's Supplementary Information Form (and, if Catholic, the Certificate of Catholic Practice) which enables the school's Governors' Admissions Committee to ensure that places are allocated according to the criteria set out below. These should be received by the School no later than 15th January preceding the academic year in which your child is due to start school. SIFs received after the Governors Admissions Committee meets in mid-February will not be able to be taken into account for the September Foundation Stage intake.

Parents who have children who will be five years old during the period from 1st September 2026 to 31st August 2027 may apply for a place at The Bishops' C of E & R C Primary School.

This admissions policy applies to the Church of England Parishes of St. Augustine of Canterbury, North Springfield, All Saints Springfield, Church of Our Saviour, East Springfield (known as Chelmer Village) and the Roman Catholic Parish of St. Augustine of Canterbury, Springfield including Chelmer Village, Boreham, Little Waltham and Beaulieu - and all these will be referred to as "the Springfield Parishes" in the following criteria.

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As applications may exceed the number of places available, the Governors of the school will have regard to the following criteria in allocating places. Where there are more applications than places for any category, the places will be allocated to those children for whom this is the nearest school by straight-line distance measured and reported to three decimal places.

Category

- 1** A looked after child, previously looked after child or a previously looked after child from outside of England (See footnote +)
- * 2** The child who lives in the Springfield Parishes and who attends worship with a family member (See footnote <) at an Anglican or Catholic church in accordance with the expectations of their church as certified by the minister (See footnote >)
- * 3** The child who lives outside the Springfield Parishes and who attends worship with a family member (See footnote <) at an Anglican or Catholic church in accordance with the expectations of their church as certified by the minister (See footnote >)
- 4** Siblings (see footnote ++) of children already attending The Bishops’ School at the time of their admission
- * 5** The child who has at least one parent who lives in the Springfield Parishes and who attends worship at a Christian congregation (see footnote #) with a family member in accordance with the expectations of their church as certified by the minister (See footnote >)
- * 6** The child for whom neither parent lives inside the Springfield Parishes and who attends worship with a family member (See footnote <) at a Christian congregation (see footnote #) in accordance with the expectations of their church as certified by the minister (See footnote >)
- * 7** The child who has at least one parent who worships as a member of another recognised world faith community in accordance with the expectations of their faith community as certified by the faith leader (See footnote >)
- 8.** Any remaining places will be allocated to those children for whom this is the nearest school (by straight line distance measured and reported to three decimal places)

When allocating places within each category the Governors will have regard to the existence of any special educational, social or medical reasons why the child should be admitted. Children with a Statement of Special Education Needs or an Education and Health Care Plan (EHCP) whose parents name the School are required to be admitted to the School.

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All children will be admitted in September on a full-time basis. ***Parents may request a deferred entry on a full-time or part-time basis until later in the school year. Where the entry is deferred, the child must start no later than the term after their fifth birthday, nor beyond the academic year for which the original application is accepted. Deferred places will not be offered to other children.***

All in-year applications should be made directly to the school, using the in-year application form available on our website (www.bishops.essex.sch.uk/admissions) or from the school office. In-year (also known as mid-year) applications are any application for a school place made to a year group, apart from September admissions to Reception. For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Parents who are expecting assistance with transport costs from the Local Authority are advised to check their entitlement to such assistance with the Education Department, County Hall, Chelmsford, before making an application. (Tel: 0345 603 2200)

Footnotes

- + A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child 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 (as defined in Section 22 (1) of the Children Act 1989)
- ++ A definition of sibling includes (at the time of their admission to the Bishops’, i.e. excluding siblings in their final year at the school):
 - (i) All natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters whether or not they live at the same address
 - (ii) The child of a parent’s partner where the child lives for at least part of the week at the same address as the applicant
- * **When applying for places in these categories, parents should give their supplementary information form to a minister for endorsement**
- < For the purpose of this policy, ‘family member’ means: a parent, grandparent or other adult who takes responsibility for the spiritual welfare of the child with the parent’s consent. ‘Parent’ means: all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child
- The commitment to worship should be over a period of at least two years prior to application
- # The Christian congregation should be members of the Churches Together in Britain and Ireland or The Evangelical Alliance

The BISHOPS' C. of E. and R.C. (Voluntary Aided) Primary School

Head Teacher Mr G Waters



Application for admission in Academic Year commencing September 2026/2027

(Applications must be received at the school by 15th January 2026)

1. PERSONAL DETAILS

CHILD'S Surname.....**Christian/ first name(s)**.....

Date of Birth day.....month.....year..... ☐ male ☐ female

Address.....
.....
..... post code

Names of brothers or sisters already at The Bishops' School.....

Any special circumstances relating to the child? (e.g. medical, educational, social) ☐ yes ☐ no

If yes, please attach additional sheet giving full details. (You may be asked to provide medical or other reports as applicable)

Parents' names and addresses

Mother..... Father.....

Address..... Address.....
..... post code..... post code.....

Telephone No. Telephone No.

Email: Email:

2. CHURCH/ OTHER FAITH AFFILIATION

If Christian, has your child been baptised? ☐ yes ☐ no
(* See below)

Date & place of Baptism

Church/ Place of Worship attended at present (please state denomination).....

Name of Minister/ Leader.....

Degree of child's involvement with the faith community.

Please indicate whether the child attends worship in accordance with the expectations of your faith community Yes/ No

Please indicate whether the child has been attending worship with this community for the last two years Yes/No

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3.MINISTER'S /LEADER'S ENDORSEMENT

Minister's/ Leader's comments (Please attach additional sheet if required)

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Degree of Child's Involvement

Please indicate whether the child has attended worship in accordance with the expectations of your faith community Yes/ No

Please indicate whether the child has been attending worship with this community for the last two years
Yes/No

Minister's /Leader's

Signature.....Date.....

** Please enclose a copy of the Baptismal Certificate and, if Catholic, the Certificate of Catholic Practice (or bring it along to the office to be photocopied)*

After completing parts 1 and 2 of this form, parents should pass it to their minister together with a stamped, self-addressed envelope. The minister will complete part 3 and return it to the school, who will then send an acknowledgement to the parents.

NOTE: This form normally remains confidential but may need to be made public in the case of an Appeal.

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