



## **BISHOP PERRIN C OF E PRIMARY SCHOOL**

### **ADMISSIONS POLICY 2025 - 2026**

#### **School Vision Statement**

*Bishop Perrin School inspires a love of learning and provides a stimulating, Christian environment where everyone is able to be the best they can.*

#### **To implement this vision the following principle has been agreed:**

*Bishop Perrin Church of England Primary School is a one-form entry voluntarily aided school. We admit children from practising Christian families in local parishes and children from the local community.*

To implement this principle the governors have produced the following admissions procedures and criteria.

#### **Reception Admission for 2025-2026**

Bishop Perrin is a one-form entry Voluntary Aided Church of England primary school. For Reception Class 2025 the governing body has set its Published Admissions Number at a maximum of 30 children whose 5th birthday falls during that school year. The date of admission is in the autumn term when all children attend on a full-time basis. Exceptionally the Governing Body have agreed they will exceed this number to admit all siblings from a multiple birth family should one of that multiple birth sibling be ranked at number 30.

#### **Pupils with an Education, Health and Care Plan**

Bishop Perrin School has a duty to admit children with an Education Health and Care Plan (EHCP) that has named the school. These places will be allocated before all other children and are considered within the published number. If your child has an EHCP you should not complete the application form. Please contact the Special Educational Needs Team [senteam@achievingforchildren.org.uk](mailto:senteam@achievingforchildren.org.uk)

#### **Oversubscription Criteria**

For each criterion, if there are more applications than places, offers of a place will be made according to the nearness of the parent/carer's normal place of residence to the school as defined in criterion 4 overleaf. If there are fewer applications than places in any criterion, unfilled places will be allocated to the next criterion. In the event of a tie, allocation will be by random selection by the drawing of lots.

**Late Applications** received after the closing date will not be considered until all on-time applications have been dealt with.

**After any EHCP children have been allocated, places will be offered to children in the criteria order overleaf:**

## 1. Looked After Children and Previously Looked After Children

### Admission Criteria

The highest priority is given to looked after children and previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*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 in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made. Evidence will be required at the time of application.*

***Previously looked after children** - a) a child who was previously looked after but immediately after being in care became adopted from local authority care or subject to a child arrangement order under the terms of the Children Act 1989 or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians; b) a child who appears (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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

## 2. Foundation (Church supported) places

A total of fourteen Foundation places will be offered to those children who, along with one or both parent/s/carer/s, **regularly attend**, either of the following two churches:

- Seven places to be allocated to those attending St. Augustine of Canterbury, Whitton
- Seven places to be allocated to those attending Ss Philip and James, Whitton

In the event that there are not enough Foundation applicants applying for the seven places allocated to each church, any remaining places will be allocated to applicants of the other church (*either St Augustine of Canterbury or Ss Philip & James, Whitton*) up to but not exceeding the total of fourteen. If those places are not filled, they will be distributed to the next applicable criteria.

***Regularly attend** means attending worship at least twice every month for the last two consecutive years and this must be confirmed by the parish minister who will be requested to complete a Supplementary Information Form.*

*If you are worshipping at one of the required parishes now, but have not **lived** within either of these parishes for the required two years prior to application, it is acceptable to furnish evidence of regular attendance at a previous Church of England parish(es). Your previous minister/s will need to complete a Supplementary Information Form/s, available from the school office for this purpose.*

## 3. Sibling

Those children who will have a **sibling** attending Reception to Year 6 at the same school at the time of admission.

**Sibling** refers to full brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the **same family unit at the same family address** and will still be on roll at the time your child will be admitted in September 2024.

#### 4. Distance

Any remaining places will be offered to those children who live nearest to the school. In order to be fair to all applicants the council uses a standard method of measuring home to school distance. For Richmond borough schools, the home to school distance is the shortest route by road or maintained footpath in metres as measured using the School Admissions' computerised geographical information system (GIS) and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property (the seed point) that is supplied by Ordnance Survey. The end point is measured to the school's main entrance gate located at the end of the slip road on Hospital Bridge Road. 3

#### Home Address

If you change your **home address** during the application process, you must inform the school and the Council's School Admissions office within two weeks of your move. If you use an incorrect address this will be considered as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

*The **home address** must be based on the child's permanent address. Proof of address will be sought by the Local Authority at the time of admission and may be the subject of further investigation. Any address other than the child's permanent home will not be accepted. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address the authority will use to process the application.*

#### Completing your Application:

- o **Apply online** by going to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) **between 1 September 2024** and the closing date of **15 January 2025**
- o **Foundation applicants:** obtain from the school a **Supplementary Information Form** to be completed by the Minister at your place of worship and returned **to school by 15 January 2025**

National Offer Day

- o 16 April 2025

#### Reception Year Deferred Start

If you feel that your child is not ready to start school in the September following their fourth birthday you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school will hold your child's place and not offer it to another child. The latest your child can start school is the term after they reach statutory school age and no later than the beginning of the summer term 2026.

#### Admission Outside of the Child's Normal Age Group - September 2025 Admissions

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of **15 January 2025**. You will need to put your request to your home Local Authority in writing. You may also provide supporting documentation, should you wish to do so and this should be submitted at the time of application.

For those applying for In Year admission outside of the child's normal age group, requests should be sent direct to the school.

For summer born children, if it is agreed that they can be educated in a younger year group, the parent/carer will need to re-apply in the following year for entry into Reception in September 2026.

For further information on Primary Admission for September 2025 please see the links below

London Borough of Richmond residents:

[https://5f2fe3253cd1dfa0d089-bf8b2cdb6a1dc2999fecbc372702016c.ssl.cf3.rackcdn.com/uploads/ckeditor/attachments/16552/Richmond\\_Primary\\_guide\\_2025.pdf](https://5f2fe3253cd1dfa0d089-bf8b2cdb6a1dc2999fecbc372702016c.ssl.cf3.rackcdn.com/uploads/ckeditor/attachments/16552/Richmond_Primary_guide_2025.pdf)

London Borough of Hounslow residents:

[https://www.hounslow.gov.uk/info/20028/primary\\_admissions/1906/primary\\_school\\_admissions](https://www.hounslow.gov.uk/info/20028/primary_admissions/1906/primary_school_admissions)

### **Waiting List/In Year Admission**

The school operates an ongoing waiting list which is re-ranked as offers/changes occur. The waiting list is maintained by the school and places will be offered in accordance with the school's published Admissions Criteria above regardless of date of receipt. Children up to the age of 11 can be admitted as vacancies occur.

In order to be considered for a place should a vacancy arise the parent/carer must complete an online **In Year** application form available from their home Local Authority:

**London Borough of Richmond** residents

<https://docs.google.com/forms/d/e/1FAIpQLSe10HWepMu3U11anYvXdfilJ3qxaWnoGBfCvLlaX5RmUHWRag/formResponse>

**London Borough of Hounslow** residents

[file:///bperrin.internal/Users/Staff/Nraihan/Downloads/In\\_year\\_online\\_application\\_guidance\\_sep20.pdf](file:///bperrin.internal/Users/Staff/Nraihan/Downloads/In_year_online_application_guidance_sep20.pdf)

If you require further information please contact the school.

### **Admission Outside of the Child's Normal Age Group**

Parents may seek admission outside of their child's chronological year group and should submit a separate written request to the Richmond Local Authority. Further information may be found on the London Borough of Richmond link above.

### **Fair Access Protocol**

The school has entered into an agreement with the Local Authority to admit children who are currently without a school place and may have difficulty finding a suitable school place. Further information can be found at

[https://5f2fe3253cd1dfa0d089-bf8b2cdb6a1dc2999fecbc372702016c.ssl.cf3.rackcdn.com/uploads/ckeditor/attachments/16594/LBR\\_Fair\\_Access\\_Protocol\\_2024-25\\_inc\\_forms.pdf](https://5f2fe3253cd1dfa0d089-bf8b2cdb6a1dc2999fecbc372702016c.ssl.cf3.rackcdn.com/uploads/ckeditor/attachments/16594/LBR_Fair_Access_Protocol_2024-25_inc_forms.pdf)

### **Appeals against Non-Admission**

You have the right to appeal against the decision of the governing body not to offer your child a place. Further information regarding appeals can be found at

[www.richmond.gov.uk/admission\\_appeals](http://www.richmond.gov.uk/admission_appeals)

The law states that there must not be more than 30 pupils in an infant class: Years Reception, Years 1 and 2. If your child has been refused a place, an appeal can only be successful in very limited circumstances.

The appeal panel must consider the following:

- That the admission of additional children would not breach the infant class size limit of 30
- Whether the child would have been offered a place if the admissions arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful)
- Whether the child would have been offered a place if the admissions arrangements had been followed properly
- Whether the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case

For the panel to judge that an admission authority had acted unreasonably, they would have to be satisfied that the decision not to admit the child was 'perverse in the light of the admission arrangements,' i.e. the decision taken was so outrageous in its defiance of logic or of accepted moral standards that no sensible person could ever have reached it.

The deadline for appeals to be heard in the first round is on or around **17 May 2025**. Once dates have been finalised these will be added to the school's website [www.bishopperrin.richmond.sch.uk](http://www.bishopperrin.richmond.sch.uk)