Bridgemere CE Primary School

Admissions Policy 2026/27

Confirmation that the Admissions Policy has been discussed and approved by the Staff and Governing Body.

Signed:

To be updated February 2026

Bridgemere CE Primary School

DIOCESE OF CHESTER
BRIDGEMERE C E (AIDED) PRIMARY SCHOOL

SCHOOL ADMISSION POLICY 2026/27

STATEMENT OF PRINCIPLE

Our school is a Church Aided School - this means that the Doddington Parochial Church Council and the Diocese of Chester have contributed towards the building of the school and continue to pay towards its upkeep. Traditionally, the Sir Thomas Delves Education Foundation has also supported the school.

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission

Applications for admission to the school should be made on-line on the Cheshire East Council Website and also on the supplementary form for those applying under criteria 4, 5 or 6.

It is not normally possible to change the order of your preferences for schools after the closing date.

Emails (occasionally letters) informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority in the year of admission (2025). Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2025/26 will be a maximum of 15. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority (and see *Notes):

1. Children in Care or children previously in care
2. Special medical or social circumstances affecting the child, where these needs can only be met at this school.
3. Children who have a sibling in school who will still be attending school the following year.
4. Children whose parents are faithful and regular worshippers in the Parish Church of St. John the Evangelist, Doddington.
5. Children whose parents are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from

the schools coordinate point to the point of residence's coordinate point, with those living closer to the school receiving the higher priority.

6. Children whose parents are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school measured using an Ordnance Survey address-point system which measures straight line distances from the address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.
7. Children resident in the ecclesiastical parish of St. John, Doddington. A map showing the parish is available from school.
8. Other children.

*Notes

a) Professional supporting evidence from eg: a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.

b) Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brother and sister living apart.

c) By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your vicar or minister or other church officer will be required as proof of attendance.

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.

d) All children who are born between 1 September 2022 and 31 August 2023 are admitted in September 2026. For children with a birthday after Christmas or after Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered.

e) A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

f) Where the above criteria (1 – 8) are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the distance from the school measured using an Ordnance Survey address-point system which measures straight line distances from address point of the school to the address point of the place of residence, with those living closer to the school receiving the higher priority.

g) In the event that a tie-break is needed, a random paper draw will be undertaken by an independent body.

h) Utility bills of various sorts may be used as proof of residence.

Late applications for admission
Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.
Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

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 at least the end of the Autumn Term.

Address of pupil
The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the normal address current-at-the-time-of-application, of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Non-routine admissions
It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should apply to the school who will advise of the current procedure Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals
Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 20 school days of receiving the letter refusing a place**. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.
Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Twins/Multiple births

Where there are twins/multiple births wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes.

Policy due for review annually

Bridgemere CE Primary School

Supplementary Form
BRIDGEMERE C E (AIDED) PRIMARY SCHOOL

Name of child:

Surname	Forename/s
Date of birth	

Name/s of Parent/Guardian

Surname/s	Forename/s
Address	
Post code	
Telephone	Mobile

Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

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Worship attendance:

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.

Please tick if you have attended a minimum of two services per month for at least six months prior to the closing date for applications as in criteria …… ☐

A letter from your incumbent or minister or other church officer is required as proof of this attendance.
Please tick if the letter is attached ☐

Special medical or social Circumstances

Tick here if you are applying under this criterion ☐

Give details of professional evidence submitted

Your faith leader may be contacted in order to confirm this information.

Signature (Parent/Guardian) _____ **Date** _____