Bishop Ridley Church of England Primary School

Admissions Policy

2026-2027

Admissions Policy

Bishop Ridley Church of England Primary School (the School) is an academy within the Aquinas Church of England Education Trust (the Trust), which became the admission authority for the School from 1 September 2026. Prior to becoming an academy, the admission arrangements were determined by the governing body of the School. The School will continue to admit pupils in accordance with these determined admission arrangements. However, where decisions in relation to admissions are required by the admission authority, the Trust or those delegated by the Trustees will be responsible for those decisions.

Vision

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

Pupil Numbers

The Trust adheres to the School Admissions Code and the Schools Admission Appeals Code. The School is part of the London Borough of Bexley (LBB) co-ordinated admissions scheme for admission to Year Reception. Applications for places during an academic year are made to LBB (see In-year Admissions below). Applications for places outside the normal admissions round are made directly to the School (see Admissions Outside the Normal Age Group below).

Parents/carers of children attending the School's nursery (the Nursery) must apply for admission to the School via the LBB co-ordinated scheme for admissions. These admission arrangements DO NOT apply to admissions to the Nursery.

The School has a special resourced provision (SRP) for pupils with ASD and/or speech and language communication difficulties. The SRP has a PAN of 16 pupils with an Education, Health and Care Plan. Applications for places at the SRP must be made directly to LBB.

The School has a published admission number (PAN) of 30 pupils to Year Reception in September 2026. The school provides an education for children between the ages of 3 and 11, from nursery to Year 6.

Application Dates

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parents/carers of children born on or after 1st April the option of choosing a September start for their child.

It is at the discretion of the School as to whether a child in Reception class can attend on a part-time basis or defer their start date. Children may attend part-time until they reach compulsory school age or parents/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent/carer would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Hence children born between 1st April and 31st August and offered a place for admission will be expected to join the school by the start of the summer term of the academic year of admission.

Children whose fifth birthday falls between 1 September 2026 and 31 August 2027 can be admitted in September 2026 (or January 2027, if parents so wish). Applications will be invited from 1 September 2025 and the closing date for applications will be 15 January 2026.

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

How to Apply

The School is part of the locally agreed coordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Application for admission to reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents with proven parental responsibility.
Parents must complete their home borough's Common Application form (CAF) and return the form to the home authority or apply on line; if applying for a place at this academy, parents must name the School as one of the preferences on the CAF. Parents are referred to the London Borough of Bexley's website on which further details of the co-ordinated process can be found
https://www.bexley.gov.uk/services/schools-and-education/primary-schools/starting-primary-school

The CAF, together with any documentary evidence, must be returned to the home borough by 15 January 2026. 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 in public care (Child Looked After (CLA(see definitions below)).
2. Children with a parent who is a member of staff at the School (see definitions below).
3. Children with a sibling of compulsory school age at the School at the time of admission (see definitions below)..
4. Children having their home (see definitions below)in the Ecclesiastical Parish of Bishop Ridley (Falconwood).
5. 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 the 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 shortest walking route) calculated by the Local Authority. Children living nearer to the School will be given priority over those living further away. If, after all of the relevant criteria have been applied, two applicants cannot be separated for a final place, the Trust will use random allocation to determine the allocation of the remaining place as detailed below. Definition of 'home' is as detailed below.

Definitions

Child Looked After (CLA) is defined as A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order90 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 of the School 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 , half brother or sister, fostered or adopted brother

or sister, step brother or sister, or the child of the parent/ carer's partner, and in every case, the child must be registered as living in the same family unit at the same address. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year.

Home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Temporary addresses will also not be accepted. Parents will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either
• Owned by the child's parent(s) OR
• Leased to or rented by the child's parent(s) under a lease or written rental agreement.
Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.

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.

Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather that Year 1. The term "summer born children" relates to all children born from 1 April to 31 August All such requests must be made in writing to the Headteacher in the first instance (by email to admin@bishop-ridley.bexley.sch.uk) and the admission authority (please contact the Aquinas Trust by emailing info@aquinastrust.org placing 'Out of Age Admissions request' in the subject header).

There is no automatic right to this, but when schools consider requests, they must make decisions in the best interest of the child. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision. 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.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which the request was accepted) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the School but it is not in their preferred age group.

In-Year Admissions

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

Applications for In-Year admissions are made directly to the London Borough of Bexley
https://www.bexley.gov.uk/services/schools-and-education/year-applications/applying-school-year

In the normal admissions round or at any point in the normal year of entry, if a place is available and there is no waiting list, the child will be admitted [except where the "twice excluded" rule applies].

For in-year applications received for all other year groups, if a place is available and there is no waiting list, the child will be admitted subject to the admission authority being able to refuse admission if it has good reason to believe that the child may display challenging behaviour and thus refer the child to the Fair Access Protocol.

If more applications are received than there are places available, then applications will be ranked in

accordance with the oversubscription criteria above. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

Waiting List

Waiting lists for Reception are held until the end of the Autumn term in that Admission year in accordance with our oversubscription criteria. Applications to join the waiting list for Reception after that time will be dealt with in line with in year admissions as detailed below. Any child not offered a place in the normal admission round or following an in-year application will be placed on the waiting list, if so requested by their parent, which is reordered each time an application is made. Parents have a statutory right of appeal if the application for a place is not successful.

Waiting lists are maintained in accordance with the oversubscription criteria until the end of the academic year in which the application for in year admission was made or in which the normal admission round took place. Children must re-apply, in accordance with the in-year application process, for a place at the academy in the subsequent academic year in order to remain on the waiting list.

Right of Appeal

The Local Authority writes to parents/carers of all applicants giving details of the school to which their child has been allocated, and the contact details of the School should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel, care of the School by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meets, the School will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Twins, triplets and other multiple births – where twins, triplets or children from other multiple births qualify for the last place to be allocated, the admissions authority will admit all the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.

Fair Access

In common with all other schools in Bromley, the school will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol.