



Bishop John Robinson
Church of England Primary School

Admission Policy 2025-2026

Be the best we can;

Join in Learning, Play and Prayer;

Remember God's Word

"Jesus is the Anchor of my Soul." Hebrews 6:19



The Diocese of
Southwark


ROYAL borough of
GREENWICH

Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18). We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers the best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 6:19).

Admission policy

Bishop John Robinson Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents and carers to respect the Christian ethos of our school and its importance to our community. Parents and Carers are defined as those adults named on the child's birth certificate or those with legal guardianship through adoption or court order.

✕ Admission to Nursery Class

The Governing Body is responsible for the admission of pupils to Bishop John Robinson Church of England School and will admit 26 pupils to the Nursery class in September 2024. This admission limit has been agreed between the Governing Body and the Local Authority. The school operates a three point of entry system for admissions, with pupils able to join at the start of the term following your child's 3rd birthday:

- Children whose 3rd birthdays fall between 1 April 2025 and 31 August 2025 are admitted at the beginning of the Autumn Term in 2025
- Children whose 3rd birthdays fall between 1 September 2025 and 31 December 2025 are admitted at the beginning of the Spring Term in 2026
- Children whose 3rd birthdays fall between 1 January 2026 and 31 March 2026 are admitted at the beginning of the Summer Term in 2026

Once a child reaches the starting point after their 3rd birthday, they are entitled to 15 hours of (free) nursery provision per week. Our offer for this is either through morning or afternoon sessions. There is no guarantee of which session parents and carers will be offered, as it is dependent on spaces available.

30 Hours Free Early Education and Childcare for Working Parents of 3 and 4 year-olds.

We offer the free childcare entitlement for some working parents of 3 and 4 year-olds, to 30 hours per week for 38 weeks of the year.

Parents must apply through an online eligibility checking system. Parents who provide false information about their eligibility can be fined between £300 and £3000. The website is www.gov.uk/childcare-calculator.

It is the responsibility of the parent to apply for this fund. **Bishop John Robinson will provide 30 free hours on the following conditions:**

- There is a vacancy in both the morning and the afternoon sessions 5 days per week during term time
- Families use the 30 hours across the usual Nursery school day which is 8:40am until 11:40am and 12:10pm until 3:10pm Monday to Friday during term time
- For 30 hours offer to be sustainable, an additional fee of £2.60 is required to cover the unfunded lunchtime period of 30 minutes or parents and carers may arrange to collect their child at 11:40 and bring them back to school for 12:10. Any children staying for lunchtime period will need to be provided with a packed lunch.
- Families agree to review eligibility every three months and provide school with the necessary voucher in a timely way. There will be a 'grace period' for families whose income drops below the minimum amount and families will be offered to pay for additional hours (see above).

- Families who stop being eligible to receive the 30 hours' free childcare will be offered the 15 hours or to pay for the remaining hours.

Timings

- 15 hours' allowance for all, currently 8:40-11:40am
- 15 additional hours' code / charge 12:10-3:10pm
- 30-minute lunch (chargeable for all at £2.60 per day) plus requirement to provide own lunch

There is no automatic entry to the reception class from the nursery; parents and carers must apply separately for entry to reception using their home local authority's common application form.

Application Procedures and Timetable

Applicants need to complete a cluster application form, which is available from the school office or from the website. The cluster application form can also be collected from the other schools in the cluster (see below). Please note only one form is to be completed.

- Bishop John Robinson Church of England Primary School
- Hawksmoor Primary School
- Linton Mead Primary School
- Windrush Primary School
- Discovery Primary School
- Heronsgate Primary School
- St Margaret Clitherow Primary School

Applications for admission are welcomed from all parents and carers. However, parents and carers must note that evidence is needed for some admission criteria should the school receive more than 26 applications.

✕ Admission to Reception Class

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the reception class each year. Although the school operates a one point of entry system for admissions, parents reserve the right to defer their child's admission until they have reached statutory school age. You will need to make your request in writing so that the place can be reserved until later in the reception year. At the latest, pupils must be in full-time education at the beginning of the term following your child's 5th birthday.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class.

Application Procedures and Timetable

Parents and carers will be required to complete the Common Application Form (CAF) available from their Local Authority. The CAF will be available online, via the School Admissions Team at their Home Authority from 1st September. Parents and carers may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be submitted by the statutory deadline (15th January in the same year when the child starts school).

In addition to the CAF supplied by the Home Authority, the Supplementary Information Form available from the school must be completed and sent to the School Secretary not later than the closing date published by the Home Authority. If parents or carers do not complete and return the Supplementary Information Form to the school by the closing date set for the return of the CAF, the application will only be considered under oversubscription criterion 6 (if they have siblings in the school) or 7 (if they do not have siblings in the school).

Offers of places will be sent to parents / guardians on the common offer date as notified by the Local Authority

Over-subscription criteria

If there are more than 30 applicants, places will be allocated according to the following criteria after the admission of any children with an Educational Health Care Plan (EHCP) which names this school. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1);
- (ii) children, or their immediate family member, with a medical condition or social care need for a place at the school (see note 2);
- (iii) children whose parent or carer is a faithful and regular worshipper (see note 3) at St Paul's Congregation, William Temple Church, or Church of the Cross and the West Thamesmead Community Church.
- (iv) children who will have a brother or sister (see note 4) in the school at the time of admission;
- (v) children whose parent or carer is a faithful and regular worshipper (see note 3) at another Anglican or other Christian church (see note 5);
- (vi) children whose families are committed members of another religious faith; written evidence will be required from the faith leader (see note 6);
- (vii) children in order of nearness of the home to the school (see notes 7 and 8).

In the event of over-subscription in any of the above criteria, distance will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Notes:

- 1 A looked after child is a child who is
 - a. (a) in the care of a local authority, or
 - b. (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making the application to the school.

A previously looked after child is a child who 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.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangement to be made as to the person with whom the child is to live with under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14 A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be the child's special guardian (or special guardians).

The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

- 2 Acute medical or social care need: Evidence of an acute medical condition or social care need must be submitted with the application. In most cases, medical or social care needs can be met in any mainstream school. However, if you feel that there is a specific medical or social care reason need why your child should be offered a particular school, you need to state this in your application. You will need to provide all of the following:
 - I. Evidence of the medical condition or social care need e.g. professional medical diagnosis or a statement
 - II. Reasons why your child should attend a particular school, stating the consequences for them or the family member if they have to attend an alternative school
 - III. Documentation from the relevant professional, such as a health or social care professional, which supports your application for a named school on these grounds.

The Medical / Social Admissions Panel consists of the Headteacher, SENCO and representative of the governing body. The panel meets before offers are made to make decisions based on the individual merits of each case. The panel will consider each request in line with their published arrangements. The Department for Education has produced statutory guidance called "Supporting pupils with medical conditions at school". A copy can be obtained at gov.uk/government/publications.

- 3 Faithful and regular worshipper is defined as attendance of the parent or carer at worship at least fortnightly for at least two years prior to application. *In exceptional cases a parent or carer for whom unavoidable circumstances have prevented his/her attendance at worship at least fortnightly for at least two years prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.* Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.
- 4 Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.
- 5 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
- 6 Applications are welcome from members of other faiths; the governors require a written reference from the family's faith leader confirming that they are a committed member of the faith. Faiths included under this criterion are those belonging to the Inter-Faith Network, ie, Baha'i, Buddhist, Hindu, Jain, Jewish, Muslim, Sikh and Zoroastrian.
- 7 Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from a central point of a child's home to a central point of the school). Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

- 8 Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit.
- 9 Where twins are ranked 30 and 31 they will be deemed as equal 30 and both children will be offered places.
- 10 In the event of a tie, lots will be drawn.

Waiting list

The School operates a waiting list, which is ordered in accordance with the oversubscription criteria. The waiting list is held until the end of each academic year in which the child starts. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria. Parents will need to re-apply each academic year if they wish their child's name to remain on the school's waiting list with a new updated supplementary information form.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Co-ordinated admission arrangements

The School is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home local authority's Common Application Form and return the form to their Authority; if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. Parents who wish to apply under the church criteria must also complete the school's supplementary form and return this to the School by the closing DATE.

Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. On-line applications may be made via www.gov.uk; more information is available in your local authority's admission booklet or on the local authority's website.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

Special educational needs

Parents of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents or carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents or carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Deferred entry to reception class or part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents and carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e., when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents and carers who have been offered a place at the School and wish to defer entry for their child and/or request part-time attendance must put this in writing to the Headteacher at the earliest opportunity and before the start of the autumn term.

Fair access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

In Year Admissions

Applications for in year admissions should be sent directly to the school, and will be considered by the Governing Body having regard to the Admissions Policy stated above and according to whether places are available in the appropriate year group. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list.

Update and Review

This policy was updated in November 2025

It is due for review in July 2026