

ST. MARY AND ST. MARGARET'S CHURCH OF ENGLAND

JUNIOR AND INFANT SCHOOL

CASTLE BROMWICH



ADMISSIONS POLICY AND PROCEDURE

METROPOLITAN BOROUGH OF SOLIHULL  
DIOCESE OF BIRMINGHAM

# ST. MARY & ST. MARGARET'S CHURCH OF ENGLAND

## JUNIOR AND INFANT SCHOOL

### ADMISSIONS POLICY

REVISED: APRIL 2009

APPROVED:

St Mary and St Margaret's is a Voluntary Aided Church of England school. As such, the Governing Body has responsibility for its own admissions, in order to safeguard the character and ethos of the school and to serve the local community. This policy is submitted annually to the Diocesan Director of Education and to the Local Authority.

The admissions number for both the Nursery and Reception class is 30 at this school. Where applications exceed the admissions limit, places will be allocated according to the following criteria in order of priority, as set out below:

1. Children who are in the care of a local authority, with guardians who are practising Christians and who regularly worship at St. Mary and St. Margaret's.
2. Children whose parents regularly worship at St. Mary and St. Margaret's, and who would have a brother or sister at the school at the same time.
3. Children whose parents regularly worship at St. Mary and St. Margaret's.
4. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children's Act 1989.
5. Children who would have a brother or sister at the school at the same time.
6. Children of parents who regularly worship at a Church of England Church other than St. Mary and St. Margaret's.
7. Children whose parents are practising members of a mainstream Christian Trinitarian faith and who live within the parish of St. Mary and St. Margaret's. (For example, members of the Baptist, Methodist, Orthodox, Roman Catholic and United Reformed Churches).
8. Children whose parents are practising members of a mainstream Christian Trinitarian faith and who live outside of the parish of St. Mary and St. Margaret's.
9. Baptised children.
10. Other children.



## **DEFINITIONS:**

For the purposes of the admission arrangements, we define “practising Christians”, “regularly Worship” & “practising members” as attending at least one principal Service, every month for a period of 12 months prior to application.

It is the responsibility of parents to ensure that when they attend church with their child, a mark is made in the crèche register, and that the correct details are recorded. At the time of consideration, the PCC is responsible for producing a report for the admissions committee, totalling attendance over the previous 12 months.

## **PROCEDURE:**

Application procedures to the school are carried out by Solihull Metropolitan Borough Council, on behalf of the Governors and are published annually in the “Primary Education” booklet. This includes application forms, admission criteria and closing dates for each stage of admission.

Following the closing date for applications, the Admissions Committee of the Governors will meet to consider the applications for places received and to draw up the final allocations for the following September intake of the Nursery and Reception. The lists are then returned to the local authority, who inform parents by the date previously announced.

Parents who are not offered a place for their child have a right to appeal to an independent appeal committee under the School Standards and Framework Act 1998. This committee is arranged by the Board of Education of the Diocese of Birmingham. Parents wishing to appeal should make a request in writing to the Chair of Governors at the school address. The letter requesting an appeal should reach the school within 14 days of the date of notification of the decision.

The purpose of such an appeal is to decide whether the admissions criteria have been applied correctly. Consequently, any evidence supporting the appeal needs to be submitted in writing with the request.

Appeals cannot be heard for children applying to the nursery, but there is a waiting list held by the local authority and parents may write to the local authority to request addition to this list.

Parents wishing to make an appeal are strongly recommended to make early application to other schools in the area and not to wait for the decision regarding the offer of a place at St. Mary and St. Margaret's.