



Admissions Policy for admission in September 2017

While the governors of St. Margaret's School welcome applications from parents of all faiths and none, in the light of other good local provision of primary education nearby the Governors wish to ensure that the parents of committed church going families have an opportunity to send their children to a school where the Christian faith is embedded across the school in its ethos and curriculum.

Our admissions process is part of the Local Authority co-ordinated scheme. The application process starts in the autumn before admission and you can apply online at: www.solihull.gov.uk/admissions.

The school's admission number is 30. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used.

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised or dedicated² (where appropriate to the denomination) brothers and sisters⁴ of pupils attending the school at the time of admission whose parents⁵ still **regularly**³ worship at a Trinitarian Christian Church.
3. Baptised or dedicated² children (where appropriate to the denomination) whose parents⁵ **regularly**³ worship at St Margaret's Church.
4. Baptised or dedicated² children (where appropriate to the denomination) whose parents⁵ worship **regularly**³ at another Trinitarian Christian Church.
5. Brothers and sisters⁴ of pupils attending the school at the time of admission.
6. Children whose parents⁵ are regular worshippers³ at any other place of religious worship.
7. Other applications⁷.

For late applications see note 8 & 9

Notes:

1. Children with a Statement of Special Educational Needs or an Education and Health Care Plan (EHCP) that names St. Margaret's School will be offered a place first. This will reduce the number of places available.
2. Governors of St. Margaret's School will accept proof of a service of 'Thanksgiving for the Gift of a Child' as dedication.
3. **Regular attendance at a service of worship** would be a *minimum* total of 60 weekly services, by one or both parents, in the two school years immediately preceding application, with a *minimum* of at least 20 weekly attendances in both of those two years.

For admission in September 2017 this means a total of 60 attendances in the period 1st September 2014 to 31st August 2016, with at least 20 in the year to 31st August 2015 and 20 in the second year. The division may however be uneven with, for example, 24 attendances in the first year and 36 in the second.

✚ Parents who wish their attendance at St Margaret's Church to be taken into account by the governors should submit their "Step-by-Step" attendance cards to clergy when asking them to validate their attendance as this is the evidence of attendance which the clergy will use.

✚ Applicants from other churches (or places of religious worship) will be expected to provide a supporting letter written by a member of the clergy on letter-headed paper from the Church (or place of religious worship), confirming the number of one or both parent's weekly attendances during each of the 2 years: 1st September 2014 to 31st August 2015 and 1st September 2015 to 31st August 2016.

Weekly attendance would be one attendance by a parent at a worship service. If attending more than once in one week (e.g. on Sunday & Wednesday) ONE attendance will be counted and for these purposes Sunday will be counted as the first day of the week.

4. Under priority 2 & 5 a brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
5. Under priority 2, 3, 4 & 6, Section 576 of the Education Act 1996 defines 'parent' to include:
 - All natural parents, whether they are married or not
 - Any person who, although not a natural parent, has 'parental responsibility' for a child or young person
6. There is **no guarantee** of transfer from nursery to reception class; a further application must be made in the following year.
7. If offering places within any one of the criteria would cause the schools admission number to be exceeded, then children living nearest will be offered first. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
8. Applications received after the published closing date are late and will be allocated a criteria after the offer date. They will then be put on the waiting list behind on-time applications of the same priority.
9. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of the autumn term. After this a Local Authority change of school application form will need to be completed.
10. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
11. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Local Authority and the application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
12. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
13. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel. Appeals are not heard for nursery applications.

If you wish your faith to be considered, please collect forms from school and we will be happy to explain what you need to do.

St. Margaret's application for admission forms should be returned to St. Margaret's School at the same time as you make your application online to your Local Authority.