

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

JUNIOR AND INFANT SCHOOL

CASTLE BROMWICH



ADMISSIONS POLICY AND PROCEDURE

2018 - 2019

**METROPOLITAN BOROUGH OF SOLIHULL
DIOCESE OF BIRMINGHAM**

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

JUNIOR AND INFANT SCHOOL

ADMISSIONS POLICY

As a Voluntary Aided Church of England school the Governing Body has responsibility for its own admissions, in order to maintain 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. If there are more applications than places available all applications will be considered together and at one time by a committee of the Governing Body using the criteria below.

OVERSUBSCRIPTION CRITERIA

Places will be allocated according to the following criteria in order of priority:

Priority 1. Children looked after by a Local Authority 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).

Priority 2. Children who regularly worship (Note 2) at St. Mary and St. Margaret's, and who would have a brother or sister (Note 3) attending the school at the time of the proposed admission.

Priority 3. Children who worship at a mainstream Christian Trinitarian faith denomination, who live within the parish of St Mary and St Margaret, and who have a brother or sister (Note 3) attending the school at the time of the proposed admission.

Priority 4. Children who regularly worship (Note 2) at St. Mary and St. Margaret's.

Priority 5. Children who would have a brother or sister (Note 3) attending the school at the time of the proposed admission.

Priority 6. Children who regularly worship (Note 2) at a Church of England Church other than St. Mary and St. Margaret's.

Priority 7. Children who are practising members (Note 2) 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). See Map of Parish on School Website.

Priority 8. Children who are practising members of a mainstream Christian Trinitarian faith (note 2) and who live outside the parish of St. Mary and St. Margaret's.

Priority 9. Children who currently attend Nursery at St Mary and St Margaret's School.

Priority 10. Baptised children (Note 2)

Priority 11. Other children.

Notes:

1. Children with a statement of special educational needs that names St Mary and St Margaret's School will be offered a place first. This will reduce the number of places available.

2. Regular worship/attendance/ practising members is defined as attending a specified number of principal services (10.00am Sunday & 9.30am Wednesday), as follows:

Admission in 2018

20 times between 1 March 2016 – 31 December 2016 **and**
26 times 1 January 2017 – 31 December 2017

Admission in 2019

26 times between 1 January 2017 - 31 December 2017 **and**
26 times between 1 January 2018 - 31 December 2018

Attendance is validated by the attendance register. It is the responsibility of the parent/carer when they attend with their child to ensure the correct details are entered. The attendance card is for your reference only and will not be considered as evidence of attendance. Where regular attendance at another church is claimed this will need to be supported by a letter from the minister. Likewise proof of baptism must be submitted in applying under criteria 10: a baptism certificate, a short extract of baptism or a letter from the minister. These should be taken to St Mary and St Margaret School Office in the first instance where they will be copied and registered.

3. Under priorities 2, 3 and 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.
4. Within each category, the distance will be measured from a child's home to the school, closest being 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.
 5. There is no guarantee of transfer from nursery to reception class; a further application must be made in the following year.
 6. 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.
 7. 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.
 8. 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.
 9. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late, but will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).
 10. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the council in which you live. 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.

ADMISSIONS PROCEDURES

- 1) Application procedures to the school are carried out by Solihull Metropolitan Borough Council, on behalf of the Governors and are published annually on Solihull Council website. This includes online application at www.solihull.gov.uk/enrol, admission criteria and closing dates for each stage of admission.
- 2) 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 which informs parents by the date previously announced.
- 3) Parents who are not offered a Reception 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 20 days of the date of notification of the decision.
- 4) 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.
- 5) 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.
- 6) 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.

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