



St Margaret's Church of England Primary School  
Richmond Road, Olton, SOLIHULL B92 7RR

## **Admissions Policy for admission in September 2022**

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](http://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 received by the Local Authority's designated closing date for receipt of 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 dedicated<sup>2</sup> (where appropriate to the denomination) brothers and sisters<sup>4</sup> of pupils attending the school at the time of admission whose parents<sup>5</sup> still **regularly**<sup>3</sup> worship at a Trinitarian Christian Church.
3. Brothers and sisters<sup>4</sup> of pupils attending the school at the time of admission.
4. Baptised or dedicated<sup>2</sup> children (where appropriate to the denomination) whose parents<sup>5</sup> **regularly**<sup>3</sup> worship at St Margaret's Church.
5. Baptised or dedicated<sup>2</sup> children (where appropriate to the denomination) whose parents<sup>5</sup> worship **regularly**<sup>3</sup> at another Trinitarian Christian Church.
6. Children whose parents<sup>5</sup> are regular worshippers<sup>3</sup> at any other place of religious worship.
7. Other applications<sup>7</sup>.

**For late applications see note 9 & 10**

### **Notes:**

1. Children with 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 written 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 24 weekly services, by one or both parents, in the school year immediately preceding application.  
For admission in September 2022 this means a total of 24 weekly attendances in the period 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021.
  - ✚ 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 card 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 the previous school year: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021.

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.

**PLEASE NOTE: an application has been approved by the Department for Education for a Variation to add the following:** “ *In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship*”.

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.Priority is not given if the brother or sister attends the nursery unit as this is non statutory education.
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. If two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless these are multiple births – in this case all the siblings will be admitted).
8. If possible, places will be offered to twins, triplets and children from other multiple births, as long as we comply with infant class size legislation.
9. Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list. Changes to on-time applications received before the Governors' admissions meeting will be considered if possible. Changes after this will be processed with late applications.
10. 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.
11. A child's 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.
12. Applications made outside the normal admissions round (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.
13. 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.

14. 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. There is no right of appeal for nursery as it is non-statutory education.

**15. Admission of children below compulsory school age and deferred entry:**

15.1 By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday (the time when the child reaches compulsory school age). The Local Authority, however, offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

15.2 Parents may **defer** their child's admission to primary or infant school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer of a place was made.

15.3 A parent has the right to request for their child to be admitted on a **part-time basis** during the Reception year but not beyond the point that they reach compulsory school age.

**In both cases above, a full-time school place is held for the child until they take it up.**

*Please note: A child who reaches the age of five during the 2021/22 summer term would reach compulsory school age in September 2022. It is not possible to accept a place in the Reception Class for September 2021 but defer the child's admission until the beginning of the 2022/2023 academic year, and if a child did not take up their place in a Reception Class in 2021/2022, a separate in-year application would need to be made for the child to enter the school in Year 1 and parents should note that as the overwhelming majority of children start school at the start of the academic year in which they reach the age of five, **it is likely that some or all of the parents' preferred schools will have no vacancies in their child's year group if they apply for a place in Year 1** (these places having been allocated to children who started school the previous year).*

**16. Admission of children outside their normal age group**

16.1 For some children in particular circumstances, for example summer born children (those born between 01 April – 31 August) or those with exceptional circumstances (eg: medical conditions which have delayed development), the School Admissions Code paragraph 2.17 states that parents may seek, but cannot insist on, a place for their child outside of their normal age group and can request that their child is admitted to Reception a year later – therefore starting school in the September following their fifth birthday.

16.2 Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time to the Local Authority. At the same time, the parent should submit the request to the Chair of the Board of the Admission Authority by letter for their child to be admitted out of their normal age group, together with supporting evidence.

16.3 In accordance with the School Admissions Code 2014, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking 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. Admission authorities must also take into account the views of the head teacher of the school concerned. 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 their decision. The admission authority will ensure that the parent receives the response to their request before primary national offer day.

16.4 If the request is agreed, the application for the normal age group may be withdrawn and the parent must make a new application for a place in Reception Class as part of the main admissions round the following year, *(but there is no guarantee of a place being offered at the parent's preferred school(s) at this stage)*. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday *(when, again, there is no guarantee of a place being available at the parent's preferred school(s))*.

16.5 Requests for education out of normal year group **for other years**, (e.g. for gifted and talented children or children affected by ill-health) should be made to the admission authority of the school. As outlined above, a decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

16.6 There is no right of appeal if a child is offered a place at a school but it is not in the age group preferred by the parents.

16.7 A decision made by one admission authority in respect of admission of a child out of their normal age group is not binding on any other admission authority. (Please note, therefore, that a child educated out of normal age group in primary school may not be accepted out of normal age group when moving to secondary school).

*If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they read the DFE guidance be found at:*

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

***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 on or before the Local Authority application closing date.***