

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

**ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2025-26**

St Margaret's CE Primary School is run by the Birmingham Diocesan Multi-Academy Trust ('BDMAT'). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and local academy boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the local academy board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT board of directors.

Our admissions process is part of the Local Authority co-ordinated scheme. Applicants must apply to their home Local Authority by the closing date.

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. There is no guarantee of transfer from nursery to reception class; an application must be made for each admission year.

Governors welcome applications from parents of all faiths and none but are committed 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.

**Oversubscription criteria**

For applications to be considered under criteria 2, 4, 5 or 6, a Supplementary Information Form (SIF) must be submitted to the school by the Local Authority's deadline date for applications.

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority, where appropriate based on the information provided in the Supplementary Information Form (SIF) and places will be allocated in the following order:

Priority 1: Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) 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. From September 2021, this includes those children 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.

Priority 2: Baptised or dedicated<sup>2</sup> (where appropriate to the denomination) brothers and sisters<sup>3</sup> of pupils attending the school at the time of admission whose parent(s)<sup>4</sup> still regularly<sup>2</sup> worship at a Christian Church<sup>6</sup>.

Priority 3: Brothers and sisters of pupils attending the school at the time of admission.

Priority 4: Baptised or dedicated<sup>2</sup> children (where appropriate to the denomination) whose parent(s)<sup>4</sup> regularly<sup>2</sup> worship at St Margaret's Church.

Priority 5: Baptised or dedicated<sup>2</sup> children (where appropriate to the denomination) whose parent(s)<sup>4</sup> worship regularly<sup>2</sup> at another Christian Church<sup>6</sup>.

Priority 6: Children whose parent(s)<sup>4</sup> are regular worshippers<sup>2</sup> at any other place of religious worship associated with one of the following major world faiths: Judaism, Islam, Hinduism, Buddhism and Sikhism

Priority 7: Other applications<sup>7</sup>.

**For late applications see note 8 & 9**

**Notes:**

1. Children with an EHC Plan that names St Margaret's CE Primary School will be offered a place first. This may reduce the number of places available.
2. Regular attendance at a service of worship would be a minimum total of 24 weekly services, by one or both parents, in the calendar year immediately preceding application.  
For admission in September 2025 this means a total of 24 weekly attendances in the period 1st January 2024 to 31st December 2024.
  - 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 along with the SIF for completion when asking them to validate their attendance as this is the evidence of attendance which the clergy will use.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.  
Governors of St. Margaret's School will accept written proof of a service of 'Thanksgiving for the Gift of a Child' as dedication.
3. Under priority 2 and 3, 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 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. For the purposes of education law, the Department for Education considers a 'parent' to include:
  - all biological parents, whether they are married or not;
  - any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
  - any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

5. A child's home address is the place where the child is permanently resident with his or her Parent(s). 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, the parents can choose which address will be used. [In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.]
6. 'For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf)
7. If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Distances are calculated by the Local Authority in a straight line from the child's normal home address to the main pedestrian gate of the school using the Local Land and Property Gazetteer (LLPG). This is the only measure used and distances provided by other websites, such as Google Maps, will not be considered. If two or more applicants share the same distance 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 this involves multiple births, in which case, all the siblings will be admitted).
8. Applications received after the Local Authority's designated closing date for receipt of applications will be deemed to have been made late and will be considered after applications that were received on time, which shall have priority. Applications will be considered on the basis of the information submitted before the closing date.
9. Waiting lists are produced in strict order of priority, against the over-subscription criteria. Waiting lists are kept until the end of the autumn term in the year of admission. Addition of a child to the waiting list will require the list to be re-ranked.
10. Applications made outside the normal admissions round (for in-year admissions) should be made directly to the Local Authority and the Supplementary Information Form should be returned directly to the school. The Local Authority will notify parents of the decision in writing within 15 school days.
11. **Appeals:** Parents who wish to appeal against a decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of the Local Academy Board via the school office. Appeals will be heard by an independent Panel. There is no right of appeal for nursery as it is non-statutory education.
12. Fair Access Protocol: The Local Academy Board recognises its duty to participate in the Local Authority Fair Access Protocol.
13. Admission of children below compulsory school age and deferred entry:
  - 13.1 A child is entitled to a full-time place at school in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the 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 for which application was made.
  - 13.2 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
  - 13.3 Compulsory school age is the prescribed day on or following the child's fifth birthday. The prescribed days are 31 December, 31 March and 31 August, e.g.: A child born between 01 September and 31 December must be in compulsory education by 31st December. A child born between 01 January and 31 March must be in compulsory education by 31 March. A child born between 01 April and 31 August must be in compulsory education by the beginning of the final term of the school year (unless the provisions relating to summer-born children below are applied).

#### 14. Admission of children outside their normal age group

14.1 Parents may seek a place for a child outside of their normal age group in special circumstances, for instance if the child is gifted and talented or has experienced problems such as ill health. Such applications should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

14.2 Summer-born Children (those born between 01 April and 31 August)

14.2.1 Parents of a summer born child may choose not to send their child to school until the September following the child's fifth birthday, when they will apply for the child to enter Year 1. There is no guarantee that a place will be available at the school at this stage, as the year group may well already be full.

14.2.2 Parents of a summer born child may, at the same time as making an application to the Local Authority for a Reception place in the child's normal age group, make a request to the school's Local Academy Board that the child may reapply the following year to be admitted to the Reception class in the September following the child's 5th birthday instead. The request should be made in writing to the Chair of the Local Academy Board of the school, via the school office, setting out the reasons for the request. The Local Academy Board will make its decision on the basis of the individual circumstances of each case and in the best interests of the child concerned and will set out clearly the reasons for the decision. If the Local Academy Board agrees to the parent's request, the existing application for the Reception place may be withdrawn and the parent must then make a new application for a place in Reception as part of the main admissions round the following year which will be considered against the normal oversubscription criteria, (and there is no guarantee of a place being offered at this school at that stage).  
Version July 2021 6 If the Local Academy Board does not agree to the parent's request, the parent must decide whether to accept any offer of a place for Reception 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 this school).

14.3 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. Therefore, a child educated out of their normal age group at this school may not be accepted out of their normal age group when moving to a different school or from primary to secondary school.

14.4 Parents' statutory right of appeal against a decision to refuse admission does not apply if the child is offered a place at the school but it is not in the parent's preferred age group.

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 to be found at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

**If you are applying under priorities 2, 4, 5 or 6, please collect Supplementary Information forms from the school office or download from the school website.**

**St. Margaret's Supplementary Information forms should be returned to St. Margaret's School on or before the Local Authority application closing date.**

