

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

PRIMARY SCHOOL



ADMISSIONS POLICY AND PROCEDURE

2025 - 2026

METROPOLITAN BOROUGH OF SOLIHULL  
BIRMINGHAM DIOCESE

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

## PRIMARY 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 the school year 2025-26 is 30. Where the number **of applications is lower than the school's admission number, all applicants** will be admitted.

#### OVERSUBSCRIPTION CRITERIA

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority 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) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. 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. Children who regularly worship (Note 2) at a Church of England church within the school catchment area, and who would have a brother or sister (Note 3) attending the school at the time of the proposed admission.

Priority 3. Children who regularly worship at another Christian church who live within the parish of St Mary and St Margaret's, 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 any Church of England church.

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 another Christian church and who live within the parish of St. Mary and St. Margaret's. See the map of the Parish on our School Website: <https://bit.ly/3p5SpRY>

Priority 7. Children who regularly worship at another Christian church (note 2) and who live outside the parish of St. Mary and St. Margaret's.

Priority 8. Baptised children (Note 2)

Priority 9. Other children.

## Notes:

1. Children with a statement of special educational needs or Education, Health & Care Plan 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 is defined as attending a specified number of principal services (Sunday & Wednesday), as follows:

### **Admission in 2025**

26 times between 1 January 2023 - 31 December 2023 **and**  
26 times between 1 January 2024 - 31 December 2024

If your child attends St Mary & St Margaret's Church, 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 completed Supplementary Information Form (which is available on our school website or from the school office). The relevant section of the form should be signed by the incumbent and a signed extract from the church's attendance register, if available. Likewise, proof of baptism must be submitted in applying under priority 8: 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.

*'In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship'.*

3. Under priorities 2, 3 and 5 a brother or sister must live at the same address and could be:
  - o A brother or sister sharing the same parents/ carer;
  - o A half-brother or half-sister, where two children share one parent/carer; 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 young child or 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. 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) 146896. The grid references provide a unique point on each property. If two or more applicants in a priority, share the same distance to the school and only one place is available, the application 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).
6. There is no guarantee of transfer from nursery to reception class; a further application to Reception must be made in the following year.
7. The home address is the place where the child is permanently resident with his or her parents/carers. 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/carers 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.)
8. 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.

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 and will be re-ranked each time a child's name is added. After this, a Local Authority change of school application form will need to be completed. If you wish to keep your child on the waiting list, you will need to re-apply with the Local Authority each school term. At the time of reapplying the criteria will be reassessed, church attendance **must** continue if you wish to apply under criteria 2 or 4.
10. Applications or changes to your application received after the Local Authority's designated 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 the governors accept prevented you from applying earlier).
11. 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 and you will be advised in writing within 15 school days of the outcome. 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. See point 6 in Admissions procedures.

## **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](http://www.solihull.gov.uk/enrol), 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 Reception class. The lists are then returned to the Local Authority which informs parents/carers by the date previously announced.
- 3) Appeals Parents/carers 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 the Governing Board via the school office. An appeal form is available on the school website and any appeal request should reach the school within 20 days of the date of notification of the decision.

- 4) Fair Access Protocol. The Governing Board recognises its duty to participate in the Local Authority Fair Access Protocol.
- 5) Parents/carers 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.
- 6) For in-year applications, the admission criteria will be assessed at that point. If you are applying under regular church attendance, your **child should continue to attend church and it is the parent's** responsibility to ensure that the attendance register is updated after each visit.
- 7) Deferred Entry/ Taught out of Year/ Summer Born Children

**Please see the link below on Solihull MBC's Admissions page for** information regarding deferred entry/ taught out of year and summer born children. <https://www.solihull.gov.uk/Schools-and-learning/School-admissions>

REVISED: SEPTEMBER 2023

APPROVED: SEPTEMBER 2023

Reviewed Annually