

# ADMISSIONS POLICY OF ST. MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL FOR SCHOOL YEAR 2018 / 2019

The admission number for our school for 2018/2019 is 60.

To enable St. Margaret's to remain as a school that seeks to reinforce the Christian Worship and values that are being encouraged in children of Christian parents at home and at church, the Governors agreed the following criteria be adopted when considering admissions when oversubscribed. Priority will be given thus:

1. When the child is in public care or is considered to be a "Looked After" child.
2. When a senior member of the clergy has confirmed in writing that the parent and child have attended a place of Christian worship at least twice a month throughout the previous 12 months.
3. When the parent and child are not regular attendees at a Christian place of worship but an older brother or sister attends the School at the time of admission.
4. When there are any discernible educational, social or medical reasons why the child should attend the school in preference to others; documentary evidence will be needed from a doctor, a social worker, an educational welfare officer or a similar professional.
5. A child who is currently (at the time of application) attending St. Margaret's Church of England Primary School Nursery.
6. Other.

## Notes on the Criteria

"Looked After" child refers to children in the care of the local authority.

If applying under criterion 2, and you have recently moved into the area i.e. within the last 12 months, you will require a supporting letter from your previous church confirming that you meet the criterion.

By a place of Christian worship we mean that your church is a full member of the "Churches together in Britain and Ireland" or of the Evangelical Alliance.

A sibling is a full, half or step brother/sister living permanently in the same household, including an adoptive or foster brother or sister.

All references to parents include legal guardians, either or both parents or a sole parent and, where only one of two parents satisfies criterion 2, the application will be treated equally with applications where criterion 2 is satisfied by both parents.

When deciding between applicants who have equal entitlement under any of the above criteria, priority will be given to those with siblings in the School at the time of admission, followed by those who have attended St. Margaret's CE Primary School Nursery, followed by distance from the school as measured using Ordnance Survey address point data, from a central point in the home to a central point in the school, the nearest being accepted first.

Parents have the right to appeal to an independent appeal panel set up by the Governing Body in accordance with section 50 of the Education Act 2002 and supporting Regulations. Details of the procedure for an Appeal will be sent to the unsuccessful applicants with the letter informing them that a place is not available at school.

Children refused a place can, at their parents' request, be put on a waiting list where priorities for any vacancies will be determined by the criteria set out above. Children will be kept on this list for a maximum of 12 months from the date of application.

## FOR OFFICE USE ONLY

Name of child:

Date this application received:

Criteria

Official Date Stamp

1	2	3	4	5	6
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Comments by Admissions Committee of the Governing Body on this application:

Governors' Decision?  
**Yes / No**

Date:  
**DD / MM / YY**

Place offered?  
**Yes / No**

Place accepted?  
**Yes / No**

Letter of confirmation?  
**Yes / No**

Agreed starting date:  
**DD / MM / YY**

School pack issued?  
**Yes / No**

Class allocated:

Teacher notified?  
**Yes / No**

Bursar notified?  
**Yes / No**

Administrative notes:

