



St. Margaret's CE Primary School
The Mardens, Ifield, Crawley, West Sussex RH11 0AQ
Telephone: 01293 521077

APPLICATION FOR ADMISSIONS
STARTING SCHOOL SEPTEMBER 2024

Dear Parent/Guardian,

Thank you for the interest you have shown in our school. If you would like to apply for a place at our school please see the checklist below, which has been devised to help you through the admissions process for your child.

<input type="checkbox"/>	You need to apply to West Sussex Local Education Authority on line by visiting www.westsussex.gov.uk/admissions before the closing date of 15 January 2024.
<input type="checkbox"/>	If you are applying under St. Margaret's CE Primary School's criterion 2, please ensure page 3 of the application form is completed by a senior member of the clergy. This reference should be returned in confidence by the clergy, directly to the school, by 15 January 2024.
<u>Please note:</u>	
<ul style="list-style-type: none">➤ When applying for a place at St. Margaret's CE Primary School, it is imperative that you apply to West Sussex County Council by the date stated.➤ If you do not have access to the internet, free access to apply for a school place with West Sussex County Council is available in all West Sussex libraries and Children and Family Centres. If you require any help from West Sussex Admissions team please call 03330 142903.	

We hope the above information will assist you in meeting the necessary deadlines in support of applications for St. Margaret's School.

Yours sincerely

Jill Hine
Headteacher



St. Margaret's Church of England Primary School
 The Mardens, Ifield, Crawley, West Sussex RH11 0AQ Tel: 01293 521077

ADMISSION FORM FOR PUPIL PLACE

Applicants are requested first to read carefully the **ADMISSION POLICY** on page 3 of this form.

If this application is for a child to enter Reception Class in September 2024, then

THE FINAL DATE FOR APPLICATION IS 15 January 2024. PLEASE NOTE THE LOCAL AUTHORITY FORM MUST ALSO BE COMPLETED AND RETURNED BY THIS DATE

PART A (To be completed by all applicants)

Date of this application:

Child's surname:

Child's forename(s):

Child's date of birth:

Child's gender:

DD / MM / YY

Male / Female

Full Names of Parents:

Address (including Post Code):

Home telephone number (including area code):

Mobile telephone numbers:

E mail:

PART B (To be completed by all applicants)

Names of brothers and sisters who will still be attending St. Margaret's C of E Primary School, at the time of admission, together with their dates of birth:

Under which of the 6 criteria (see Admissions Policy on page 2) are you applying? Please circle clearly.

1	2	3	4	5	6
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Does your child currently attend St. Margaret's Nursery?

YES / NO

PART C (To be completed by applicants applying under criteria 1 or 4 of the school's Admission Policy)

Please list the names & addresses (e.g. of your General Medical Practitioner or of any other agency) who will support your application for your child.

Please attach any supporting documents from them to this form; documentary evidence is required from a doctor, a social worker, an educational welfare officer, or a similar professional.

Please also state what the educational, social or medical needs of your child are, that qualify him or her to apply under criteria 1 or 4.

I/We have read the school's Admission Policy and its criteria and the local authority guidance. I/We certify that the statements that I/we have made on this form are correct and I/we hereby apply for my/our child to be considered for admission to St. Margaret's Church of England Primary School.

Signed by a parent or guardian Date

PART D For those applying under Criterion 2 of the School's admission policy only:

To be completed and returned confidentially to the School by a senior member of the clergy to support the application of those applying under Criterion 2 of the School's Admission Policy.

St. Margaret's CE Primary School, The Mardens, Ifield, Crawley, West Sussex RH11 0AQ

Name of child:	Date of birth: DD / MM / YY
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Name of member of clergy:	Position held:
Telephone number (including area code):	
Email Address:	

Name and address of place of worship:	Denomination: Anglican Yes / No	Denomination: Other Please specify
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Have either or both parents (or guardians) and the child attended your place of worship at least twice a month throughout the previous 12 months?

Yes / No

Official Church Stamp

In cases of doubt please contact the school on 01293 521077

Signed by the member of clergy Date

ADMISSIONS POLICY OF ST. MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL FOR SCHOOL YEAR 2024 / 2025

The admission number for our school for 2024/2025 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 or previously "Looked-After" child where a special guardianship order has been issued.
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. In the event that during the period specified for attendance at worship the church or relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
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.

In the event that during the period specified for attendance at worship the church or relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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

Added to MIS
Yes / No

Date Added to MIS:
DD / MM / YY

Administrative notes: