DIOCESE OF CHICHESTER ACADEMY TRUST

St Margaret's Church of England Primary School

Admissions Arrangements 2028/2029

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Admissions Principles

The Diocese of Chichester Academy Trust (DCAT) is the admissions authority, responsible for the admissions arrangements and decisions on applications for admission to the schools within the Trust. Each school has individual admissions arrangements for each academic year. They are written to comply with the School Admissions Code and School Admissions Appeals Code. These arrangements were last consulted upon in December 2024 and will be reviewed by December 2031.

We seek to be an inclusive Church of England Trust, welcoming children from all backgrounds and of all abilities and our admissions arrangements reflect this. A child's level of achievement or specific needs are not a barrier to admission to our schools.

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for this school is included in their arrangements. The school will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

Introduction

St Margaret's CE Primary School is an academy in the Diocese of Chichester Academy Trust (DCAT) for children aged 2 to 11 years. As such the Trust is the Admission Authority responsible for all decisions in connection with admitting pupils and for the publication of Admission Arrangements which explain how the admissions process will be applied. The Trust delegates the responsibility for admissions to the Local Governing Body of the school.

There are two classes in each year group, providing a total of 420 places. Our published number (PAN) is 60 (across the two-year group classes). This relates only to the normal point of entry to the school, reception. Admissions to other year groups will be based upon the prejudice to:
(a) the provision of education and
(b) the efficient use of resources.

The Local Governing Body (LGB) have agreed an admissions limit of 60 for the other year groups. An admissions limit for year groups is identified in order to inform the decisions of the academy's Local Governing Body when it receives applications for in-year admission to other year groups.

Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names St Margaret's CE Primary School as the school the child must attend. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the

PAN if places have already been offered at that time.

If more parents express a preference for the academy than the published number of places for new admissions, the LGB will use these criteria in deciding admission:

1. Children who are looked after children and all previously looked after children, including 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 within the Community category [note 1]

2. Children of parents [note 2] who are regular [note 5] worshippers at any mainstream Christian denominations (Full members of Churches Together in Britain and Ireland); **Applications under this category MUST be accompanied by a completed Supplementary Form – see note 7**

3. Siblings [note 4] of children on the roll of St Margaret's CE Primary School (reception to year 6) at the time of admission.

4. Children of parents [note 2] who have been members of staff at St Margaret's CE Primary and Nursery School continuously [note 6] for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage. **Applications under this category MUST be accompanied by a completed Supplementary Form – see note 7**

5. Children who are currently enrolled in St Margaret's Nursery, 'Ducklings' and joined no later than the first week of the term beginning in January 2028; **Applications under this category MUST be accompanied by a completed Supplementary Form – see note 7**

6. (For applicants in the normal admission round) Children or families with an exceptional medical and / or social need (see note 8). Supporting evidence from a professional is required such as a doctor and / or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. The evidence must confirm the child or family's medical or social need and why that makes it essential that the child attends the academy rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need cannot be considered.

7. Any other children

Definitions:

Note 1: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2: Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Note 3: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Note 4: A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, step brother or sister, or the child of a parent/carer's partner where the child forwhom the Academy place is sought is living in the same family unit at the same address as that sibling

Note 5: "Regular" is defined as attending at least one Sunday service each month in the last 12 months **preceding the date of application**. Reference will be

made to the priest or minister of the present church or previous church from which the family has just moved. **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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

Note 6: This includes all staff (teaching and non-teaching) appointed by the academy, including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Note 7: The Local Governing Body require the completion of a Supplementary Form from applicants to be considered under criteria 2, 4, 5, - this may require a clergy reference. The form is obtainable from the academy website https://www.st-margaretsifield.w-sussex.sch.uk/

Note 8: Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need, 'Medical need' does notinclude mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the academy because of a child's aptitude of abilities or because their friends attend the school or because or routinechildminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing the evidence does not guarantee that a child will be given priority at a particular academy and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

From the information you have filled in via the LA online application form, and where relevant the Supplementary Form, the Governors will examine all preferences and rank these applications according to the Admission Criteria.

Note 9: Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal

admissions round is the period during which parents can apply for state- funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

In the event of any of the above categories being over-subscribed, the Local Governing Body will take those children whose home address is nearest to the academy measured by the Local Authority's computerised measuring system. In the case of flats they will be treated as equidistance from the school. The Local Authority's computerised measuring system will be used to determine these distances.

Tiebreaker

In the event that applicants cannot be prioritised using distance as detailed above, because the distance measurements are the same, the Trust will use random allocation to decide which children will be offered the remaining places.

Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis, they must meet first with the Headteacher to discuss their choice.

Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a ***three-term year***.

Summer born children and deferral of entry into reception for the following year

Summer born children and deferral of entry into reception for the following year Each application for such a delay is treated by the academy on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents/carers. If parents wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the academy for delayed to reception for the following year. If the Local Governing Body agree this after reviewing the evidence for the request and, in consultation with the Headteacher and any others involved with the child, then theplace cannot be held open and the parent will need to apply again the next year in the normal way. The academy will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed,there is no guarantee of a place being available at the academy for the following year.

Multiple Births
Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.).

Late Applications
Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time.

Accepting a place

If a place has not been taken up after 14 days from the date of the offer, the academy will write and inform the parent that the offer will be withdrawn after a further 7 days if not taken. The academy will then offer the place to the next on the waiting list in accordance with the admissions criteria.

False Information

1. Where the Local Governing Body has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place will be withdrawn.

2. Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Waiting list
A waiting list will be maintained until at least the end of December of the year of application for main round applications. The waiting list is updated and ranked accordingly to the oversubscription criteria when applications are withdrawn or added.

Appeals
In accordance with the Admissions Appeals Code, the academy have established an appeals procedure. Applicants who haven't been offered a place at the academy, may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to the Clerk to Governors, St Margaret's CE Primary School, The Mardens, Ifield, Crawley, RH11 0AQ. All appeals must be received within 20 days of the receipt of the letter refusing a place to be heard on time. **[Please note that places in infant classes are restricted to 30 under the infant class size regulations].**

Apply for a place for September 2028
To apply for a place for September 2028, the parent must complete the Application Form available from the home local authority (the authority in whose area the child resides), for those resident in the local area this is West Sussex, and applications can be made online at http://www.westsussex.gov.uk/admissions. In order for the

application to be considered as 'on time' the application form must be submitted to this local authority by 23:59 hours on 15 January 2028. The application form may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained on the above website which each local authority must make available on 12th September annually.

The applicant must ensure that the Supplementary Information Form (SIF) is returned to the academy by the closing date for applications to be considered for a place at St Margaret's CE Primary School.

Parents will receive an admission decision in writing from the local authority on or about 16 April 2028, according to the procedure set out in the local authority's Composite Prospectus.

**details of paper applications are given below*

In Year Admissions

The Local Governing Body have agreed an admissions limit of 60 for all year groups. The admissions criteria above will be used to decide priority for places. Parents will be encouraged to visit the academy and speak with the Headteacher prior to any decision about requests for entry being taken.

Children with Special Educational Needs

Children are admitted to the academy in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities, and would expect parents to fully inform the academy of the nature of any know educational physical, medical or social needs when expressing a preference for their child to attend this academy. This information will ensure that the child's entry to the academy is as smooth as possible, and help inform the level of provision the academy can make to meet the individual needs of the child.

*Local Authority contact and paper application details

A paper form is available from the school admissions team at the address below. Completed paper applications should be returned to:
Admissions Team County Hall North Office (Parkside, Chart Way, Horsham, RH12 1XH)

APPENDIX 1 – Supplementary Information Form

To be completed by all applicants	
Child's Legal Surname	
Known as (if different)	
First Name	
Date of Birth	
Child's address	
Postcode	
Mobile telephone number	
Name of Parent/Carer	

EDUCATIONAL BACKGROUND (for applications under criteria 6)	
Does your child currently attend Ducklings at St Margaret's CE Primary School? **Date joined Ducklings ……**	**YES/NO**

To be completed by those wishing to apply on the basis of being regular* worshipping Christians:
*Regular is defined as attending at least one Sunday service each month in the last 12 months **preceding the date of application**. Reference will be made to the priest or minister of the present church or previous church from which the family has just moved.
Please also ensure the Clergy / Church Leader completes the box for 'Church Use only' on page 2. It is the parents / carers responsibility to ensure this is completed and returned to the school.

Religious Background (for applications under criteria 2 and 5)	
Have you attended at least one Sunday service each month for the last year **preceding the date of application.**	**YES/NO**

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

To be completed by those wishing to apply on the basis of being a member of staff at St Margaret's CE Primary and Nursery School continuously for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.	
Member of staff name	
Position	
Date Employment commenced	
Is this an application for recruitment for a post of which there is a demonstrable skill shortage?	**YES/NO**
All applicants should sign and date below:	
Parental signature	
Name (print)	
Date	

FOR CHURCH USE ONLY:

Name of Church:	
I hereby certify that this family have attended the church for at least one Sunday service each month for the last year preceding the date of application for at least one year preceding the date of this application. **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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**	
Signature of Clergy / Church Leader	
Name (print)	
Date	

The information on this form may be used in the event of an appeal.
It is the parents / carers responsibility to ensure the fully completed form is returned to the school / academy by the application deadline. Please send this form to:
St Margaret's CE Primary School, The Mardens, Ifield, Crawley, RH11 0AQ