

**ADMISSION POLICY SEPTEMBER 2019/20**  
**ST MARGARET'S CE (AIDED) PRIMARY SCHOOL**

St Margaret's Primary School is a Church of England Aided School for children from the age of 4+ to 11. The PAN (published admission number) for the school is 30, so 30 children will be admitted to the Reception class. If the number of applications for entry to the school exceed 30, the governors have to apply their criteria for admission. The purpose of the criteria is to ensure that places are allocated on a clear and consistent basis, giving priority to those children with the best claim to a place in the school.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below,

**The oversubscription criteria are:-**

- 1** A 'looked after child' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>71</sup>. 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).
  
- 2** Children of parents living within the ecclesiastical parishes of Rottingdean (St Margaret's) and Ovingdean (St. Wulfran's) who have been regular\* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application and who will have a brother or sister attending the school at the time of admission. Where parents have moved into the ecclesiastical parishes of Rottingdean and Ovingdean within the previous eighteen months, verified regular\* worship at another Anglican church will be taken into account.
  
- 3** Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular\* worshippers at either St. Margaret's or St Wulfran's parish churches for at least eighteen months at the time of application. Where parents have moved into the ecclesiastical parishes of Rottingdean and Ovingdean within the previous eighteen months, verified regular\* worship at another Anglican church will be taken into account.
  
- 4** Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean who will have a brother or sister attending the school at the time of admission.
  
- 5** Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular\* worshippers at an Anglican church, other than St. Margaret's or St. Wulfran's for at least eighteen months at the time of application.

**6** Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular\* worshippers at a Christian church other than the Church of England for at least eighteen months at the time of application. A Christian Church is a Church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance.

**7** Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean.

**8** Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular\* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application and who have a brother or sister attending the school at the time of admission.

**9** Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular\* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application.

**10** Children of parents not living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular\* worshippers for at least eighteen months at an Anglican church, for whom this is the nearest Church of England school and who will have a brother or sister attending the school at the time of admission.

**11** Children of parents not living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular\* worshippers for at least eighteen months at an Anglican church, for whom this is the nearest Church of England school.

**12** Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular\* worshippers for at least eighteen months at a Christian church other than the Church of England for whom this is the nearest church school.

**13** Any other children who will have a brother or sister attending the school at the time of admission.

**14** Any other children.

In the event of it being necessary to distinguish between children in any criterion, the governors will take into account the 'safe walking route' distance from home to school (as determined by the LA) with places being allocated to those children living nearest the school.

Parents applying under categories 2, 3, 5, 6, 8, 9, 10, 11 and 12 must complete a supplementary form (available from the school) giving the name of the priest or minister able to verify that the requirements of a particular criterion have been met.

J/Policies/Admission Policy (2019/20)

A map showing the boundaries of the ecclesiastical parishes of Rottingdean (St. Margaret's) and Ovingdean (St. Wulfran's) can be viewed on the school website [www.stmargaretscofeprimary.co.uk](http://www.stmargaretscofeprimary.co.uk).

Unsuccessful applicants have the right of appeal against the governors' decision not to admit a child to the school. Legislation restricts the circumstances in which appeal panels may uphold an appeal.

The Panel may only uphold an appeal where:

- a) It finds that the admission of additional children would not breach the infant class size limit: or
- b) It finds that the admission arrangements did not comply with admission law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied: or
- c) It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### Definitions

Parents : all those with parental responsibility for the child. Where only one parent satisfies the criterion, the application will be treated equally with those where both parents do.

Brother or sister : a full or half brother or sister and adoptive or foster brother or sister.

Regular Worship : attendance at a Sunday service at least once a month.

Children are admitted at the beginning of the school year in which they reach the age of five.

Child's birthday	
1 September - 31 December (Autumn term)	Child can attend full-time from September or defer admission until January
1 January - 31 March (Spring term)	Child can attend full-time from September or defer admission until January or Easter
1 April - 31 August (Summer term)	Child can attend full-time from September or defer admission until January or Easter. Legally child can delay admission until the following September.

## Reception Admissions Arrangements 2019/20: Requests for Delayed Entry to Reception 2020 for summer born children

If your child is summer born (1 April-31 August) you may wish to request delayed entry (from September 2019 to Reception in September 2020) for your child. You should make an application for 2019 online through the LA in the normal way and include in your online application a **written request for delayed entry to Reception 2020**. As St. Margaret's Primary School is a Voluntary Aided Church of England school and therefore its own admissions authority, the LA will refer all requests for delayed entry to St. Margaret's to the school for a decision. Such requests will be considered by the school's admissions committee in line with the revised School Admissions Code 2014, the Department for Education's Advice on the Admission of Summer Born Children and the Brighton and Hove Local Authority's Admissions Guidance. You should send a paper copy of your online application to the school together with any supporting information you have which could include:

- Your child's academic, personal, social and emotional development;
- Where relevant, your child's medical history and the views of a medical professional;
- Whether your child has previously been educated out of their normal age group;
- Whether your child was born prematurely

If the school agrees that delayed entry to Reception in 2020 is in your child's best interests, you will need to reapply through the LA for a Reception place in 2020. The application will then be considered by the school's admission authority alongside all other applications for 2020, in line with the school's oversubscription criteria.

If you are considering making a request to delay your child's entry to Reception in 2020, we suggest that you discuss this with the Headteacher, Mrs. R. Kershaw.

### In-Year admission applications

The above oversubscription criteria will be applied if vacancies arise during the school year and there are more applicants than places.

Apart from a place offered in the Summer Term for admission in September the governors require any place offered to be taken within 28 school days of written notification of the offer. If the place offered is not taken up within the said period, the offer will be withdrawn. However, governors reserve the right to consider exceptions to this rule at their discretion.

## **ADMISSION WAITING LIST POLICY**

### **Unsuccessful Application to the Reception Class**

Unsuccessful applicants to the Reception Class should contact the school and complete a Governor's Application for Admission form in order for their application to be put on the waiting list, which is ranked in descending order according to the governors' oversubscription criteria (see Admission Policy).

Late applicants will be given the order of priority on the list justified by the application of the oversubscription criteria.

If a place becomes available at the school it will be offered to the highest ranked child on the waiting list. Parents will be contacted by the Clerk to the Governors with the offer and given seven days in which to accept or reject the offer. After that time the name will be removed from the list and the place offered to the next child on the list. A child's name will remain on the list until June the year after the September for which the application was submitted. The waiting list will be re-ranked each time a child's name is added.

Parents may contact the Clerk to the Governors to find out their child's position on the waiting list.

### **Unsuccessful In-Year Admissions**

If the governors are unable to offer a child a place in the school, parents will be asked if they wish the child's name to be put on the waiting list for the appropriate class.

Placing a child's name on the waiting list does not remove the right of appeal. If a parent decides to appeal to the Independent Appeal Panel their child's name will automatically be placed on the waiting list.

The names of applicants on the waiting list will be ranked in descending order according to the governors' published criteria for admission (see Admission Policy)

Parents may contact the Clerk to the Governors to find out their child's position on the waiting list.

If a place becomes available in the appropriate class it will be offered to the highest ranked child on the waiting list. Parents will be contacted by the Clerk to the Governors with the offer and given seven days in which to accept or reject the offer. After that time the name will be removed from the list and the place offered to the next child on the list.

## **ADMISSION APPEAL POLICY**

At St Margaret's CE School the governing body are the admission authority and publish an Admission Policy with prioritised criteria for filling the places available at the school.

Governors are obliged to admit up to the published admission limit (which cannot be less than the Standard Number) for each year group in the school and must apply the criteria if the number of applications exceeds the places available.

Once the governors have refused a place for a child the parents have the right to make a formal appeal to an independent appeal panel.

### The Parents Right to Appeal

When parents are advised that a place is not available for their child full reasons will be given for this decision, in writing, by the Clerk to the Governors. Parents who are not offered a place for their child are entitled to appeal to an independent committee. Parents wishing to appeal should complete an online appeal form on the School Appeal section of Brighton & Hove City Council's website where you will also find 'A Guide to School Admission Appeals'. The appeal should be submitted within 20 days from the notification on the decision not to admit. If you are unable to complete an appeal form online, please contact the school office.

### Setting Up the Appeal Hearing

As soon as an appeal is lodged the Clerk to the Governors will inform the Clerk to the Appeal Panel at Brighton and Hove Council.

The Admission Authority or Clerk acting on behalf of the Admission Authority will appoint the Panel. The Panel will be three people, one of whom will be a 'lay' person (someone without personal experience in the management of any school), and one who will be an 'education' person (someone with experience in education).

### The Appeal Hearing

It is the responsibility of the governors to present their case to the Panel. At St Margaret's School this responsibility is not delegated to the Head Teacher, although they may also attend the hearing. The hearing will most likely be held in either Brighton or Hove Town Hall.