



## Admissions Policy

Admissions to a Church of England Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. Within the school, responsibility for admissions is delegated to the Governing Body Admissions Committee.

The standard number agreed for admission to the Reception Class is **30**.

Applications for places at St Margaret's C.E. School must be made on the Local Authority form for all schools, available from the school or from the Local Authority.

The school will admit all Statemented children in whose statement the school is named.

When the number of applications received is greater than the number of places available, the decision on which children will be admitted will be based on the following criteria in the order listed:

1.	Looked after Children and previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2.	Children of armed services personnel where school is notified that they will be moving into the area and an application is made for admission.
3.	Children whose medical or social circumstances mean that their needs are most suitably met at this school in the opinion of a relevant professional.
4.	Baptised children whose parent(s)/carer(s) are in regular attendance at the churches within the Parish of St Margaret's, Heywood and St George, Heap Bridge.
5.	Children who will have an older brother or sister attending the school at the time of their admission.
6.	Baptised or dedicated children whose parent(s)/carer(s) are in regular attendance at a Church which is a member of Churches Together in Britain and Ireland, or the local Churches Together organisation.
7.	Children whose parent(s)/carer(s) are members of another recognised religious faith and who desire a faith setting for their child's education
8.	Any other children

**If you wish to apply for a place at the school using either Criteria 1 or 2 or 3 of the above list, you will need to enclose the relevant evidence or information for this, as detailed in the notes below.**

**If you consider your child comes within any of Criteria 4, 6 or 7, please complete the lower section of the attached supplementary information form.**

**Criterion 4 is judged on the information you write on the forms.**

**If you consider your child comes solely within Criterion 8, the school does not need additional information.**

Notes:

- a) Where there are more applicants for the available places within a category, the distance to the child's normal home front door from the main gate of the school in a straight line measured on a map will be used as the final determining factor, nearer addresses having

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priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

- b) Where admission is sought under special medical or social circumstances criteria, relevant professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- c) Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- d) Regular attendance at worship is normally taken to mean a minimum of fortnightly attendance at church at public worship for the year prior to 1<sup>st</sup> September in the year before admission to the school. Evidence of infant baptism or dedication of the child and/or of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.
- e) For the purposes of this application, membership of another recognised religious faith can only be accepted if this can be verified with a written reference from the faith leader of the group of which one or both parents/carers are members.
- f) Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the governors may admit over the infant class size requirement if it is possible to do so. If the governors are unable to admit above 30 they will use random allocation to award the 30<sup>th</sup> place.
- g) Waiting List – Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus is possible that a child who moves into the area later to have a higher priority than one who has been waiting for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

## Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school address within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

## Notes:

- 1. Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

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**1 In Year admissions**

The Local Authority will continue to co-ordinate this service from 2013.

**Please note that schools are required to inform the LA of any applications**

- 2 Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.

**Please keep this copy of the Admissions Policy for your own information.**

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St Margaret's CE Primary School Heywood

Supplementary Information Form (A) - for completion by Parent(s)/Carer(s)

SECTION FOR ALL PARENTS/CARERS:

Full Names of your child:

Surname .....Christian/first names .....

Date of birth ..... Boy  Girl  Please tick as appropriate

Full Name of parent(s)/guardian(s)

Mr/Mrs/Miss/Ms. ....

Address .....

.....

..... Post code .....

Telephone ..... Mobile .....

Are there any older brothers or sisters attending the school at the time of the admission of the child for whom you are applying for a place? YES / NO

If YES, please state names and date of births of brothers/sisters

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**Only complete this next section if you want the governors' admission panel to consider your application on faith grounds** (Admission Criteria 4, 6, 7) If this does NOT apply to your child, please just sign at the bottom of the form. .

**Place of worship** one (or both) of the parents / guardians regularly attends: (Your faith leader will be contacted in order to verify the information you state below)

Name of place of worship .....

Address .....

Name of vicar / priest / minister / faith leader .....

Address .....

..... Post code .....

Daytime telephone .....

Date of your child's Baptism/Infant Dedication ..... in the following church/place of worship: .

.....

**Worship attendance:**

Please tick appropriate box

Has your worship been typically fortnightly for all the last year? Yes No

FORM MUST BE SIGNED BY ALL APPLICANTS:

Signed ..... Parent/Carer

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This part of the form should be given to your faith leader for completion to verify your application for a place under Admission Criteria 4, 6 or 7 at St Margaret's CE Primary School, Heywood and when completed should be attached to your application form.

### Reference from Priest, Minister, Church or Faith Leader

Full name of child:

Surname ..... First names .....

Name of parent(s)/carer(s)

.....

Address .....

.....

.....Post code .....

Telephone ..... Mobile .....

Place of worship **one** or both of parents / carers regularly attend(s):

Name of place of worship .....

Address .....

.....

Name of priest / minister / faith leader .....

Address .....

.....

..... Post code .....

Telephone .....

Declaration:

**I confirm that one (or both) of the parent(s)/carer(s) named above have attended church or faith group at least fortnightly for the past year.**

Signed .....

priest/minister/ church or faith leader

Date .....