



St Margaret's CE Primary School

Admissions Policy 2020-21

St Margaret's CE Primary School seeks to provide a Christian education to the children of Christian parents and to fulfil its mission of pastoral responsibility to the children of the local community.

The Governors admit 60 pupils to the Reception classes and have a maximum allocation of 50 part time places in the Nursery each year.

It may be possible to admit older pupils to the school when vacancies occur; places will be offered in accordance with the criteria below.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria, in order of priority:

- 1. Looked after children/ previously looked after children and Special Educational Needs.**
- 2. Children of regular and faithful worshippers (parents/carer) at The Plumstead Common United Benefice (St Mark with St Margaret's Church and the Ascension Church, Plumstead).**
- 3. Children with an older brother or sister already attending the School at the time of admission.**
- 4. The children of regular and faithful worshippers at other Anglican Churches.**
- 5. The children of regular and faithful worshippers at other local Christian Churches.**
- 6. Any other applicant according to the nearness of the home to school.**

Notes:

(1) Looked after children/ previously looked after children

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school.

Previously looked after children are children who were looked after immediately prior to being adopted.

The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

(2) Special Educational Needs

Parents of pupils who have a statement of special educational needs, or Education, Health and Care

(EHC) Plan are required to apply for school places separately through the home local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the home authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

- (3)** The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this school parents must name this School as one of the preferences on the CAF. Parents who wish to apply under the Church criteria must also complete the School's Supplementary Church Commitment form and return it to the School.
- (4)** Applications under categories 2, 4 & 5 must be accompanied by the Supplementary Church Commitment Form completed by the accredited Minister of Religion.
- (5)** In category 5 by "Christian Churches" we mean Churches that are members of Churches Together in Woolwich and Plumstead or Churches Together in England and Wales or the Evangelical Alliance.
- (6)** Children with a sibling living at the same address attending the school at the time of the child's admission. Sibling means a full/half/step brother or sister. This does not include siblings attending the school's nursery provision.
- (7)** If distinctions have to be made between children in a single category they will be made on the grounds of distance from the School. The nearness of a child's home to the school is the deciding factor. The nearness of home to school is calculated by measuring a straight line drawn between the child's home and the centre of the school. If a tie-breaker occurs this will be decided by names drawn from a hat.
- (8)** In this respect "home" means where the child lives with both parents, or the parent with legal custody or the parent with whom the child habitually resides or the legally appointed guardians, this excludes child-minding arrangements.
- (9)** Proof of address must be attached to the form. Acceptable documentation includes a current council tax letter, tenancy agreement. Clear photocopies are acceptable. Alternatively, you may submit a recent HM Revenue and Customs letter confirming that you are in receipt of child benefit or child tax credits at the address given on your application form.
- (10)** In the above and throughout this paper the term "parent" is to be construed as the person with parental responsibility for the child i.e. foster carer etc.
- (11)** By "regular and faithful worshipper" we mean attending Church at least twice a month for the last year.
- (12)** Brothers and sisters include step-siblings, foster and adopted children living at the same address.
- (13)** Any parent wishing to appeal if their child is not admitted may do so in accordance with the School Standards and Framework Act 1998. Parents wishing to appeal should obtain an appeal form from the School. The form should be sent to reach the Clerk to the Appeal Panel c/o the School within 20 days of the date of the letter confirming the Governor's decision not to offer a

place.

- (14) **Waiting list** The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the academic year of admission. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.
- (15) **Education out of normal (chronological) age group** Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's chronological age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.