

St Margaret's CE VA Primary School 2026-2027

ADMISSIONS POLICY

Admission Number = 30

The governing Body is responsible for the admission of pupils to St Margaret's Church of England (voluntary aided) School and admits 30 pupils to reception each September.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. There are ramps at the main entrance to the school but inside school there are a number of steps due to the school being on a variety of levels. As far as is possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

1. Looked after children and previously looked after children of the Anglican Faith

Definition of Looked After Children

a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

2. Other looked after children and previously looked after children
3. Children with a particular medical condition, which can be met most appropriately by the school. Priority in this category will be given to those of the Anglican Faith. Applications must be accompanied by a medical declaration form (ASU/75/M) signed by the child's General Practitioner or Consultant confirming the condition and detailing the child's needs. All applications will be assessed by the Governors to decide whether the child's needs can be met most appropriately by the school.

4. Applicants whose parents regularly* attend St Margaret's Parish church and have a sibling in the school at the time of admission living at the same address.
5. Applicants whose parents regularly*attend an Anglican Church and have a sibling in the school at the time of admission living at the same address.
6. Children who have a sibling who attends St Margaret's School (does not include the school nursery) and will attend the school at the time of admission and are living at the same address.
7. Applicants whose parents regularly * attend an Anglican Church, priority being given to those who attend St Margaret's Parish Church.
8. Applicants from other Christian** denominations who worship regularly* in other Christian Churches.
9. Applicants who regularly* attend a non -Christian place of worship, with priority determined by proximity to the school.
10. Applicants who do not attend a place of worship, with priority determined by proximity to the school.

In the event of over- subscription priority will be determined by proximity to the school measured in a straight line from the home address to the main entrance to the school.

*Worshipping regularly means attending a service on a Sunday or weekday at least once per month for a period of a year.

** Christian denominations means a Church that is a member of Churches Together in Britain or the Evangelical Alliance.

Additional Documentation required

- Completed form ASU 75/A which where appropriate is signed by the vicar/minister (return with application form). This is evidence for criteria 1,3,4,5,7,8 and 9
- Letter of support from vicar (criterion1,3, 4,5,7) or minister or faith leader (criterion 8 and 9)

SCHOOL ENTRY

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

SUMMER BIRTHS

The parents of a summer born child* may request that they are admitted out of their normal age group - to reception rather than year 1. If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why the parent wishes for their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher. Parents do not have the right of appeal if they are offered a place at the school but it is not in their preferred age group.

*born between 1 April and 31 August

Mid -Year Admissions

St Margaret's CE VA Primary School are part of the Local Authority's mid- year co-ordinated scheme. To find out how our mid-year applications are processed please refer to Sandwell Admissions website -apply for a school place, where you will find all the details.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may appeal the decision by contacting the Local Authority. Appeals will be heard by Sandwell Local Authority Appeals Panel. Please visit www.sandwell.gov.uk where you will find information about how to make an appeal.