



Admissions Policy 2027-2028

Our vision is based on Proverbs 22:6 'Train up a child in the way he should go: and when he is old, he will not depart from it.'

St Margaret's C of E Primary School Mission Statement: 'Training children to be confident, independent learners with enquiring minds, a life-long love of learning and an approach to life that reflects core biblical values and principles.'

Our Christian Values of love, joy, patience, kindness and wisdom are based on the fruits of the spirit, found in: Galatians 5:22-23

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions	2
4. How to apply	3
5. Requests for admission outside the normal age group	3
6. Allocation of places	3
7. In-year admissions	5
8. Appeals	5
9. Monitoring arrangements	6

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

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.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- **Previously looked after children** are children who were looked after, but ceased to be so because they:
 - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - Became subject to a child arrangements order, or
 - Became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Actively Involved is defined, in accordance with national Church of England guidance as being 'at the heart of the church'. This means attending Sunday services at least twice a month or/and involved in weekday worship for at least the 12 months prior to the closing date of applications with the exception of holidays and illness,

A Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

A supplementary information form can be downloaded from our website or be provided by the school office. Prospective parents must complete this form and hand into the school office as well as completing the form for the Local authority.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in Reception

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

When the number of applications exceeds the number of places available, we apply the following criteria in priority order for deciding which applications to accept. We give priority to the children of parents who worship in Church of England churches, particularly those within Barking.

1. Children in Public Care who are Looked After Children and Previously Looked After Children (See note 1)

2. Children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.
3. Children who are siblings will be accepted if their siblings are on roll at the School at the time of admission.
4. Children of parents who are active members of the Churches of St Margaret's, St Patrick's, Christ Church, Thames View or St Erkenwald's churches in Barking
5. Children of parents who are staff in the following circumstances:
 - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or
 - b. the member of staff is/has recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Children and their families who regularly go to all other Christian churches
7. If any places remain available, then places will be awarded using defined guidelines published by the London Borough of Barking and Dagenham to establish distance from the home to the school. (See note 4)

Note 1: Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- children who are accompanied under a voluntary agreement with their parents (section 20)
- children who are subject to a care order (section 21) or interim care order (section 38)
- children who are the subject of emergency orders for their protection (section 44 and 46)
- children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term 'looked after children' therefore includes: children in children's homes, foster care, unaccompanied minors, and other emergency provisions. For 'looked after children', late applications or mid-term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St Margaret's. Where the request is for a place where a sibling attends, including the foster carer's own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2: In categories 4 and 6 "active members" means that at least one parent attends the Church for public worship a minimum of twice a month for at least the 12 months prior to the closing date of applications. A Supplementary Information Form (SIF) must be submitted directly to the school, in addition to the Local Authority process. This is available via the school office or the school website.

Note 3: In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Note 4: Under the coordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents' or guardians' residence at the address shown on the application form. These must be:

- the most recent Council Tax bill or tenancy agreement and
- your most recent Child Benefit/Child Tax Credit letter showing your child's name and your address and
- the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5. Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line from the school's main entrance to the home's front door and sourced from the Local Authority. For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline in January, you must tell the school and the Local Authority of your new address. In the case of a child whose parents do not live together but have joint custody, the "home" address will be considered the one where child benefit is registered to.

6.3 Tie break

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Where there is a tie breaker between siblings within the same family living at the same address, the place will be offered to the first born.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in the Barking and Dagenham Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6.6 Waiting List

St Margaret's maintains a waiting list until 31st December of each school year of admission when oversubscribed.

The list is drawn up in accordance with the above stated oversubscription criteria.

If a place becomes available, this will be offered to the child with the highest priority under the oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the list.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be completed using the online portal SAM

<https://www.lbdd.gov.uk/school-admissions>

The in year SIF form can be downloaded from the school website or collected from the school office and sent to the following address:

st-margarets-school@genesistrust.net

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8.Appeals

St Margaret's is a popular School and parents will appreciate that, owing to over-subscription, it may at times not be possible to offer a place to everyone who applies. The 1980 Education Act gives parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to do so should notify both of the following:

Complete the admission appeal form at- <https://www.lbdd.gov.uk/school-admissions-appeal-form>

Chair of Governors,

St Margarets C of E Primary School 15-19 North Street

9.Monitoring arrangements

This policy will be reviewed and approved by the Local Governing body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.