



**St Margaret's**  
Church of England Academy

# **Admissions Policy 2019/2020**

*The Diocese of Chelmsford*

*Vine Schools Trust*



Diocese of Chelmsford Vine Schools Trust

## **Criteria of Admission to St. Margaret's C. of E. Academy 2019/20.**

St Margaret's C of E Academy was founded by the Anglican Church to provide education for Christian families. The School is conducted by its Governing Body as part of the Anglican Church in accordance with its trust deed and instrument of government. The Academy joined the Diocese of Chelmsford Vine Schools Trust in October 2016. The governors will assume that by applying for St Margaret's Church of England Academy parents/carers are declaring their positive support for the Christian aims and ethos of the school.

The Governing Body has responsibility for admissions to this school and intends to admit **30** pupils to Reception Year in the school, which begins in September 2019.

In accordance with the revised School Admission Code (December 2014):

- All children will be admitted *full time* in the September following their fourth birthday.
- Parents can request that the date their child is admitted to the Academy is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the Academy will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the child will start at the beginning of a new school term/ half term.
- Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.

### **Over subscription criteria**

Where there are more applications for places than those available, places will be offered according to the following order of priority.

- 1. Looked after children and previously looked after children (as hereinafter defined).***
- 2. Siblings of children already in school at the time of admission.***
- 3. Baptised Church of England children who are residents of the parishes of Bowers Gifford and North Benfleet.***
- 4. Baptised Church of England children who are not residents of the parishes of Bowers Gifford and North Benfleet.***
- 5. Non-baptised children who are resident of the parishes of Bowers Gifford and North Benfleet.***
- 6. Christians of other denominations whose application is supported by a Minister of religion.***
- 7. Children of other faiths whose application is supported by their religious leader.***
- 8. Any other applicants.***

Where written evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school the governors may override the over subscription criteria.

### **Tie Break**

Where the offer to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school, determined by straight line distance from home to school. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from home address to the school.

## **Application procedures and timetable**

Parents who wish their child(ren) to attend St Margaret's C of E. Academy must apply using the Common Application Form in accordance with the co-ordinated admission arrangements published by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Primary Education in Essex 2019/20 booklet. In addition to the Common Application Form parents must also complete a Supplementary Information Form (SIF) which will enable the Academy to rank your application in accordance with the criteria. This Supplementary Information Form is available from the Academy and **must** be returned directly to the school. The closing date for returning the Supplementary Information Form is the same as the LA. Applications received after the closing date will be handled in accordance with the co-ordinated admission arrangements. There will be opportunities to visit the Academy before the closing date, please contact the school for details. Unsuccessful applications will be given a right of appeal to an independent appeals panel.

## **Waiting lists**

The revised School Admission Code requires that all admission authorities must maintain a waiting list for a minimum of the first term in each normal year of admission. In accordance with the co-ordinated admission arrangement any waiting list will be maintained by the LA until 31<sup>st</sup> December 2019. The waiting list will be maintained in accordance with the over subscription criteria set out above and **not** in the order in which applications are received or added to the list.

## **Pupils with a Statement of Special Education Needs**

Children with statements of special educational needs or an Education, Health and Care Plan (EHCP) that name the school on the statement/plan are required to be admitted to a school regardless of their place in the priority order.

### **Notes (these notes form part of the over subscription criteria)**

**'Looked after child'** A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. 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 in Section 22(1) of the Children Act 1989).

**'Siblings'** will include a child living in the same family unit in the same family household and address. This includes brothers and sisters and stepbrothers and sisters. In addition biological siblings will be treated as siblings irrespective of residence. The older sibling must be attending the school at the time the younger child is due for admission.

Where written evidence is provided at the time of application for an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school, the Governing Body may override the sub criteria for admission. To demonstrate an exceptional, social, medical or pastoral need of a child which can be met at this school the Governing Body will require written evidence from an appropriate professional i.e. social worker, doctor or priest.

**Tie break** ~ For the normal admission round straight line distance will be calculated from home to school using a geographical information system.