



**St Margaret's Church of England  
Primary School**

**Admission Arrangements for starting school in September  
2019 or joining a year group during the 2019/20  
academic year**

## **Introduction**

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

St Margaret's is a co-educational church of England voluntary Aided Primary School for pupils between 4 - 11 years of age. The school has four classes and its own hall which is used for collective worship, physical education, drama, school plays, celebration assemblies and other activities. We are a small school and each child is known by the Head Teacher and every member of staff. We encourage a caring, family atmosphere in which any problems can be identified and dealt with as quickly and as sensitively as possible.

The Governing Body is responsible for admissions to St Margaret's School. The school has an admission number of 15 for entry to the reception year in 2019.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

## **Applications to start in the Reception year in September 2019**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 15 January 2019, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2019 (or next working day if this falls on a weekend or bank holiday).

## **Applications during 2019/20 academic year (in-year)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

#### **Oversubscription Criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (a) Looked After Children. Children in the care of a Local Authority or who have been previously and are now formally adopted or subject to a residence/child arrangements or special guardianship order (see important note).
- (b) Children living within the civil parish of Tintinhull. A copy of this map can be made available for viewing at the school.
- (c) Children whose sibling will be in attendance at the time of admission.
- (d) Children who themselves, or whose parents regularly attend Churches or places of Christian Worship.
- (e) Children eligible for the Service Premium (see important notes)
- (f) Children living closest to the school as determined by straight line measurement.

## **Important Notes**

A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

Children eligible for the Service Premium is defined as children whose parents are serving in the regular UK armed forces as of the application closing date. In order to be considered under this criterion, a Supplementary Information Form and evidence of eligibility may be required.

### **Tie-Breaker**

If in categories a-f above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories a-f above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN (Published Admission Number) as permitted by infant class size rules.

### **Supplementary Information Form (SIF)**

In order for applications to be considered against criterion d or e, applicants will need to complete the Supplementary Information Form (SIF) to demonstrate their ability to meet the criterion. The SIF will need to be completed with evidence attached where relevant and submitted at the same time as the school place application.

### **Withdrawing places**

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

- Where the parent/carer indicates in writing that they no longer require a school place, they will be determined to have withdrawn their application.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

### **Waiting Lists**

Where an application has been refused the child will be placed on a waiting list. This list will be maintained by the Governing Body until the end of the academic year. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Deferred Entry**

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

### **Full-time schooling**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

### **Summer Born Children**

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born, gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception. If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day. If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

### **Children from Overseas**

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency - see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

### **Definitions**

The following definitions will apply, unless an alternative definition is described above,

#### **Siblings**

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

#### **Parent or Parent/carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

#### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

### **Practicing**

Practicing is defined as at least once a month attendance at church for the six months prior to the application by at least one parent and/or child (where necessary this must be confirmed with a member of the clergy on the appropriate SIF).

### **Children of UK Service Personnel**

The Admissions Authority endeavor to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ)



declaring a relocation date and intended address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

### School Admission Supplementary Information Forms

#### Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

**If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:**

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, is submitted by the published closing date for applications.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

#### **Please Note:**

- Failure to submit the correctly completed supplementary information form by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.
- The governors define 'practicing' as 'attending the place of worship at least once per month for a minimum period of twelve months prior to application'.

**St Margaret's CofE Primary School**

**SUPPLEMENTARY INFORMATION FORM  
PART A  
Admission in 2019**

**To be completed by the parent/guardian**

**St Margaret's CofE Primary School** is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that criterion d has been met. If you wish your child to be considered under the religious grounds of criterion d, please complete this form and return it to the local authority by the closing date. If you do **not** wish your child to be considered under the above criterion, this form is **not** necessary.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF by the closing date. Only where both parts are returned by the closing date of 15 January 2019 for primary admissions or with the school place application form for in year admissions. can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria.

**It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time.**

**Name of child:**

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

Date of birth ..... Boy  Girl

**Name of parent/guardian** .....

Address .....

.....

.....

Post code .....

Home Telephone ..... Contact number .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** where one of parents / guardians / child regularly attends:

Name of place of worship .....

Address .....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

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Address .....

.....

.....

Post code ..... Telephone .....

<p>Please place a tick in the box which describes your circumstances</p> <p>criterion d <input type="checkbox"/></p>	<p>Children who themselves, or whose parents regularly attend churches or places of Christian Worship.</p>
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Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

**St Margaret's CofE Primary School**

**SUPPLEMENTARY INFORMATION FORM  
PART B**

**Admission in 2019**

**To be completed by vicar / priest / minister / faith leader / church officer**

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion below.

Please place a tick in the box which describes the child's circumstances  Criterion d <input type="checkbox"/>	Children who themselves, or whose parents regularly attend Churches or places of Christian Worship.
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Signed .....

Name .....Date: .....

Position .....

Church/place of worship .....

**It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the closing date below:**

Please submit this form by 15 January 2019 for primary admissions or with the school place application form for in year admissions.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.