ST. MARY AND ST. MARGARET'S CHURCH OF ENGLAND

PRIMARY SCHOOL

ADMISSIONS POLICY AND PROCEDURE

2028 – 2029

METROPOLITAN BOROUGH OF SOLIHULL
BIRMINGHAM DIOCESE

ST MARY AND ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY AND PROCEDURE 2028–2029

Metropolitan Borough of Solihull · Birmingham Diocese

ADMISSIONS POLICY

As a Voluntary Aided Church of England school, the Governing Board is the admission authority for the school. In determining its admission arrangements, the Governing Board seeks to reflect the school's Christian vision and ethos and its commitment to serving and welcoming children from the local community. The arrangements are submitted to the Diocesan Director of Education and to the Local Authority.

The published admissions number for the school year 2028-29 is **30**. Where the number of applications is lower than the school's admission number, all applicants will be admitted.

OVERSUBSCRIPTION CRITERIA

If the number of applications for a particular year group exceeds the number of places available, each application will be given a priority and places will be allocated in the following order:

Priority 1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) at the time of making an application to the school and children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order immediately following having been looked after. From September 2021, this includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2. Children who would have a brother or sister (Note 2) attending the school at the time of the proposed admission.

Priority 3. Other children.

NOTES

1. **EHCP**: Children with an Education, Health and Care Plan (EHCP) that names St Mary and St Margaret's CE Primary School will be admitted. These children are admitted outside the oversubscription criteria and will reduce the number of places available to other applicants.

2. **Sibling**: For the purposes of Priority 2, a brother or sister must live at the same address and may be:

- A brother or sister sharing the same parents;
- A half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership.
- The separate children of a couple who live together; or
- An adopted or fostered brother or sister.

3. **Parents:** For the purposes of education law, the Department for Education considers a 'parent' to include:

- All biological parents, whether they are married or not;

• Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;

• Any person who, although not a biological parent and not having parental responsibility, has care of a young child or person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

4. **Distance**: Within each category, the distance will be measured in a straight line from a child's home to the school, closest being offered first. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG) 146896. The grid references provide a unique point on each property. If two or more applicants in a priority, share the same distance to the school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, all the siblings will be admitted).

5. **Nursery**: There is no guarantee of transfer from nursery to reception class. Parents must make a separate Reception application through the normal admissions process.

6. **The home address** is the place where the child is permanently resident with his or her parent(s). When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents/carers can choose which address will be used. (In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts.)

7. **Fair Access**: The Governing Board recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

8. **Waiting lists** are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists are kept until the end of December in the year of admission and will be re-ranked each time a child's name is added or removed. After the end of December, a Local Authority change of school application form will need to be completed. If you wish to keep your child on the waiting list, you will need to notify the Local Authority each school term. At the time of notification, the oversubscription criteria will be reassessed.

9. **Late applications/changes**: Applications or changes to your application received after the Local Authority's designated closing date are late and will be considered in accordance with the Local Authority's co-ordinated admission arrangements.

10. **In-year applications**: Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the school via the Admissions Team of Solihull MBC which co-ordinates applications on behalf of the school: See https://www.solihull.gov.uk/schools-and-learning/school-admissions . The application will be notified to the school and considered by the school's Governing Board and parents will be advised in writing of the outcome by the Local Authority within 15 school days (with the aim of 10 school days). If the Governing Board decides that a place cannot be offered, the applicant will be placed on the waiting list under the appropriate priority. Unsuccessful applicants will be notified of their right of appeal.

ADMISSIONS PROCEDURES

1) **Applications** to the school are coordinated by Solihull Metropolitan Borough Council, on behalf of the Governors and the procedures are published annually on Solihull Council website. This includes online application and closing dates for each stage of admission. See https://www.solihull.gov.uk/schools-and-learning/school-admissions. Solihull Metropolitan Borough Council will notify parents of the outcome of their applications on the published offer day.

2) **Appeals**: Parents/carers who are not offered a place for their child in the main round of Reception allocations or for an application in-year have a right to appeal to an independent appeal panel under the School Standards and Framework Act 1998. This panel is arranged by the Board of Education of the Diocese of Birmingham. Parents wishing to appeal should make a request in writing to the Chair of the Governing Board via the school office. An appeal form is available on the school website and any appeal request should reach the school within 20 school days of the date of notification of the decision. Appeals received after this date will still be heard, but for the main round allocations may not be heard before the start of the new school year.

Parents/carers wishing to make an appeal are strongly recommended to make early application to other schools in the area and not to wait for the decision regarding the offer of a place at St. Mary and St. Margaret's.

3). Deferred Entry, Part-Time Attendance and Admission Outside the Normal Age Group

Children are normally admitted to Reception in the September following their fourth birthday and are entitled to a full-time place from that September.

Deferred entry and part-time attendance

Parents may defer their child's entry to school until later in the school year for which a place has been offered, but not beyond the beginning of the term following their fifth birthday or the beginning of the final term of that school year, whichever is sooner. Parents may also choose for their child to attend part-time until they reach compulsory school age.

Admission outside the normal age group, including summer-born children

Parents may request that their child is admitted to a year group outside their normal age group. This includes parents of summer-born children (born between 1 April and 31 August) who wish their child to start Reception in the September following their fifth birthday, rather than entering Year 1 and such applications should generally be made during the application period for their child's normal age group.

Requests will be considered by the Governing Board, as the admission authority, on the basis of the circumstances of each case and in the child's best interests, taking account of the parents' views, the views of the headteacher and any other relevant information. Parents will be informed in writing of the decision and the reasons for it. Agreement to admission outside the normal age group does not guarantee a place at the school; a separate application must be made and the normal admissions arrangements will apply. Such applications should generally be made during the application period for their child's normal age group. A decision made by one admission authority does not bind any other admission authority.

Parents should address any request in writing to the school's Chair of Governors, via the school office.

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APPROVED: TBC

Reviewed annually