

St. Margaret's C.E.



# St. Margaret's C of E Primary School

## Admissions Policy 2022/2023

Ratified by Governors – December 2020

Amended – May 2021 (to reflect changes to The School Admissions Code)

St. Margaret's Church of England Primary School, Hollinwood is a voluntary aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Oldham Council (the Local Authority) and the school liaises with the Local Authority and with Manchester Diocese on admissions issues.

The aims of this policy are to ensure fairness in the allocation of Reception Class places and to ensure all potential parents are aware of St Margaret's oversubscription criteria for admissions if the school is oversubscribed.

### **Admission arrangements**

The school's published admission number (PAN) for the admission of children to the Reception Year in September 2022 is 45. If no more than 45 applications are received for admission to the Reception Year, all applicants will be offered places.

In line with the School Admissions Code of December 2014, the school will admit all children having a statement of special educational needs, or an Education, Health and Care Plan (EHCP) where the school is named on the statement or EHCP.

### **Oversubscription criteria**

When the number of applications received is greater than the number of remaining places available (after the admission of any children with a statement or EHCP naming the school), the decision on which children to be admitted will be based on the following criteria, which will be applied in the order of priority shown:

1.	Children in public care and previously looked after children. <b>(See note 1)</b>
2.	Children whose medical or social circumstances mean that their needs can only be met at this school (professional supporting evidence is essential).
3.	Children whose parent/guardian is in regular attendance at worship at St Margaret's Church. <b>(See note 2s)</b>
4.	Children who will have an older 'brother or sister' attending the school at the time of the admission of the younger child. Brother or sister includes – full, step, half, foster and adopted sibling living at the same address.
5.	Children whose parent/guardian is in regular attendance at worship at any of the churches listed in supplementary notes B. <b>(See note 2)</b>
6.	Any other children ranked by geographical distance from school, with those living closest to the school having priority. <b>(See note 3)</b>

## Notes

1. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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.  
This criteria also includes looked after children and all previously looked after 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.
2. Regular attendance at worship is defined as a minimum of fortnightly attendance at church at public worship for at least 2 years prior to 1<sup>st</sup> September in the year before admission to the school. Evidence of regular attendance must be provided by a member of the clergy or other designated church officer (on the supplementary form A attached). This form should be provided to school at the same time as the online application is completed.
  - a. In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for worship.
3. The geographical distance from school will be determined by the nearest, safest walking route from the front door of the child's home to the main entrance door of the school. This will be digitally measured using the LA system. Where a child lives with parents with shared responsibility, each for part of the week, the 'home address' will be determined as being where the child resides for the majority of the school week.

## Tie-breakers

Where there are more applicants for the available places within a category, the distance from the front door of the child's home to the main entrance door of the school, measured using the LA system, will be used as the tie-breaker, nearer addresses having priority. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

## Waiting list

Children who have not been offered a place will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions oversubscription criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependant on whether an appeal has been submitted. The waiting list will operate until 31 December at the end of the Autumn Term only.

## Appeals

If you have been refused admission and wish to appeal to an Independent Appeal Panel for a school place for your child, you should complete a School Admission Appeal Form

available from [www.oldham.gov.uk/downloads/file/3226/appealing\\_for\\_a\\_school\\_place](http://www.oldham.gov.uk/downloads/file/3226/appealing_for_a_school_place). You will be asked to set out clearly why your child should go to your preferred school and return it to the School Admission Appeals team. Any written evidence that you wish to use to support your case should be submitted to the Appeals Panel. It is important that you tell the Independent Appeals panel all the reasons why you want your child to attend the school(s) of your preference. If you have any documented evidence to support your appeal, please send a copy with your form.

The date of the appeal will be arranged by an officer from Business Support Services. The appeals are usually heard in the Council Offices at the Civic Centre, West Street, Oldham OL1 1UL. You will be given **10 school days'** notice of the date and time of the hearing. If you are unable to attend and the date for the hearing cannot be rescheduled due to timetabling constraints, or you do not wish to attend, the appeal will be decided in your absence upon the information provided, including all the written information you have sent.

### **Applying for places**

All applications must be made on the Local Authority's on-line application system. Details of all the applications made will be forwarded to the school by the Local Authority.

Applicants seeking admission under criteria 3 or 5 will also need to complete and return Supplementary Form A

Applicants seeking places under criterion 2 must provide professional supporting evidence (e.g. from a doctor, psychologist or social worker) setting out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

### **Deferred Admissions**

Children are entitled to a full time place in school in the September following their fourth birthday. Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age.

### **Requests for admission outside a child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any parent who is considering requesting delayed entry to school should refer to Oldham LA's policy available on the Oldham Council website ([www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)).

Further information regarding Oldham admission procedures and policies, to which St. Margaret's C E Primary adheres, can be found online at:  
<http://www.oldham.gov.uk/info/200327/admissions>.

## Admissions 2022/23 – Supplementary Form A – Church Attendance

Child's Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Boy/Girl: \_\_\_\_\_

Name of parent(s)/guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime contact telephone number: \_\_\_\_\_

The name of any older brother or sister who will still be attending the school at the time of admission of the child named above:

\_\_\_\_\_

Name and address of the church attended by at least one parent/guardian (For applications under criterion 3, this must be St Margaret's Hollinwood. \*For eligible churches for criterion 5, please see note overleaf):

\_\_\_\_\_

\_\_\_\_\_

Name of vicar/priest/minister/faith leader: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Worship attendance - Have you attended public worship at the church named above at least fortnightly in the 2 years prior to 1 September 2021?

NB: (Addition from July 2020) - In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for worship

Yes

No

**Your faith leader will be contacted to confirm this information.**

Signed (Parent/Guardian): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Admissions - Supplementary Notes B**

**\*Fortnightly attendance at public worship at a place of worship belonging to one of the following churches, places of worship for at least 2 years prior to 1 September 2020, would qualify the applicant for admission in relation to criterion No. 5 (as shown in the letter accompanying this form).**

NB: (Addition from July 2020) - In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for worship

The Baptist Church (North West Association)

The Church of England (Diocese of Chester and Diocese of Manchester)

Church of God of Prophecy

Congregationalist Church (North West Congregational Federation)

The Methodist Church (Bolton and Rochdale District, Manchester and Stockport District)

The Moravian Church (Lancashire Synod)

The Orthodox Church (including the Coptic Orthodox, Antiochene, Russian, Greek, Slavonic, Byelorussian, Armenian Apostolic and Ukrainian, Syrian traditions)

Redeemed Christian Church of God (Parishes across Greater Manchester)

The Roman Catholic Church (Diocese of Salford, Diocese of Shrewsbury)

The Salvation Army (Lancashire Territory)

The Religious Society of Friends (Meetings across Greater Manchester)

The United Reformed Church (North West Synod)