



St Margaret's

Church of England Academy

This statement is our Admissions Policy and supersedes any previous statements issued

The Diocese of Chelmsford Vine School's Trust is the admissions authority for St Margaret's Academy and has delegated responsibility for admissions to the Vine Trust South Essex Local Board (LB). In line with Trust policy, this board try to admit the children of all parents who opt for their children to be educated at this school. It should be noted that our number intended to admit is a maximum of 30. Therefore, living in the Parish of Bowers Gifford and North Benfleet does not guarantee a place at the school for your child.

All children with a statement of Special Educational Need that names St Margaret's CE Academy will be offered a place at the school.

Parents wishing their children to attend the school should apply to the Vine Trust South Essex Local Board (LB) via Essex LA by completing the Essex Co-ordinated Admissions Application Form **and** the St Margaret's Supplementary Information Form (SIF).

All applications must be made by the LA DEADLINE DATE, preceding the academic year in which the child is to start school, (or any other date in line with the LA).

Usually all children will enter school at the beginning of September. Once the children start at St Margaret's they will attend full time within the first two weeks, following a series of half day visits in the summer term preceding entry which we call the 'Little Margaret's' programme. However, parents do have the right to defer their child's school place until the start of the term in which their child reaches compulsory school age, if they wish. More information about deferring a place can be found at the end of this document.

Admissions Criteria

Where the number of applications for admission is greater than the number of places available for any given intake, the following over-subscription criteria will apply, in the order set out below:

1. Children who are, or were, 'Looked After', including those that have been adopted or been subject to a residence or guardianship order.
2. Children who, on the date of application, will have a sibling on roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.
3. Children attending St Margaret's Nursery.

St Margaret's C of E Academy is a Church school (Church of England school) and after the application of 1, 2 and 3 above, the remaining places up to the number intended to admit (currently 30) will be offered to applicants as follows:

4. Applicants who meet the "faith criterion" (*see Notes*).
5. Applicants who live in the Parish of Bowers Gifford and North Benfleet.
6. Applicants who do not live in the Parish of Bowers Gifford and North Benfleet.

7. Faith Criterion

This faith criterion will be based on regular church attendance. A Church/Priest's reference confirming attendance will need to be submitted via our Supplementary Information Form, which can be downloaded from our website. This must be submitted on or before the Local Authority deadline for applications for the following academic year; again, details are on our website.

The faith criterion is based on regular Church attendance and will be applied in this order

- i) Regular attendance at St Margaret's Church of England, Bowers Gifford or St Chad's Church of England, Vange based on the view of the incumbent for at least one year prior to the application.
- ii) Regular attendance at a Church of England church based on the view of the incumbent for at least one year prior to the application.
- iii) Regular attendance at another Christian Church (which is usually a member of Churches Together in Britain and Ireland) based on the view of the minister or leader for at least one year prior to the application.

With regard to families having recently moved into the area a reference from their previous church will be taken into consideration in line with the principles set out above.

N.B. 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.

Distance tie-breaker

As part of the coordinated admissions scheme operated by Essex Council, straight line distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the child's home address to the school.

If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the middle of the front door of the pupil's accommodation to the relevant point. For this purpose, the ground floor is considered closer than the first and so on. Should there be a 'tie' between two or more applicants for a place in any category, then the place will be allocated by 'random allocation' – the process being conducted by a body independent of the school.

Home Address

The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Vine Trust South Essex Local Board (LB) will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

Multiple Births

In the case of twins/multiple birth where more than one child is entitled to the last place in a year group and to admit all children would exceed the infant class limit of 30 then at the discretion of the Vine Trust South Essex Local Board (LB) they will be admitted as "excepted" pupil/pupils, and remain so until the class number falls back to 30

Verification of Information

The Vine Trust South Essex Local Board (LB) reserve the right to check information given. If it is discovered that false information has been provided for the purpose of obtaining a place, the offer of a place may be withdrawn.

Operation of waiting lists

Where in any year the school receives more applications for places than there are places available, a waiting list will operate until at least the end of their first academic year at St Margaret's C of E Academy. This will be maintained by the Local Authority (with a copy kept by the school) and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Requests for Deferred Entry

Children born between the 1st April and 31st August (also known as 'summer born') must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In-Year process, recognising that a place may not be available. These applications should be made during the last month of Reception Year.

Appeals

Parents have the right to appeal to an independent appeal panel if they are unsuccessful in gaining a school place. Please contact the school office for details of how to lodge an appeal. Note should also be taken of the advice regarding appeals in the Local Authority Primary School Admission booklet.