ST MARGARET'S CE PRIMARY SCHOOL

Admission Arrangements 2028-2029

Reviewer: Rosie Davut		Renewal Date – 01/01/2028
Key changes:	Revised policy, including change to oversubscription criteria.	

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1.Introduction

These Admission Arrangements comply with the requirements of the 2021 School Admissions Code and the 2022 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body (The Admission Authority). Should the governors propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office. It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school

Contact the School:
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E-mail: school@stmargaretsprimary.org.uk
Web-site: www.stmargaretsprimary.org.uk
Headteacher: Mr George Lumley

2. Statutory documents

School Admissions Code:
https://www.gov.uk/government/publications/school-admissions-code--2
School Admission Appeals Code:
https://www.gov.uk/government/publications/school-admissions-appeals-code

3.The Published Admission Number
The PAN for Foundation (reception) is 60. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.16 of the 2021 School Admissions Code). If 60 or fewer reception applications are received for September 2028, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.

4. Oversubscription Criteria

In the event that there are more applications received at any time than there are places available, the following oversubscription criteria will be applied in order to rank applications in priority order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).

2. Children with brothers and sisters, who, on the date of entry are still attending St Margaret's CE Primary School.

3. Children with known special medical or social needs which only St Margaret's can meet. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.

4. Children of parents who normally attend St Margaret's Parish Church at least fortnightly, and who have been attending the church with their children for at least a year immediately prior to the year of application.

5. Children of parents who attend either another Church of England church or a church of another Christian denomination, which is itself a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance, who normally attend worship at least fortnightly, and who have been attending church with their children for at least a year immediately prior to application.

6. Children of all staff employed directly by the school - Staff who have been working at the school for two or more years at the time of application.

7. Children resident in the Ecclesiastical Parish of Angmering (see note 5).

8. All other children whose parents wish them to attend St Margaret's CE Primary School.

Children with an Education and Health Care Plan naming St Margaret's CE Primary School, fall outside the Admissions Policy and will automatically be given a place (see clause 12).

Notes:

1. Confirmation of church attendance from the current incumbent or minister must be provided using the Supplementary Information Form. The attendance of one parent is sufficient.

2. Where a family has joined a church from another church within the last year the parents must also obtain a letter outlining attendance completed by the incumbent or minister of that previous church to show continuity.

3. A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent /carer or partner, children looked after or previously looked after. In every case, the sibling must be living permanently at the same home address as the applicant as part of the same family household, at the time of application. A sibling link will not be

recognised for children temporarily living in the same house, for example, a child who usually lives with one parent but has temporarily moved or a looked after child in a short-term foster or bridging placement. Where the applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. A sibling must be on the roll of St Margaret's CE Primary School at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

4. Parents include legal guardians.

5. Ecclesiastical Parish Map - Links can be found on our school website under the Admissions tab (St Margaret's CE Primary School - How to apply and when)

5. Tie breaker

If any criterion is over-subscribed, the available places will be allocated to those children whose home address is closest to the school, using the LA's computerised mapping system (measuring in a straight line). Where two or more addresses are the same distance from the school (e.g. addresses in the same block of flats), the available place(s) will be allocated by means of an independently-supervised, random draw (Automated Spreadsheet Shuffling in Microsoft Excel). The address provided must be the child's permanent home address at the time of application. If a child lives at more than one address (for example due to a separation), the address used must be the one where the child lives for the majority of the time. If a child lives at two addresses equally then parents/carers should make a single joint application naming one address. Evidence will be required to establish a child's home address for admission purposes.

6. Starting School in September 2028

For a child to start school in September 2028, the parent must complete the Common Application Form (CAF) available from the **home** local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on 15th January 2028. The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/starting-school-places/

Parents will receive an admission decision in writing from the home local authority on or about 16th April 2028, according to the procedure set out in this local authority's Composite Prospectus.

7. Late applications

Local authorities must coordinate 'normal admission round' Foundation (reception) applications until 31st August 2028. If an application form is submitted to the home local authority after the application deadline of 15th January 2028, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).

8. Full or part time attendance
A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday.

9. Deferred entry
While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

10. Applications submitted on behalf of summer born children (born 1 April – 31 August)
Parents of children born between 01 April and 31 August who wish to delay entry into reception in this manner should still apply in the normal admission round, and indicate this on their preference form, attaching any evidence of the need for deferment from any associated professionals. Any application for delaying entry must be submitted before the closing date of 15th January 2028. Applications or evidence submitted late will only be considered in exceptional circumstances and a decision will not be made until later in the summer term when any outstanding delayed entry requests are considered. In making its decision, the school will convene an Admissions Panel including governors, an Early Years education expert and the Headteacher. Parents will be invited to submit written evidence to support their request prior to this meeting. The Panel will consider the written evidence and reflect on the long-term impact of any decision made. They will balance this against the child's current needs. The decision made is a discretionary power of the school as the admissions authority. As the Local Authority act on the school's behalf to administer admissions for Early Years, the Panel's decision and its reasons will be sent to you by the Local Authority in a letter. This may be combined with decisions relating to other schools. There is no right of appeal if parents are offered a place at school but it is not their preferred year group. Where delayed entry is agreed by the governors, then the place cannot be held open and the parents will need to apply again the next year in the normal way. The school will then treat and rank the application according to the criteria published in the admission arrangements along with all others received. Please be aware that although the delay may be agreed, there is no guarantee of a place being available at the school for the following year.

Follow this link for DfE advice: https://www.gov.uk/government/publications/summer-born-children-school-admission

11. In-Year Applications
If a parent wishes to apply for his/her child to join the school during the school year, the Local Authority In-Year application form must be completed and submitted in accordance with this authority's published procedure. This is available to download from the Local Authority and is also on the school website. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

Fair Access Protocol - The Governors co-operate with the Local Authority's Fair Access Protocol for children who are hard to place, and these children will be admitted even if the school is full (and over PAN if necessary) and ahead of any children on the waiting list. Parents of a child who is eligible for consideration

under the Fair Access Protocol may still make an application for an in-year place at the school in line with this policy.

12. Education Health and Care Plan
A place will be provided for a child who has an Education Health and Care Plan (EHCP) (or a former Statement of Special Educational Needs) agreed at the time of application, which names St Margaret's CEP (Aided) School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

13. Ecclesiastical Parish Map - Links can be found on our school website under the Admissions tab (St Margaret's CE Primary School - How to apply and when)

14. Appeals
Appeals If your child is not offered a place at St Margaret's CE Primary School, Angmering you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998). Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (16th April 2028). Completed paperwork must be received by the school no later than 15th May 2028 and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel. Late application appeals will be heard within 30 school days of the appeal being lodged. In-year applications will be heard within 30 school days of the appeal being lodged.

15. Waiting List
The governors maintain waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained in ranked order according to the oversubscription criteria. Each time a child's name is added, the waiting list will be re-ranked. If a place becomes available it will be offered for the child ranked highest at that time. Waiting lists will be shut down at the end of the academic year, and you will need to notify the school if you wish to be added to the waiting list for the new academic year.