

ADMISSIONS POLICY FOR ST. MARGARET'S CofE PRIMARY SCHOOL



At St. Margaret's Church of England Primary School we seek to develop wisdom, encourage aspiration and promote dignity and acceptance enabling our respectful children to live a life giving back to the community.

John 10:10: 'Live life in all its fullness.'

Aspiration

Wisdom

Endurance

Approved by the governing body on:	Autumn 2026
Shared with stakeholders on:	Autumn 2026
Next review:	Autumn 2027

1 Introduction

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Admissions are dealt with in accordance with agreed guidance as produced by Essex County Council.

2 Aims and objectives

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit, and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available (14), we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription (i.e. more than 14 applications) places will be allocated using the following criteria in the order given;

- Looked after Children and previously looked after children (as defined in the Primary Education In Essex 2027/2028 booklet);
- Children with a sibling attending the school;
- Children living in the priority admission area;
- Remaining applications.

In the event of oversubscription within any of the above criteria, all children with a Statement of Special Education Needs or an Education, Health and Care Plan must be admitted, after that priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

2.5 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents can apply for their child to be admitted to our school

3.1 Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is

therefore the LA which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

3.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their preference. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online at <https://www.essex.gov.uk/apply-for-a-primary-school-place> within the application window as stipulated by Essex County Council. The Local Authority will notify all parents of the outcome of their application on the "offer day".

3.3 In this area, children enter school at the start of the academic year in which they become five.

There is one admission date per year, early in September (i.e. when the autumn term begins).

Parents do, however, have the right to defer entry until the child reaches statutory school age, parents also have the right to request part time provision until the child reaches statutory school age. Parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the online application by the national closing date.

4 Admission appeals

4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

5 The published admission number

5.1 The published admission number is the number of children the LA considers the school can accommodate. The number for our school is 14 per year group. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Monitoring and review

6.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local authority.

6.2 The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.