



St Margaret's at Troy Town C of E Primary School and Nursery

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Admission Arrangements (Year R) for St Margaret's at Troy Town, a member of The Pilgrim Multi Academy Trust for September 2019.

St Margaret's at Troy Town C of E Primary School is a member of The Pilgrim Multi Academy Trust will decide when to admit four-year-old pupils in accordance with the LA guidelines as well as the admissions code as it stands for intake during the 2019/2020 school year.

Planned Admission Number (PAN) into Year R remains at 30 in September 2019; the Governors do not propose any changes to the PAN and will admit pupils without reference to ability or aptitude.

Oversubscription Criteria Where the number of applications exceeds the PAN, the Governors will offer places using the following oversubscription criteria in the order stated: -

- 1) **Children in public care;** as defined by the Medway coordinated admission scheme - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
- 2) **Siblings;** (natural, step or foster siblings) at the school (a brother or sister attending St Margaret's at Troy Town at the time of application and who will still be attending in September 2018). Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.
- 3) **Denominational preference;** when a parent/carer applies for a place at St Margaret's at Troy Town C of E Primary School Academy on the grounds of denomination, such application must be supported by evidence that either the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made. – A Supplementary Information Form (SIF) is also needed which must be completed and returned to St Margaret's at Troy Town by the closing date for applications.
- 4) **Medical, health and special access reasons** will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010, as follows:
 - For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or
 - For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school.

Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the Student Service Team by the closing date for applications.

- 5) **Staff pupils;** the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 6) **Location;** (Nearness to the school) we use the distance between the child's permanent home address and the school, measured by the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by the Local Authority. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses the measurements provided by the Local Authority (LA) and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

Admissions Procedure and Information to assist parents:

We will admit pupils into Year R in the September after their fourth birthday. Parents / Carers need to complete the Medway Reception Common Application Form stating their school preferences; if St Margaret's at Troy Town Church of England Primary School Academy is the first preference, return it/submit it to the Medway Council Admissions team in accordance with their published conditions and closing dates.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. We will discuss any part-time arrangements with the parents/carers and take into consideration the maturity and needs of the child.

We will hold admissions meetings in the terms preceding Term 1 so that parents receive all the necessary information for their child to settle well into Year R. Parents will also have the opportunity to attend joint sessions in Year R with the children and find out about the curriculum and how they can support learning at home.

Medway Local Authority will allocate places to pupils according to their procedure and deadlines.

Appeals; The Headteacher and Governors will establish an Independent Statutory Appeal Panel to hear appeals against non-admission. Appeals must be made in writing and must set out the reasons on which the appeal is made. Parents/Carers can appeal orally at any Appeal Hearing but must notify school in writing of their intention to appeal.

Waiting Lists; A waiting list will be maintained for one term by Medway Local Authority. The Headteacher will be advised by Medway Local Authority in the first instance, who will co-ordinate the waiting list for a fixed period of time, and in accordance with the published over-subscription criteria of the Academy. This will then be maintained by the school for the remainder of the time. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

In-year (casual) admissions Applications for a place at the Academy in-year must be made using the common application form of Local Authority where the child resides. The offer of a place at the school will be made by the Medway Local Authority on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



**Supplementary Information Form
for St Margaret's at Troy Town Church of England Primary School**

Completed forms must be returned directly to St Margaret's at Troy Town by the closing date for applications (15th January 2019)

Please complete this form in BLOCKED CAPITALS

When a parent/carer applies for a place at St Margaret's a Troy Town through the Supplementary Information Form criteria, the application must be supported by evidence that the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at **a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance"** and has been for at least 12 months prior to the application being made.

Section A – to be completed by parents/carers

Notes for parents/carers:

1. **This form is not an application for the school. You must also complete the Medway Council application (either online or paper), which will be your formal application for the school.**
2. You must complete a separate Supplementary Information Form (SIF) for each of the church schools you are applying for (please note that this one pertains only to St Margaret's at Troy Town)
3. Please complete Section A with the details requested. Please note that the details given must be those of the person whose attendance at church is being verified in Section B. This can be the child or the parent/carer.
4. * If you have attended your current church for less than 12 months please provide details of your previous church, as these will need to be verified.
5. Once **all** sections have been completed, please return the form directly to St Margaret's at Troy Town. **It is your responsibility to ensure this form is submitted to the school by the above closing date.**

School being applied for	St Margaret's at Troy Town C OF E PRIMARY SCHOOL		
Child's full name			Date of Birth
Parent/Carer full name	Title	Forename(s)	Surname
Home Address	Post Code:		
Phone Number			
Church currently attended	Church name and address		
Length of time you or your child has attended this church			
Church previously attended*	Church name and address		
Length of time you or your child has attended this church			
Signed			Date

Please hand this form to your vicar/minister to complete section B overleaf

Section B – to be completed by Clergy

Notes for Clergy:

1. You have been asked to complete this form to validate the denominational claim being made to support the application for a place at the named Church of England School.
2. Please note that you are being asked to verify either **the child's or the parent/carers** attendance and commitment to the church.
3. Please check the details in Section A (completed by the parent/carer) and verify they are correct.
4. Please verify the length of time **the child or parent/carer** has been a regular worshipper at your church and, if less than 12 months, that they were a regular worshipper at the previous church named. If you are unable to verify this, please provide your comments on the denominational claim.
6. Once you have completed this section, please return the form to the parent/carer so that they can submit it to the school named. **It is the parent/carers responsibility to ensure this form is submitted to the school by the relevant closing date.**

Church for which you are the incumbent / pastor	Church name and address	
	I hereby confirm that my church is affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance"	<input type="checkbox"/>
	I hereby confirm that my church is NOT affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance"	<input type="checkbox"/>
Your name, role/responsibility		

Please tick the appropriate box and/or provide any comments below

I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church and has been for at least 12 months.		<input type="checkbox"/>
I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church, but has not been so for at least 12 months. **		<input type="checkbox"/>
Time attended:	From:	To:
<p>**If the child or parent/carer has not been a regular worshipper at the church for at least 12 months, please contact the previous church named to verify their claim. If you are unable to do so, please provide your comments below.</p> <p>I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim. <input type="checkbox"/></p>		
The child or parent/carer named overleaf is NOT a regular worshipper of this church and therefore I do not verify their claim.		<input type="checkbox"/>

General Comments:

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Signed by the incumbent / pastor		Date	
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