Admissions Policy

2026-2027

St Margaret's CEVA Primary School

Transforming lives by living and learning together in God's love

Approved by:	FGB	**Date:** 28th January 2025	
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Next review due by:	Autumn 2025		

ST MARGARET'S CEVAP SCHOOL, IPSWICH

Admission Policy for the 2026 - 2027 School Year

The Governing Body is the admissions authority for St Margaret's School. This policy is revised every year in consultation with the Diocesan Board of Education and Suffolk County Council.

The Published Admission Number for the reception class for 2026 - 2027 is 60 places. All applications for a Reception place at the School should be made using the Normal Year of Entry Application Form (CAF 1). A copy of this form is available from the School or from Suffolk County Council. An application can also be made on-line to Suffolk County Council. Parents are advised to read the "Admissions to Schools in Suffolk" and "Directory of Schools in Suffolk" guidance booklets, which explain the admissions procedures in detail, before making their application.

In order that the Governors have sufficient information to correctly process an application for a foundation place, if parents believe that their application qualifies for consideration for a foundation place they are encouraged to complete the Supplementary Information Form (SIF) which is available from the School or from Suffolk County Council. The completion of the SIF alone does not constitute a valid application.

All applications will be considered under two main categories: foundation and open. Applications will be considered first for a foundation place and any unsuccessful foundation applications will then be considered for an open place.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on Children out of year group below.

Children who have an Education, Health and Care plan (EHC plan) which names the school will, as required by law, be offered a place at this school either in the foundation category if their parents/carers attend St Margaret's Church or another Christian church at least twice a month or, alternatively, in the open category if they do not.

The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – **"IAPLAC"**.

Foundation (up to 40 Places)

For church attendance (which must have been for at least two years prior to the date of the application), applications will be determined and places allocated, in the following order, to those children whose parent(s)/carers(s) attend:

1. St Margaret's Church or another Christian church at least twice a month and who are looked after children (children in care) and previously looked after children (children who were looked after but have ceased to be because they have been adopted or become subject to a child arrangements or special guardianship order immediately following having been looked after)
2. St Margaret's Church weekly and who have a sibling at the School
3. Another Christian church weekly and who have a sibling at the School
4. St Margaret's Church at least twice a month and who have a sibling at the School

5. Another Christian church at least twice a month and who have a sibling at the School
6. St Margaret's Church weekly
7. Another Christian church weekly
8. St Margaret's Church at least twice a month
9. Another Christian church at least twice a month

Open (at least 20 remaining places)

Applications in the open category will be determined and allocated in the following order:

1. Looked after children (children in care) and previously looked after children (children who were looked after but have ceased to be because they have been adopted or become subject to a child arrangements or special guardianship order immediately following having been looked after)
2. Any child who will have a sibling at the School at the time of their admission
3. Any child who is ordinarily resident (see below) within St Margaret's parish
4. Any child who is ordinarily resident (see below) outside St Margaret's parish

A map showing the parish boundary is available for inspection in the School.

In the event of a tie within any of the above categories, the determining factor will be the distance from the home to the School. The distance will be measured by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event of two or more applications being equal in every respect including distance from the School and those applications being for the last place then lots will be drawn by a person who is independent of the School.

All applications for normal year of entry must be received by the Local Authority Admissions Team by 15th January 2026. Parents will be sent notification of the offer of a primary school place by the Local Authority on 16th April 2026.

Definitions

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 public worship.

Weekly – It is recognised that most people are ill or go on holiday sometimes! The Governors' understanding of weekly is that in normal circumstances the parent(s)/carers(s) of the child would attend church.

Twice a month - the Governors' understanding is that in normal circumstances the parent(s)/carers(s) of the child would have attended church on average twice a month over the two-year period prior to the date of application.

Other Christian Church – is defined as one in membership of Churches Together in Britain and Ireland or the Evangelical Alliance or a church ascribing to the Doctrine of the Trinity.

Home Address/Ordinarily resident address – by ordinarily resident we mean the place where your child usually lives. We consider this to be the place where they sleep overnight. The School may need proof of this address. It does not include residence taken up solely to qualify as living in the parish area, or the use of another address to give the impression your child lives in the parish area, such as a second home or grandparent's address, for the purpose of gaining a higher priority for a place at the School; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for a part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

It does not apply to proposed moves into the parish area which have not taken place at the time an application is considered, unless proof such as an exchange of contracts or a signed tenancy agreement can be provided at the time of application. Gypsy, Roma and Traveller families will be considered resident for these purposes.

Sibling - children who are brothers and sisters of (including half and step brothers and sisters), or who live as a family at the same address as, children already at the School at the time of admission.

Multiple Births

If the final place available at the School is offered to a twin or triplet, etc., and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining sibling/s at the School.

Appeals procedure

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

If your application or appeal is refused we will not determine a further application for a place in this School in the same school year unless there has been a significant change in the circumstances of the parent/carer, child or School. Such circumstances may include a place becoming available at the School or a house move. If there is no significant change in circumstances, you can make another application for the following school year. However, we will not normally consider this more than one term ahead of when you want your child to start at the School.

Waiting Lists

A waiting list will be maintained by the School of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in the admissions oversubscription criteria. The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications.) If you change your address while your child is on a waiting list, you must let the school know. Please be aware that this may change your child's position on the waiting list. Written evidence of an address change will be required. Having your child's name on a waiting list will not affect your right to appeal. Late applicants will be added to any waiting lists in oversubscription priority order. If a place becomes available at our school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting list will close on 31st December 2026. For further information about waiting lists please refer to the relevant page in the *Admissions to Schools in Suffolk 2026-27* and *Directory of Schools in Suffolk* booklets published by Suffolk County Council.

Late applications

If all 60 places for the reception class are offered and taken up any late applications will be placed on the waiting list in the priority order set out in the admissions oversubscription criteria.

Date of admission to the school

All children will be eligible for admission full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the school year for which the original application was accepted.
It would normally be expected that parents will take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the School that a place could be taken up at another time in the year.

Application for admission to other classes or an In-Year application

Applications are not normally considered more than one term ahead of the date the place is required.

Parents who wish to make an in-year application for a place at this school should contact the School Office for an application form – ADM1

The school will, on receipt of an in-year application, notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.

When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

All applications will be processed by the school within 5 school days where possible and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

The school does not hold a waiting list for in-year applicants.

Requests for admission out of the normal age group.

It is expected that children will normally be educated within their chronological year group. However, sometimes parents may wish to request that a child is educated in a lower or higher year 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. When this is the case a parent must request that the school allow the child to be educated outside their chronological age group. The Admissions authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the headteacher, in line with paragraphs 2.18 to 2.2 of the School Admissions Code 2021. Parents or carers should make a request to the school in writing in good time, prior to the closing date for applications for the year in question. This will need to include, where relevant, any supporting evidence. The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain will be given. If a parent requests to delay their summer born (1 April to 31 August) child's entry to full-time education in Reception Year until the following school year, when they have reached statutory school age, and so would fall chronologically into Year 1 and the request to start in Reception in the September after the child's 5th birthday is agreed there is no guarantee there will be a place available. An application must be made in the normal admissions round for that year of entry using the usual application form, which must be sent to the LA, along with the decision letter(s) from the school, and other relevant evidence by the national closing date.

Contact

Any queries about the workings of this policy should be addressed initially to the School Admissions Manager.