

# St Margaret's Academy

## Admissions Policy from 15<sup>th</sup> April 2018

### *Introduction*

- 1 St Margaret's is an 11-18 Church of England Academy in the Diocese of Liverpool. The Academy Trust decides St Margaret's Admissions Policy (this document). It is administered by the Governing Body's Admissions Committee. When considering admissions, the Governors must act in accordance with the School Admissions Code, a document which is published by the Government. The current (2014) edition of the Code is online at:  
**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)**
- 2 This policy will come into force on 15<sup>th</sup> April 2018, and will be used for all applications received after that date – including those for admission into Year 7 in September 2019.
- 3 Liverpool Local Authority co-ordinates Admissions in Years 7 to 11 across Liverpool. This means that to apply for a Year 7 place for September 2019, parents must name St Margaret's as one of their choices on their Local Authority Preference Form.
- 4 After some general points, this Admissions Policy is split into three sections, and after that there are two appendices.
  - Section A sets out how we allocate places at the Academy to boys who will start in Year 7 in September 2019.
  - Section B sets out how we give places to young men and women in Year 12 each September.
  - Parents may apply for a place at St Margaret's at any time; Section C sets out how we respond to such applications.
  - Appendix 1 gives some important dates for admission into Year 7 in September 2019.
  - Appendix 2 gives the current versions of three forms:
    - **SMA1: Supplementary Information Form (Faith/Social or Medical Need)**  
This form is for those who wish to apply for admission on the basis of medical or social need (see paragraph 11) , or on the basis of faith (see paragraphs 12 to 14)
    - **SMA2: Registration for the Test**  
This form is for those who wish to apply for admission on the basis of ability (see paragraph 15)
    - **SMA3: Appeal Form**  
This form is for those wishing to appeal against a decision not to offer a place (see paragraph 7).

All three forms are available on our website.

### *General points*

- 5 St Margaret's is a Church of England boys' Academy with a mixed Sixth Form. Only boys are admitted to Years 7, 8, 9, 10 and 11.
- 6 The Published Admissions Number ('PAN') for each year-group (except the Sixth Form) is **160** boys. We will not admit more than this number to any year-group unless:

- we are directed to do so by an Appeals Panel (see paragraph 7); or
- we are directed to do so by Liverpool Local Authority under an arrangement such as the Fair Access Protocol (a local agreement that allows the Authority to find schools for hard-to-place pupils).

**7** Any applicant refused a place has a right of appeal to an Independent Appeal Panel. An appeal form, SMA3: Appeal Form, will be included with any letter we send refusing a place at St Margaret's, and is available on our website. An appeal hearing will be arranged within 40 school days of the appeal being lodged; both the Academy and the applicant will be invited to attend the hearing in person. At the hearing, an Independent Appeal Panel, comprising three independent members, will consider reasons for the appeal and will decide whether the child should be admitted. Its decision is binding. More details about this process will be sent out before the hearing. A Government Code of Practice sets out how we deal appeals; the current (2012) edition is online at:

**<http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012>**

### *Section A: Admission into Year 7*

**8** If 160 or fewer boys apply for places, all will be admitted. If more than 160 boys apply, the following paragraphs set out how the 160 places will be offered. There will be two Categories for admission:

#### *Category 1 (136 places)*

This consists of:

- Boys who are “looked after” or previously looked after (paragraph 9)
- Boys with a Statement of Special Educational Need that names St Margaret's as the only school the boy can attend (paragraph 10)
- Boys who have particular medical or social need (paragraph 11)
- Boys who have a parent who has been employed by St Margaret's Church of England Academy for a period of time (paragraph 12)
- Applications on the basis of faith (paragraphs 13 and 15)

#### *Category 2 (24 places)*

This consists of:

- Applications on the basis of ability (paragraph 16)

**9** A Looked After Child is a child who is:

- either (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 (as defined in Section 22(1) of the Children Act 1989).

Any boy who is a “Looked After Child”, or who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, will be admitted under Category 1.

The Governors will act in accordance with Local Authority advice to determine whether a boy meets this definition.

**10** Any boy with an Education, Health and Care Plan that names St Margaret's as the only school the boy can attend will be admitted under Category 1.

- 11** Up to **3** boys will be admitted under Category 1 because of Medical or Social need. In order to be considered for admission on these grounds:
- Section C of Supplementary Information Form SMA1 (available from our website) must be completed
    - by a suitably qualified medical professional (in the case of medical need); or
    - by a suitably qualified social worker or other appropriate and suitably qualified professional (in the case of social need);
- and**
- the professional completing Section C of Supplementary Information Form SMA1 must confirm that St Margaret's is the **only** school that can meet the boy's needs, or the **best-placed** school to do so.

Having regard to the professional's advice, we will then first admit those boys whose needs are such that St Margaret's is the **only** school that can meet them, and then those boys whose needs are such that St Margaret's is the **best-placed** school, up to a maximum of **3** boys. If necessary, distance will be used as a tie-break within each group (see paragraphs **11.1** to **11.3** below).

### **11.1** *Distance tie-break*

If a distance tie-break is required, boys who live closest to the school will be given priority. The direct distance between the home address and the main school gate will be calculated by the Local Authority using a computerised mapping system. In the event of more than one pupil living the same distance from school, random allocation will then be used as a tie-break – see paragraph **14**.

### **11.2** *Home address*

The boy's home address must be the current one at the time of application. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the boy will be the one used (but see paragraph **11.3** below). We may seek further confirmation of home address by requesting sight of a council tax bill, utility bill or bank statement header.

### **11.3** *Children of UK service personnel*

We will not refuse a service boy a place solely because the family does not currently live locally. We will therefore accept an official letter that confirms a relocation date, and a Unit postal address or quartering area address, as evidence of a home address, even if it is not the "current-at-the-time-of-application, normal address" of the boy.

### **12** *Children of members of staff*

After admitting boys through paragraphs **9**, **10** and **11**, we will admit any boy whose biological parent or legal guardian has been employed continuously by St Margaret's Church of England Academy since 1st September 2015.

### **13** *Christian applications*

After boys have been admitted through the criteria in paragraphs **9**, **10**, **11** and **12**, all bar 5 of the remainder of the 136 places in Category 1 will be offered on the basis of Christian commitment, measured as described below. Those wishing to be considered for these places are strongly advised to complete and return the Supplementary Information Form, SMA1: Supplementary Information Form (Faith/Ability) (available from our website), and to ensure the information on it is verified by a church leader. Not to do so is likely to decrease the chances of an application's success.

Because of the potential for a conflict of interests, it would not be appropriate for a church leader who happens to be the parent of an applicant to complete a form in respect of their own child. In such cases, the form must be signed by another leader in the church.

**13.1** If there are more applications for admission on the basis of Christian commitment than there are places on offer, each such application will be allocated points. Points will only be given where the information required has been verified by the leadership of the church attended (normally the priest in charge of the church). A total of **100 points** are available, awarded as follows:

Question	Points	Criteria
<b>4.1</b>	<b>11</b>	if the church attended by either the parent or the boy is an Anglican church
	or <b>7</b>	if the church attended by either the parent or the boy is a Christian church (see paragraph <b>13.2</b> )
<b>4.2</b>	<b>25</b>	if a <b>parent</b> has attended a regular service at church at least <b>weekly</b> during 2017 and 2018 (to date)
	or <b>24</b>	if a <b>parent</b> has attended a regular service at church at least <b>fortnightly</b> during 2017 and 2018 (to date)
	or <b>17</b>	if a <b>parent</b> has attended a regular service at church at least <b>monthly</b> during 2017 and 2018 (to date)
	or <b>9</b>	if a <b>parent</b> has attended a regular service at church <b>occasionally</b> during 2017 and 2018 (to date)
<b>4.3</b>	<b>40</b>	if the <b>boy</b> has attended a regular service at church at least <b>weekly</b> during 2017 and 2018 (to date)
	or <b>38</b>	if the <b>boy</b> has attended a regular service at church at least <b>fortnightly</b> during 2017 and 2018 (to date)
	or <b>23</b>	if the <b>boy</b> has attended a regular service at church at least <b>monthly</b> during 2017 and 2018 (to date)
	or <b>6</b>	if the <b>boy</b> has attended a regular service at church <b>occasionally</b> during 2017 and 2018 (to date)
<b>4.4</b>	<b>6</b>	if the <b>parent</b> has attended a regular service at church at least fortnightly during 2014, 2015 <b>and</b> 2016
<b>4.5</b>	<b>18</b>	if the <b>boy</b> has attended a regular service at church at least fortnightly during 2014, 2015 <b>and</b> 2016

The total number of points will be used to put the applications in rank order; those with higher scores will have priority over those with lower scores. If two or more applications have the same score, a distance tie-break will be used (see paragraphs **11.1** to **11.3**).

A minimum score of **12 points** will be required for an applicant to be awarded a place through this route.

### **13.2** *Christian Churches*

We define a Christian church as any church that believes in the Trinitarian God (God the Father, God the Son and God the Holy Spirit) and that affirms the beliefs and doctrine of the Apostles' Creed.

### **13.3** *Parents*

We award points for parental attendance (through questions **4.1**, **4.2** and **4.4**). For these questions, the Governors would define the word 'parent' as including any parent/carers, step-

parent or biological grandparent of the boy concerned. However, if points are being awarded on the basis of a biological grandparent's church attendance, the biological grandparent must have attended church with the boy in question. The Governors reserve the right to seek clarity on this point from the church leader completing the form in cases where there is reasonable doubt that this is the case.

#### **13.4** *Provision for disabled applicants*

We recognise that some groups of people are less able to attend regular services at church than others. If the church leader who signs the form is able to confirm that either the parent, or the boy, is disabled, and the nature of their disability would prevent them from attending a regular service at church, then we will regard attendance at any regular church activity (*eg* a mid-week fellowship group) as an acceptable substitute for attendance at a regular church service.

#### **14** *Random tie-break*

At points in this Policy, we refer to “*random allocation*” being used as a tie-break. This means that when two or more boys need to be ranked randomly, we will use the ‘random number’ facility in a spreadsheet to produce a ranking; each boy involved will have an equal chance of being selected. The process will be independently observed by a representative from Liverpool Local Authority, and will be repeated whenever an extra place needs to be allocated.

#### **15** *Other World Faith applications*

The remainder of the 136 places in Category 1 will be allocated on the basis of commitment to Other World Faiths. We recognise 8 such faiths:

- Buddhism;
- Hinduism;
- Islam;
- the faith of Jehovah's Witnesses;
- Judaism;
- Mormonism;
- Sikhism; and
- Unitarianism.

Those wishing to be considered for these places are strongly advised to complete and return form SMA1: Supplementary Information Form (Faith/Ability) (available from our website), and to ensure the information on it is verified by a leader in the relevant faith community. Not to do so is likely to decrease the chances of an application's success.

For Other World Faith applications, places will be offered where **both** a parent **and** the boy can demonstrate that they have been an active member of the faith community, attending worship at least four times per month for the last two years. If two (or more) adults share parental responsibility, one such adult must be named for the commitment to be confirmed. The commitment must be verified by a recognised leader of the faith community. Because of the potential for a conflict of interests, it would not be appropriate for a faith leader who happens to be the parent of an applicant to complete a form in respect of their own child. In such cases, the form must be signed by another leader in the faith community.

The provisions for disabled applicants outlined in paragraph **13.4** apply to Other World Faith applicants too.

If the number of applicants able to demonstrate the defined level of commitment exceeds the number of places available, distance will be used as a tie-break (as set out in paragraphs **11.1** to **11.3**).

Applicants must be able to demonstrate the defined level of commitment to be awarded a place under this category, and should note that the Governors do **not** include biological grandparents as parents for Other World Faith applications. The provisions for disabled applicants set out in paragraph **13.4** will also apply for Other World Faith applicants.

**16** *Category 2 applications*

We will allocate the final 15% of the 160 places (*ie* 24 places) through academic selection. An entrance exam will determine which boys are offered places through this route. Parents who wish their son to take the exam should advise the school in writing, using form SMA1: Supplementary Information Form (Faith/Ability) (available on our website). Parents should contact the school if their son requires any special arrangements for the exam. The exam will be held in September before the year of entry. Parents will receive the outcome of the exam in advance of the closing date for applications to schools and also in advance of the submission date for the Local Authority Preference Form.

If there are exceptional documented circumstances (*eg* illness, covered by a doctor's note) why a boy cannot sit the entrance exam, we will offer him an opportunity to sit the examination in the following week. Once these exams are over it is not possible to offer further dates.

Once the exam has been taken, all applications under this category will be ranked, with those with higher scores having a higher priority than those with lower scores. If two boys have an equal score, a distance tie-break will be used (see paragraphs **11.1** to **11.3**). A boy will only be offered a place in this Category if he has not been allocated a place through Category 1.

**17** After places have been awarded in Category 1 and Category 2 above, any remaining places will be awarded to applicants who have named St Margaret's on the Local Authority Preference Form. All such applications will be ranked using the distance tie-break described in paragraphs **12.1** to **12.3**, with any remaining places being allocated to those who live closest.

**18** *Late applications*

- If there is an acceptable reason why an application, or associated paperwork, is submitted late (*eg* a family has only just moved into the area), it will be considered alongside other applications from the point at which it is received.
- If no reason is given for the late submission, or if any reason(s) given for lateness is/are not acceptable, the application will only be considered after all the other applications have been processed.

Parents should be aware that a late application could reduce their chance of gaining a place at their preferred school.

**19** *Fraudulent applications*

If it is discovered that a boy has been awarded a place as the result of an intentionally misleading application from a parent, and this effectively denies a place to a boy with a stronger claim, then we will withdraw the offer of the place. The application will be considered afresh using the correct information (as a late application without an acceptable reason for lateness – see paragraph **18**).

**20** *Waiting list*

Applications that do not receive an offer will be held on a waiting list. The waiting list will be ordered using the criteria described above, and will be maintained until the end of the first term of the academic year.

## **21** *Re-applying*

If an application for a place has been unsuccessful, unless there has been a significant change of circumstances the Governors will not consider any further application for a place for the same boy until the following academic year.

## *Section B: Admission into the Sixth Form*

- 22** As well as our own Year 11 students (referred to as Internals), the school admits students who are studying for GCSEs at other schools (referred to as Externals). The Admissions Number for Externals is 50. If spaces remain on appropriate courses for other External students, this number can be exceeded. St Margaret's has a mixed Sixth Form and welcomes applications from both young women and men.
- 23** All applicants – Internals and Externals – are treated equally and are offered a consultation to ensure that they are matched to the courses that will most likely lead to their future success. Admission requirements for each course at either Level 2 or Level 3 are to be found in the subject details published by each department. Where a course is oversubscribed, 'looked-after' students (as defined in paragraph **9**) will be admitted first, and random allocation will then be used (as described in paragraph **14**).
- 24** Unsuccessful applicants may appeal – see paragraph **7**.

## *Section C: In-year admissions*

- 25** We welcome applications for a place at St Margaret's outside the normal round of admissions, and into any year-group.
- If the application is for a place in a year-group that is already full, the application will be refused, and the applicant offered an appeal – see paragraph **7**.
  - If the application is for a place in a year-group that is not already full, a place will be given, subject to the bullet-point below.
  - If more than one application is received, and the number of applications exceeds the number of places available, the applications will be ranked firstly by Christian commitment (using the process described in paragraph **12**), and then by commitment to another recognized World Faith (using the process described in paragraph **15**). All other applications will be ranked using the distance tie-break (as described in paragraphs **11.1** to **11.3**). Place(s) will then be awarded to the applicants in rank order until the year-group is full. Unsuccessful applicants will be offered an appeal – see paragraph **7**.
- In-year Admissions are co-ordinated by the Local Authority.

## *Appendix 1: Timetable for the September 2019 Admission Round*

<b>Event</b>	<b>Date</b>
Open Evening	Thursday 5 <sup>th</sup> July 2018
Closing Date for Examination Registration Form	Friday 7 <sup>th</sup> September 2018
Entrance Examination	Saturday 22 <sup>nd</sup> September 2018
Entrance Examination Results sent to parents	Friday 12 <sup>th</sup> October 2018
Closing date for St Margaret's application Forms	Wednesday 31 <sup>st</sup> October 2018
Outcome letters from Local Authority sent to parents	early March 2019
Appeals	May/June 2019

## *Appendix 2: Current versions of our forms*

Three forms are used.

- **SMA1: Supplementary Information Form (Faith/Social or Medical Need)**  
This form is for those who wish to apply for admission on the basis of medical or social need (see paragraph **11**) , or on the basis of faith (see paragraphs **13** to **15**)
- **SMA2: Registration for the Test**  
This form is for those who wish to apply for admission on the basis of ability (see paragraph **16**)
- **SMA3: Appeal Form**  
This form is for those wishing to appeal against a decision not to offer a place (see paragraph **7**)

All three forms are available in pdf format on our website.

# Form SMA1: Supplementary Information Form

This form should be completed for any boy who wishes to apply for a place at St Margaret's on the basis of faith or of social/medical need. Not filling in this form could decrease the applicant's chances of success.

- Those wishing to apply for a place in Year 7 on the basis of faith should:
  - complete questions **1, 2, and 3** of Section A, and sign at question **10**; and
  - pass this form to a faith leader, asking them to complete **either** question **4 or** question **5** and to return the whole form to the Admissions Clerk at St Margaret's Academy by **Wednesday, 31 October 2018**.
- Those wishing to apply for a place in Year 7 on the basis of social/medical need should:
  - complete questions **1, 2, and 3** of Section A, and sign at question **10**; and
  - pass this form to a suitably qualified professional (*eg* a doctor or social worker), asking them to complete questions **6, 7, 8 and 9**, and to return the whole form to the Admissions Clerk at St Margaret's Academy by **Wednesday, 31 October 2018**.
- Those wishing to apply on both grounds (faith and social/medical) may submit two forms separately.
- Those wishing to apply for a place in any other year, or at any other time, should complete this form and return it at the time of their application.

This form should be read alongside our Admissions Policy (available on our website).

## ***Section A: All Applicants***

<b>1</b>	Please give the following information about the boy. If he lives at more than one address, sections <b>11.2</b> and <b>11.3</b> of our Admissions Policy give details about which address should be given here.		
	Boy's surname:		
	Boy's first name(s):		
	Boy's date of birth:		
	Boy's address:		
	Postcode:		
<b>2</b>	Please give the following information about an adult with parental responsibility for the child. If a second adult also has parental responsibility for the child, their details may be given in the second column.		
	Parent's surname:		
	Parent's title (Mr/Ms <i>etc</i> ):		
	Parent's first name(s):		
	Parent's address:		
	Postcode:		
	Parent's 'phone numbers:		
	Daytime/Evening		
	Mobile		
<b>3</b>	Is the boy a Looked After Child (see section <b>9</b> )?	<b>Yes</b>	<b>No</b>
	Does the boy have a statement of Special Education Needs that names St Margaret's as the only school he can attend (see section <b>10</b> )?	<b>Yes</b>	<b>No</b>

*/continued overleaf*

**Section B: Applications on the basis of Faith**

- For Christian applications, **question 4 must be completed by the leader of the church attended** (normally the priest in charge).
- For Other World Faith applications, **question 5 must be completed by the leader of the centre of worship attended** (eg rabbi, imam etc).

<b>4 Christian applications</b>											
Name, address and postcode of church:											
Name of the church leader completing this form:											
Position in church:											
Address of the church leader completing this form:											
Postcode and 'phone number:											
<b>4.1</b>	What <b>denomination</b> is this church? (Points available: Anglican 19; other Christian 18)										
<b>4.2</b>	In 2017 and 2018 (to date), how often has a parent, step-parent or biological grand-parent of the boy named overleaf, attended a regular service at this church?  <b>Note:</b> Please refer to paragraph 13.4 of our Admissions Policy if the adult in question is disabled, and the nature of their disability prevents her/him from attending a regular service at church.  (Points available: Weekly 12; Fortnightly 9; Monthly 4; Occasionally 2)							<b>Weekly</b>			
								<b>Fortnightly</b>			
								<b>Monthly</b>			
								<b>Occasionally</b>			
<b>4.3</b>	In 2017 and 2018 (to date), how often has the <b>boy</b> named overleaf attended a regular service at this church?  <b>Note:</b> Please refer to paragraph 13.4 of our Admissions Policy if the boy in question is disabled, and the nature of their disability prevents him from attending a regular service at church.  (Points available: Weekly 28; Fortnightly 15; Monthly 9; Occasionally 4)							<b>Weekly</b>			
								<b>Fortnightly</b>			
								<b>Monthly</b>			
								<b>Occasionally</b>			
<b>4.4</b>	Has a parent, step-parent or biological grand-parent of the boy named overleaf attended a regular service at church at least fortnightly during 2014, 2015 and 2016? (Points available: Yes 12; No 0)						<b>Yes</b>		<b>No</b>		
<b>4.5</b>	Please state the <b>name and relationship to the boy</b> of the parent, step-parent or biological grand-parent in respect of whom you have answered questions <b>4.2</b> and <b>4.4</b> .				Name:						
					Relationship to boy:						
<b>4.6</b>	Has the <b>boy</b> named in question <b>1</b> attended a regular service at church at least fortnightly during 2014, 2015 and 2016? (Points available: Yes 28; No 0)						<b>Yes</b>		<b>No</b>		
Signature (of church leader): Please note: 'pp' signatures will not be accepted						Please print name:				Date:	

/continued overleaf

**Section B: Applications on the basis of Faith, continued**

<b>5 Other World Faith applications</b>					
Name, address and postcode of worship centre:					
Religion:				Buddhism	
				Hinduism	
				Islam	
				Jehovah's Witnesses	
				Judaism	
				Mormonism	
				Sikhism	
				Unitarianism	
Name of the faith leader completing this form:					
Position in faith community:					
Address of the faith leader completing this form:					
Postcode and 'phone number:					
Has a parent/carer or step-parent of the boy named overleaf, attended worship at least <b>four</b> times per month over 2017 and 2018 (to date)? <b>Note:</b> Please refer to paragraph 13.4 of our Admissions Policy if the adult in question is disabled, and the nature of their disability prevents her/him from attending a regular service at the place of worship.				<b>Yes</b>	
				<b>No</b>	
If so, please state the name of the parent/carer or step-parent, and their relationship to the boy. <b>Failure to complete this section may disadvantage the applicant.</b>			Name:		
			Relationship to boy:		
Has the boy named in question <b>1</b> attended worship at least <b>four</b> times per month over 2017 and 2018 (to date)? <b>Note:</b> Please refer to paragraph 13.4 of our Admissions Policy if the boy in question is disabled, and the nature of their disability prevents him from attending a regular service at the place of worship.				<b>Yes</b>	
				<b>No</b>	
Signature (of faith leader): Please note: 'pp' signatures will not be accepted		Please print name:		Date:	

**Section C: Applications on the basis of Medical/Social need**

- For cases of medical need, question 6, 7, 8 and 9 should be completed, and signed, by a suitably qualified medical professional (such as a doctor).
- For cases of social need, question 6, 7, 8 and 9 should be completed, and signed, by a suitably qualified professional in this area (such as a social worker).

<b>6</b>	Name of person completing this section	
	Contact telephone number	
	Professional qualifications	
	Professional capacity in which recommendations are made	

<b>7</b>	Please describe the nature of the family's circumstances. (Please note that circumstances affecting either the boy or the wider family could be germane to an application on social/medical grounds.)
	Please set out the particular reasons why St Margaret's Academy is suitable for this boy.
<b>7</b>	Please outline the difficulties that would be caused if this boy had to attend another school.

<b>8</b>	<i>Please tick <b>one</b> box</i>	
	In my professional opinion, several schools could meet this boy's needs, and St Margaret's Academy is one of these.	<input type="checkbox"/>
	In my professional opinion, other school(s) could meet his needs, but St Margaret's Academy is <b>the best-placed school</b> to do so.	<input type="checkbox"/>
	In my professional opinion, St Margaret's Academy is <b>the only school</b> that could meet his needs.	<input type="checkbox"/>

<b>9</b>	I certify that the information given above is accurate.		
	Signed:		Date:

**Section D: Parental signature** (to be signed by the parent named in the first column of question 2)  
To be signed **in all cases**.

<b>10</b>	I certify that the information I have given is accurate.		
	Signature:		Date:

## Form SMA2: Registration for the Test

- This form should be completed for any boy who wishes to apply for a place at St Margaret's on the basis of ability.
- The parent should then return this form to the Admissions Clerk at St Margaret's Academy by **Friday, 7 September 2018**. Not to do so is likely to decrease the chances of an application's success.
- This form should be read alongside our Admissions Policy (available from our website).

<b>1</b>	Please give the following information about the boy. If he lives at more than one address, sections <b>11.2</b> and <b>11.3</b> of our Admissions Policy give details about which address should be given here.	
	Boy's surname:	
	Boy's first name(s):	
	Boy's date of birth:	
	Boy's address:	
	Postcode:	

<b>2</b>	Please give the following information about an adult with parental responsibility for the child. If a second adult also has parental responsibility for the child, their details may be given in the second column.	
	Parent's surname:	
	Parent's title (Mr/Ms <i>etc</i> ):	
	Parent's first name(s):	
	Parent's address:	
	Postcode:	
	Parent's 'phone numbers:	
	Daytime/Evening	
	Mobile	

<b>3</b>	Do any special arrangements need to be made to enable your son to take the exam? Please circle 'Yes' or 'No', and if 'Yes', please give details below.	<b>Yes</b>	<b>No</b>

<b>4</b>	Signed:	Date:	

# Form SMA3: Appeal Form

## Appeal Against Refusal of a School Place

This form should be completed for any pupil who has applied for a place at St Margaret's Academy, but who has not been given a place. It must be returned to The Clerk to the Governors at St Margaret's Academy **no more than 20 school days** after notification that the application was unsuccessful.

<b>1</b>	Please give the following information about the pupil.		
	Pupil's surname:		
	Pupil's first name(s):		
	Pupil's date of birth:		
	Pupil's address:		
	Postcode:		

<b>2</b>	Please give the following information about an adult with parental responsibility for the pupil. If a second adult also has parental responsibility for the child, their details may be given in the second column for contact purposes only.		
	Parent's surname:		
	Parent's first name(s):		
	Parent's address:		
	Postcode:		
	Parent's 'phone numbers:	Daytime/Evening	Mobile

<b>3</b>	Please set out the reasons why you would like to appeal. Continue on a separate sheet if necessary. Please attach any supporting documentation you may wish to submit.		

<b>4</b>	Do you need any special arrangements to enable you to attend the Appeal hearing, such as an interpreter? Please circle 'Yes' or 'No', and if 'Yes', please give details below.	<b>Yes</b>	<b>No</b>

<b>5</b>	Signed:	Date:	