

St Margaret's Academy

Admissions Policy from 15th April 2020

Introduction

- 1 St Margaret's is an 11-18 Church of England Academy in the Diocese of Liverpool. It is its own 'Admissions Authority', which means that the school decides its own Admissions Policy (this document). The Policy 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

- 2 This policy will come into force on 15th April 2020, and will be used for all applications received after that date – including those for admission into Year 7 in September 2021.

- 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 2021, 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 2021.
 - Section B sets out how we give places to young men and women in Year 12 each September.
 - Parent/carers 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 2021.
 - Appendix 2 gives the current versions of five forms:
 - **AD1: Supplementary Information Form (Christian faith)**
This form is for those who wish to apply for admission on the basis of their Christian faith (see paragraph 14)
 - **AD2: Supplementary Information Form (Other World Faiths)**
This form is for those who wish to apply for admission on the basis of their practice of another World Faith (see paragraph 17)
 - **AD3: Supplementary Information Form (Medical/Social applications)**
This form is for those who wish to apply for admission on the on the basis of medical or social need (see paragraph 12)
 - **AD4: Supplementary Information Form (Free School Meal places)**
This form is for those wishing to apply for admission on the basis of their child's entitlement to Free School Meals (see paragraph 15).
 - **AD5: Appeal Form**
This form is for those wishing to appeal against a decision not to offer a place (see paragraph 9).

All five 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 is **160** boys, except for the year-group admitted in September 2019 (for whom it is 180), and except for the Sixth Form (see paragraph 22). 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 9); 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 Some applicants may wish to apply for a place outside the child's normal age-group. This may be appropriate if the child's education has been disrupted by ill-health, for example, or if the child has been educated outside their year-group in a previous school. Under such circumstances, applicants should contact the Principal (via admin@stmargaretsacademy.com) in the first instance.

All such requests will be considered by the Admissions Committee in line with the prevailing School Admissions Code. The current Code has more details about this in Section 2.17ff.

- 8 Any applicant with an Education, Health and Care Plan that names St Margaret's as the only school the applicant can attend will be admitted automatically (to any year-group, including in the Sixth Form). Each admission under this section will reduce the number of places available to other applicants by one.

- 9 Any applicant refused a place has a right of appeal to an Independent Appeal Panel. An appeal form, AD5: 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 30 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

- 10 If the number of boys applying is less than, or equal to, the number of places remaining after the admission of boys with an Education, Health and Care Plan (see paragraph 8), all will be

admitted. If not, the following paragraphs set out how the places will be offered. There will be two Categories for admission:

Category 1 (148 places)

This consists of:

- Boys who are “looked after” or previously looked after (paragraph 11)
- Boys who have particular medical or social need (paragraph 12)
- Boys who have a parent who has been employed by St Margaret’s Church of England Academy for a period of time (paragraph 13)
- Applications on the basis of Christian faith (paragraphs 14)

Any places left unfilled will be carried over to Category 2.

Category 2 (12 places)

This consists of:

- Applications on the basis of entitlement to Free School Meals (3 places) (paragraph 15)
- Applications on the basis of distance (3 places) (paragraph 16)
- Applications on the basis of Other World faith (6 places) (paragraph 17)

11 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)
- at the time of making an application to the school.

Any applicant 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 an applicant meets this definition.

12 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:

- Supplementary Information Form AD3 (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 Form AD3 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 12.1 to 12.3 below).

12.1 *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.

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.

12.2 *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 **12.3** below). We may seek further confirmation of home address by requesting sight of a council tax bill, utility bill or bank statement header.

12.3 *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.

13 *Children of members of staff*

After admitting boys through paragraphs **8**, **11** and **12**, 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 2017.

14 *Christian applications*

After boys have been admitted through the criteria in paragraphs **8**, **11**, **12** and **13**, the remainder of the 148 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, AD1: Supplementary Information Form (Christian faith) (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 related to an applicant to complete a form in respect of that relation. In such cases, the form must be signed by another leader in the church.

14.1 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), and confirmed as genuine by the use of a Church stamp or Church letter-headed notepaper. A total of **200 points** are available, awarded on the basis of verified Church attendance, as outlined below:

Question	Points	Criteria
4.1	10	if the church attended by either the parent or the boy is an Anglican church
	or 4	if the church attended by either the parent or the boy is a Christian church (see paragraph 13.2)
4.2	15	if a parent has attended a regular Christian service four or more times a month during 2018
	or 14	if a parent has attended a regular Christian service three times a month during 2018
	or 13	if a parent has attended a regular Christian service twice a month during 2018
	or 8	if a parent has attended a regular Christian service once a month during 2018
	or 1	if a parent has attended a regular Christian service only occasionally during 2018
	25	if a parent has attended a regular Christian service four or more times a month during 2019
	or 21	if a parent has attended a regular Christian service three times a month during 2019
	or 15	if a parent has attended a regular Christian service twice a month during 2019
	or 9	if a parent has attended a regular Christian service once a month during 2019
	or 3	if a parent has attended a regular Christian service only occasionally during 2019
	40	if a parent has attended a regular Christian service four or more times a month so far in 2020
	or 35	if a parent has attended a regular Christian service three times a month so far in 2020
	or 28	if a parent has attended a regular Christian service twice a month so far in 2020
	or 13	if a parent has attended a regular Christian service once a month so far in 2020
	or 5	if a parent has attended a regular Christian service only occasionally so far in 2020
Note: points will only be awarded for question 4.2 if the boy's parent/carer and their relationship to the boy is stated in question 4.3		

/continued

Question	Points	Criteria
4.4	20	if the child has attended a regular Christian service four or more times a month during 2018
	or 17	if the child has attended a regular Christian service three times a month during 2018
	or 13	if the child has attended a regular Christian service twice a month during 2018
	or 10	if the child has attended a regular Christian service once a month during 2018
	or 2	if the child has attended a regular Christian service only occasionally during 2018
	35	if the child has attended a regular Christian service four or more times a month during 2019
	or 29	if the child has attended a regular Christian service three times a month during 2019
	or 21	if the child has attended a regular Christian service twice a month during 2019
	or 12	if the child has attended a regular Christian service once a month during 2019
	or 3	if the child has attended a regular Christian service only occasionally during 2019
	55	if the child has attended a regular Christian service four or more times a month so far in 2020
	or 44	if the child has attended a regular Christian service three times a month so far in 2020
	or 30	if the child has attended a regular Christian service twice a month so far in 2020
	or 15	if the child has attended a regular Christian service once a month so far in 2020
or 7	if the child has attended a regular Christian service only occasionally so far in 2020	

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 **12.1** to **12.3**).

A minimum score of **88 points** will be required for an applicant to be awarded a place through this route.

14.2 *Christian Churches*

We define a Christian church as any congregation 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.

14.3 *'Regular Christian Service'*

We define a 'regular Christian service' to be a recurrent act of worship by a Christian church, which is open to the public, and which is free to attend.

14.4 *Parents*

We award points for parental attendance (through questions **4.1** and **4.2**). For these questions, the Governors would define the word ‘parent’ as including any adult with parental responsibility for the boy concerned. These parental points will only be awarded for question if the boy’s parent/carer and their relationship to the boy is stated in question **4.3**.

14.5 *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 Christian service, 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 Christian service.

15 *Free School Meals applications*

After these places have been awarded through Category 1, three places will be available to boys who are entitled to Free School Meals. Those wishing to be considered for these places must complete and return the Supplementary Information Form, AD4: Supplementary Information Form (Free School Meal places) (available from our website). We will contact the Local Authority to confirm each applicant’s entitlement to Free School Meals.

If more than three applicants are confirmed as being entitled to Free School Meals, a distance tie-break will be used (see paragraphs **12.1** to **12.3**).

16 *Places awarded on distance only*

All bar six of the remaining places – *ie* at least three places – will be offered on the basis of distance. Paragraphs **12.1** to **12.3** will be used to determine how these places are allocated.

17 *Other World Faith applications*

The final six places 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 AD2: Supplementary Information Form (Other World Faiths) (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, confirmed as genuine by the use of a recognised stamp or letter-headed notepaper.

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

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 **12.1** to **12.3**).

Applicants must be able to demonstrate the defined level of commitment to be awarded a place under this category.

17.1 *Provision for disabled applicants*

The provisions for disabled applicants outlined in paragraph **14.5** apply to Other World Faith applicants too.

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 **11**) will be admitted first, and random allocation will then be used (as described in paragraph **12.1**).
- 24** Unsuccessful applicants may appeal – see paragraph **9**.

Section C: In-year admissions

- 25** Applications for a place at St Margaret's can be made 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 **9**.
 - 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 **14**), and then by commitment to another recognized World Faith (using the process described in paragraph **17**). All other applications will be ranked using the distance tie-break (as described in paragraphs **12.1** to **12.3**). 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 **9**.

The Governing Body, on behalf of St Margaret's Church of England Academy Trust
December 2020.

Appendix 1: Timetable for the September 2020 Admission Round

Event	Date
Open Evening	to be confirmed
Closing date for St Margaret's application Forms	Saturday 31 st October 2020
Outcome letters from Local Authority sent to parents	to be confirmed
Appeals	to be confirmed

Appendix 2: Current versions of our forms

Four forms are used.

- **AD1: Supplementary Information Form (Christian faith)**
This form is for those who wish to apply for admission on the basis of their Christian faith (see paragraph 14)
- **AD2: Supplementary Information Form (Other World Faiths)**
This form is for those who wish to apply for admission on the basis of their practice of another World Faith (see paragraph 17)
- **AD3: Supplementary Information Form (Medical/Social applications)**
This form is for those who wish to apply for admission on the on the basis of medical or social need (see paragraph 12)
- **AD4: Supplementary Information Form (Free School Meal places)**
This form is for those wishing to apply for admission on the basis of their child's entitlement to Free School Meals (see paragraph 15).
- **AD5: Appeal Form**
This form is for those wishing to appeal against a decision not to offer a place (see paragraph 9)

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

Form AD1: Supplementary Information Form (Christian faith)

This form should be completed for any child who wishes to apply for a place at St Margaret's or St Hilda's on the basis of faith. 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 **5**; and
- pass this form to a faith leader, asking them to complete question **4** and to return the whole form to the Admissions Clerk at St Margaret's Academy by **Saturday, 31 October 2020**.

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 each school's Admissions Policy (available on their website).

Section A: All Applicants

1	Please give the following information about the child. If s/he lives at more than one address, please refer to the school's Admissions Policy, which gives details about which address should be given here.	
	Child's surname:	
	Child's first name(s):	
	Child's date of birth:	
	Child's address:	
Postcode:		

2	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 etc):	
	Parent's first name(s):	
	Parent's address:	
	Postcode:	
	Parent's 'phone numbers:	
Daytime/Evening		
Mobile		

3	Is the child a Looked After Child (see Admissions Policy for details)?	Yes		No	
	Does the child have an Education Health Care Plan that names St Margaret's or St Hilda's as the only school s/he can attend?	Yes		No	

/continued overleaf

Section B: Applications on the basis of Christian Faith

Question 4 must be completed by the leader of the church attended (normally the priest in charge).

4	Christian applications																																							
	Name, address and postcode of church:																																							
	Name of church leader completing this form:																																							
	Position in church:																																							
	Address of the church leader completing this form:																																							
	Postcode and 'phone number:																																							
4.1	What denomination is this church?																																							
4.2	<p>Parental Church attendance How often has a parent/carer of the child named overleaf attended a regular service at this church? Please place a tick in each row to indicate which descriptor best described their attendance.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="6">Number of attendances per month</th> </tr> <tr> <th>4+</th> <th>3</th> <th>2</th> <th>1</th> <th>Occasional only</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>2019</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>2020 (to date)</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>							Number of attendances per month						4+	3	2	1	Occasional only	None	2018							2019							2020 (to date)						
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4.3	Please state the name and relationship to the child of the parent or carer in respect of whom you have answered questions 4.2 .			Name:																																				
				Relationship to child:																																				
4.4	<p>Child Church attendance How often has the child named overleaf attended a regular service at this church? Please place a tick in each row to indicate which descriptor best described their attendance.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="6">Number of attendances per month</th> </tr> <tr> <th>4+</th> <th>3</th> <th>2</th> <th>1</th> <th>Occasional only</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>2019</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>2020 (to date)</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>							Number of attendances per month						4+	3	2	1	Occasional only	None	2018							2019							2020 (to date)						
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2020 (to date)																																								
	Signature (of church leader): Please note: 'pp' signatures will not be accepted		Please print name:		Date:																																			
This form must be stamped with a church stamp, or accompanied by a sheet of church headed-notepaper (see section 14.1 of our Admissions Policy).																																								

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

5	I certify that the information above is accurate.					
	Signature:		Please print name:		Date:	

Form AD2: Supplementary Information Form (Other World Faith)

This form should be completed for any child who wishes to apply for a place at St Margaret's on the basis of their adherence to another World Faith (other than Christianity). 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 **5**; and
- pass this form to a faith leader, asking them to complete question **4** and to return the whole form to the Admissions Clerk at St Margaret's Academy by **Saturday, 31 October 2020**.

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

1	Please give the following information about the child. If s/he lives at more than one address, please refer to the school's Admissions Policy, which gives details about which address should be given here.		
	Child's surname:		
	Child's first name(s):		
	Child's date of birth:		
	Child's address:		
	Postcode:		

2	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 etc):		
	Parent's first name(s):		
	Parent's address:		
	Postcode:		
	Parent's 'phone numbers:		
	Daytime/Evening		
	Mobile		

3	Is the child a Looked After Child (see Admissions Policy for details)?	Yes		No	
	Does the child have an Education Health Care Plan that names St Margaret's as the only school he can attend?	Yes		No	

Section B: Applications on the basis of Faith, continued

4 Other World Faith applications					
Name, address and postcode of worship centre:					
Religion (please tick):		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 four times per month over 2019 and 2020 (to date)?				Yes	
				No	
If so, please state the name of the parent/carer or step-parent, and their relationship to the boy. Failure to complete this section may disadvantage the applicant.			Name:		
			Relationship to boy:		
Has the boy named in question 1 attended worship at least four times per month over 2019 and 2020 (to date)?				Yes	
				No	
Signature (of faith leader): Please note: 'pp' signatures will not be accepted		Please print name:		Date:	
This form must be stamped with an official stamp, or accompanied by a sheet of headed-notepaper , from the place of worship in question (see section 17 of our Admissions Policy).					

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

5 I certify that the information above is accurate.					
Signature:		Please print name:		Date:	

Form AD3: Supplementary Information Form (Medical/Social Need)

This form should be completed for any child who wishes to apply for a place at St Margaret's on the basis of medical or social 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 social/medical need should:

- complete questions **1, 2, and 3** of Section A, and sign at question **8**; and
- pass this form to a suitably qualified professional (eg a doctor or social worker), asking them to complete questions **4, 5, 6 and 7** of Section B, and to return the whole form to the Admissions Clerk at St Margaret's Academy by **Saturday, 31 October 2020**.

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

<i>Section A: All Applicants</i>

1	Please give the following information about the child. If s/he lives at more than one address, please refer to the school's Admissions Policy, which gives details about which address should be given here.		
	Child's surname:		
	Child's first name(s):		
	Child's date of birth:		
	Child's address:		
	Postcode:		

2	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 etc):		
	Parent's first name(s):		
	Parent's address:		
	Postcode:		
	Parent's 'phone numbers:		
	Daytime/Evening		
	Mobile		

3	Is the child a Looked After Child (see Admissions Policy for details)?	Yes		No	
	Does the child have an Education Health Care Plan that names St Margaret's as the only school he can attend?	Yes		No	

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).

4	Name of person completing this section	
	Contact telephone number	
	Professional qualifications	
	Professional capacity in which recommendations are made	

5	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.
6	Please outline the difficulties that would be caused if this boy had to attend another school.

6	<i>Please tick one 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 the best-placed school to do so.	<input type="checkbox"/>
	In my professional opinion, St Margaret's Academy is the only school that could meet his needs.	<input type="checkbox"/>

7	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**.

8	I certify that the information I have given is accurate.		
	Signature:		Date:

Form AD4: Supplementary Information Form (Free School Meals)

This form should be completed for any child who wishes to apply for a place at St Margaret's on the basis of their entitlement to Free School Meals. Those wishing to apply for a place in Year 7 on the basis of faith should:

- complete the form and sign at question 4; and
- return this form to the Admissions Clerk at St Margaret's Academy by **Saturday, 31 October 2020**.

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

1	Please give the following information about the child. If s/he lives at more than one address, please refer to the school's Admissions Policy, which gives details about which address should be given here.		
	Child's surname:		
	Child's first name(s):		
	Child's date of birth:		
	Child's address:		
	Postcode:		

2	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 etc):		
	Parent's first name(s):		
	Parent's address:		
	Postcode:		
	Parent's 'phone numbers:		
	Daytime/Evening		
	Mobile		

3	Is the boy named in question 1 entitled to Free School Meals? <i>Please note: this information will be confirmed by the Local Authority</i>	Yes		No	
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Section B: Parental signature (to be signed by the parent named in the first column of question 2) To be signed in all cases.

4	I certify that the information above is accurate.				
	Signature:		Please print name:		Date:

Form AD5: 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.

1	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:		

2	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

3	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.		

4	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.	Yes	No

5	Signed:	Date:	