

St Margaret's C of E Academy

Admissions Policy from 15th April 2023

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 (September 2021) edition of the Code is online at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf
 - 2 This policy will come into force on 15th April 2023, and will be used for all applications received after that date – including those for admission into Year 7 in September 2024.
 - 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 2024, parents must name St Margaret's as one of their choices on their Local Authority Common Application 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 2024.
 - **Section B** sets out how we give places to young men and women in Year 12 each September.
 - Applications for a place at St Margaret's may be made 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 2024.
 - **Appendix 2** gives the current versions of four 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)**
This form is for those who wish to apply for admission on the basis of medical or social need (see **paragraph 12**)
 - **AD4: Supplementary Information Form (Pupil Premium)**
This form is for those wishing to apply for admission on the basis of their child's entitlement to the Pupil Premium (see **paragraph 15**).
- All four forms are available on our website. Applications packs, including paper copies of the forms, are also available for collection from the school office.

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 2.18ff**.

- 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. Appeals can be made online; unsuccessful applicants will be given further details when they are notified that their application has been unsuccessful. 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, physically or virtually. 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 with appeals; the current (2022) edition is online at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1108077/School_Admission_Appeals_Code_2022.pdf

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 the Pupil Premium (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 2020.

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: (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); digitised, and '*per pro*', signatures will not be accepted. The information may be confirmed as genuine by the use of a Church stamp or Church letter-headed notepaper. A total of **100 points** are available, awarded on the basis of verified Church attendance, as outlined in the tables on the next two pages.

For admission in 2024, the Governors have determined **not** to make any reference to church attendance between 23rd March 2020 and 31st August 2021, because it would not be possible to consider all applications fairly given the Coronavirus restrictions in place then. This position will be reviewed for the 2025 round of admissions.

Question	Points	Criteria
4.1	4	if the church attended by either the parent or the boy is an Anglican church
	or 1	if the church attended by either the parent or the boy is a Christian church (see paragraph 13.2)
4.2	8	if a parent has attended a regular Christian service four or more times a month between 1st January 2020 and 22nd March 2020 inclusive
	or 6	if a parent has attended a regular Christian service three times a month between 1st January 2020 and 22nd March 2020 inclusive
	or 3	if a parent has attended a regular Christian service twice a month between 1st January 2020 and 22nd March 2020 inclusive
	or 2	if a parent has attended a regular Christian service once a month during between 1st January 2020 and 22nd March 2020 inclusive
	or 1	if a parent has attended a regular Christian service only occasionally between 1st January 2020 and 22nd March 2020 inclusive
	15	if a parent has attended a regular Christian service four or more times a month between 1st September 2021 and 31st May 2022 inclusive
	or 14	if a parent has attended a regular Christian service three times a month between 1st September 2021 and 31st May 2022 inclusive
	or 11	if a parent has attended a regular Christian service twice a month between 1st September 2021 and 31st May 2022 inclusive
	or 5	if a parent has attended a regular Christian service once a month between 1st September 2021 and 31st May 2022 inclusive
	or 2	if a parent has attended a regular Christian service only occasionally between 1st September 2021 and 31st May 2022 inclusive
	16	if a parent has attended a regular Christian service four or more times a month between 1st June 2022 and 31st May 2023 inclusive
	or 11	if a parent has attended a regular Christian service three times a month between 1st June 2022 and 31st May 2023 inclusive
	or 6	if a parent has attended a regular Christian service twice a month between 1st June 2022 and 31st May 2023 inclusive
	or 4	if a parent has attended a regular Christian service once a month between 1st June 2022 and 31st May 2023 inclusive
	or 1	if a parent has attended a regular Christian service only occasionally between 1st June 2022 and 31st May 2023 inclusive
		Note: points will only be awarded for question 4.2 if the boy's parent/carer is named, and their relationship to the boy is stated, in question 4.3

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Question	Points	Criteria
4.4	11	if a child has attended a regular Christian service four or more times a month between 1st January 2020 and 22nd March 2020 inclusive
	or 8	if a child has attended a regular Christian service three times a month between 1st January 2020 and 22nd March 2020 inclusive
	or 5	if a child has attended a regular Christian service twice a month between 1st January 2020 and 22nd March 2020 inclusive
	or 3	if a child has attended a regular Christian service once a month during between 1st January 2020 and 22nd March 2020 inclusive
	or 1	if a child has attended a regular Christian service only occasionally between 1st January 2020 and 22nd March 2020 inclusive
	20	if a child has attended a regular Christian service four or more times a month between 1st September 2021 and 31st May 2022 inclusive
	or 18	if a child has attended a regular Christian service three times a month between 1st September 2021 and 31st May 2022 inclusive
	or 13	if a child has attended a regular Christian service twice a month between 1st September 2021 and 31st May 2022 inclusive
	or 6	if a child has attended a regular Christian service once a month between 1st September 2021 and 31st May 2022 inclusive
	or 2	if a child has attended a regular Christian service only occasionally between 1st September 2021 and 31st May 2022 inclusive
	26	if a child has attended a regular Christian service four or more times a month between 1st June 2022 and 31st May 2023 inclusive
	or 19	if a child has attended a regular Christian service three times a month between 1st June 2022 and 31st May 2023 inclusive
	or 11	if a child has attended a regular Christian service twice a month between 1st June 2022 and 31st May 2023 inclusive
	or 5	if a child has attended a regular Christian service once a month between 1st June 2022 and 31st May 2023 inclusive
	or 2	if a child has attended a regular Christian service only occasionally between 1st June 2022 and 31st May 2023 inclusive

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 **26 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 Pupil Premium applications

After these places have been awarded through **Category 1**, three places will be available to boys who are entitled to the Pupil Premium. More information about the Pupil Premium, can be found at <https://www.gov.uk/government/publications/pupil-premium/pupil-premium>. Those wishing to be considered for these places must complete and return **Supplementary Information Form AD4: (Pupil Premium)** (available from our website). We will contact each applicant’s primary school to confirm their entitlement to the Pupil Premium.

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

16 Places awarded on distance only

All but six of the remaining places – i.e., 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 **Supplementary Information Form AD2: (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 between 1st September 2021 and 31st May 2023. If two (or more)

adults share parental responsibility, one such adult must be named (and their relationship to the boy stated) for the commitment to be confirmed. The commitment must be verified by a recognised leader of the faith community; digitised, and ‘*per pro*’, signatures will not be accepted. It may be 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 for twelve months from the date of our receipt of the original application.

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 2022

Appendix 1: Timetable for the September 2024 Admission Round

Event	Date
Open Evening	Thursday 6 th July 2023
Closing date for St Margaret's application Forms	Tuesday 31 st October 2023
Outcome letters from Local Authority sent to parents	Friday 1 st March 2024
Appeals	May/June 2024: 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**)
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All four forms are available in pdf format on our website.