



**ST MARGARET'S
CHURCH OF ENGLAND
ACADEMY**

**ADMISSIONS POLICY
2025**

Review Period	Annually
Person Responsible for Policy	Mrs J Sing (Executive / Interim Headteacher) Miss H Aldridge (Link Governor)
Date of LGB Approval	27.02.24
Date For Review	By 28.02.25



"All things are possible for one who believes."

Mark 9:23

We are an inclusive, ambitious, transformational learning community.

Through our faith and work,
and by living out the values of
compassion, resilience, and respect,
our whole community will flourish.
and become more fully the people **God** calls us to be.

St Margaret's is an 11-18 Church of England Academy in the Diocese of Liverpool and is part of All Saints Multi Academy Trust. The 'Admissions Authority' is All Saints Multi Academy Trust, who delegate admissions matters to the Local Academy Council (the Governors). Only boys are admitted to Years 7, 8, 9, 10 and 11. The Sixth Form is mixed.

In September 2025, 180 boys will be admitted into Year 7 of the Academy. Where the number of applications exceed the number of places, the oversubscription criteria will apply.

Applying for a Place at St Margaret's

Liverpool Local Authority co-ordinates admissions in Years 7-11 across the City. To apply for a place, parent/carers must name St Margaret's as one of their choices on the Local Authority Preference Form.

In addition, a **Supplementary Information Form** should be completed and submitted to the school for applications in the categories of **Christian Faith, Other World Faith, Medical/Social Need** and **Pupil Premium**. A parent/carer may apply under more than one category.

Any applicants with an Education, Health and Care Plan that names St Margaret's as the only school the applicant can attend will be admitted automatically and reduce the number of Category 1 places.

Oversubscription Criteria

Category 1 (up to 168 places)

(A) Boys who are looked after or previously looked after

Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted² will be admitted under this category. Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order⁵).

¹ A 'looked after child' is a child who is (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 (see Section 22(1) of the Children Act 1989) at the time of making an application to a school.



² A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

³ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

⁴ Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders. A residence order in force before April 2014 is deemed to be a child arrangements order.

⁵ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(B) Boys who have a particular medical or social need (up to 3 places)

The **Supplementary Form (Medical/Social Need)** must be completed by a suitably qualified medical professional (in the case of medical need) or a suitably qualified social worker or other appropriate and suitably qualified professional (in the case of social need).

In addition, the professional 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. The former will be admitted first. If necessary, distance will be used as a tie break.

The governors will consider each case and will admit up to three boys in this category.

(C) Children of members of staff

Boys whose parent/carer has been employed continuously at St Margaret's Church of England Academy on a permanent basis since 1st September 2022 will be admitted under this category.

(D) Christian Faith

Those wishing to be considered for these places are strongly advised to complete **Supplementary Information Form (Christian Faith)** and to ensure it is verified by a church leader who is not related to the applicant.

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

We define a *regular Christian Service* as a recurrent act of worship by a Christian church which is open to the public and free to attend.

Where applications for admission exceed the number of places available, a points system will be used. Points will only be given when a church leader has verified Christian commitment. Digitised and 'per pro' signatures will not be accepted. It may be confirmed as genuine using a recognised stamp or letter headed paper. A minimum of 26 points will be required for an applicant to be awarded a place through this route.



We award points for Christian Service attendance of both the parent/carer and the child. Parental points will only be awarded if the relationship to the child is verified by the church leader in the Supplementary Form. Points will be awarded as follows:

Church Attendance Points		
	Child's Attendance	Parental Attendance
2024 to date		
4 or more times a month	26	16
3 times a month	19	11
Twice a month	11	6
Once a month	5	4
Only occasionally (less than once a month)	2	1
2023		
4 or more times a month	20	13
3 times a month	13	9
Twice a month	8	5
Once a month	4	3
Only occasionally (less than once a month)	1	2
2022		
4 or more times a month	11	10
3 times a month	7	7
Twice a month	5	4
Once a month	2	2
Only occasionally (less than once a month)	1	1
If the church attended by either the parent/carer or child is an Anglican church	4 points	
If the church attended by either the parent/carer or child is a Christian church	1 point	

We recognise that some groups of people are less able to attendance regular services at church than others. We will regard any regular church activity (*e.g.* midweek fellowship group) as an acceptable substitute if verified by the church leader who signs the form alongside the nature of the disability that prevents regular attendance.

If two or more applicants have the same score, a distance tie break will be used.



Category 2 (12 places)

(A) Other World Faiths (6 places)

Six places will be allocated based on commitment to Other World Faiths. We recognise 8 such faiths:

- Buddhism
- Hinduism
- Islam
- The faith of Jehovah's Witnesses
- Judaism
- Mormonism
- Sikhism
- Unitarianism

Those wishing to be considered for these places are strongly advised to complete **Supplementary Information Form (Other World Faiths)** and to ensure it is verified by a leader of the relevant faith who is not related to the applicant.

Places will be offered where both a parent/carer and the child can demonstrate that they have been an active member of the faith community. One parent/carer and the child must attend worship at least four times per month in 2023 and to date in 2024. The parent's name and their relationship to the child must be stated on the supplementary form 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 using a recognised stamp or letter headed paper.

The provision for disabled applicants referenced in Christian Faith above will also apply to Other World Faiths.

If the number of applicants exceeds the number of places available a distance tie break will be used.

(B) Boys in receipt of the Pupil Premium (3 places)

Those wishing to be considered for these places should complete the **Supplementary Information Form (Pupil Premium)**. We will contact each applicant's primary school to confirm their entitlement to the Pupil Premium. More information about the Pupil Premium can be found at [Pupil premium: overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/pupil-premium-overview).

If the number of applicants exceeds the number of places available a distance tie break will be used.

(C) Distance (at least 3 places)

All remaining places will be offered based on distance.

Additional Information

- All Supplementary Information Forms can be found on our website with application packs available for collection from the school office.
- Whenever 'distance' is referred to in this policy, we refer to the straight-line distance between the home address and the main school gate. This is calculated by Liverpool Local Authority using a computerised mapping system. If applicants cannot be split by distance, random



allocation will be used. Applicants will be randomly ordered on a spreadsheet using the 'random number' facility. This will be overseen by someone independent of the Trust.

- **Home address** must be the current one at the time of the application. Where parents live at different addresses the normal address of the child will be used. We may request confirmation of home address in the form of a council tax bill, utility bill or bank statement.
- **Children of UK service personnel** will not be refused a place solely because the family does not currently live locally. We will accept an official letter confirming relocation date and address even if it not the current or normal address of the child.
- **Late applications** will normally be considered after those received on time. In some cases, when an application is submitted after the closing date it may be considered alongside on-time applications where there is, in the view of the governors, an acceptable reason for the late submission.
- A **waiting list** will be held and ordered using the criteria above until the end of the Autumn Term in Year 7.
- No-one may apply for a place in the same academic year-group more than once unless there has been a significant change in circumstances.
- **Fraudulent applications** will have the offer withdrawn and be reconsidered once the correct information is supplied.

Appeals

Any applicant refused a place has a right of appeal to an Independent Appeal Panel. Unsuccessful applicants will be given further details when they are told their application has been unsuccessful.

An appeal hearing will be arranged within 30 days of the appeal being lodged, with both the Academy and the applicant invited to the hearing. At the hearing, three independent panel members will consider reasons for the appeal and decide whether the child should be admitted. Its decision is binding.

In-Year Admissions

In-year admissions are co-ordinated by the local authority. For a child currently in a Liverpool school, parents should speak to their school to start the application. Everyone else should make an application via the Liverpool City Council website. In addition, a **Supplementary Information Form** may be completed in the relevant category (available on the school website).

- If the application is for a place in a year group that is full, the application will be refused, and the applicant offered an appeal.
- If the year group is not full, the place will be given subject to the below. (The Admissions Code of Practice sets out a small number of cases where a place may be refused; the governors reserve the right to refuse admission if one of these cases applies).



- If more than one application is received and the number of applications exceeds places available, the applications will be ranked using the oversubscription criteria detailed in this policy.

Out of Year Admissions

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced ill health. Parents should contact the school directly in the first instance and requests will be considered by the Headteacher and the link governor.

Sixth Form Admissions

St Margaret's is a Church of England Academy in the Diocese of Liverpool, and a proud member of All Saints Multi-Academy Trust. We ask all students applying for a place to respect this ethos and its importance to the school community. This does not affect the right of any student to apply here.

The Sixth Form is co-educational with an admission number of up to 50 in Year 12 for external students. If spaces remain on appropriate courses for other external students, this number can be exceeded. All applicants, regardless of gender, are welcome to apply.

All applicants are treated equally and are offered a consultation to ensure they are matched to the courses that will most likely lead to their future success.

Admission requirements for each course at Level 2 or Level 3 can be found in the subject details published on our website by each department. Where a course is oversubscribed, 'looked after' students will be admitted first, and random allocation will then be used (as outlined above).

Unsuccessful applicants may appeal, again as outlined above.

For details of how to apply to St Margaret's Sixth Form, please see the Sixth Form section of our website. [St. Margarets Church of England Academy \(stmargaretsacademy.com\)](http://stmargaretsacademy.com)