(Draft) Admissions Arrangements for September 2028

No proposed changes other than the dates in green. Formal determination on 28th February 2027

St Margaret's Lee Church of England School is a voluntary aided church school linked to our parish church, St Margaret's, Lee. We welcome children from our local community into a caring Christian environment. The school has a single-form entry, which means that there is one class of 30 children for each year group. The school admits children to the reception class in the September of the school year in which they become five years old.

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority, from which advice is available. If a child with a statement is placed in the school by the local authority before the normal admissions round, the number of places available to other applicants will be reduced.

When more than 30 applications are received, the places are allocated according to the criteria listed below in order of priority:

(1) Children who are looked after or were previously looked after (see note 1).

(2) Children with an exceptional medical or social need for this particular school (see note 2).

(3) Children who have siblings in the school at the time of entry (see note 3).

(4) Children of staff (see note 4).

If fewer than 20 places are allocated under criteria 1-4, the maximum available under criterion 5 is 10 places. This means that the remainder of places would be decided by criterion 6.

(5) Parent's attendance at a church service (see note 5). Under this criterion priority will be given in the following order:

a. at St Margaret's Church, Lee, wherever the applicant lives;

b. at another Anglican church, the applicant living within the school's *wider* area;

c. at a Christian church which is a member of Churches Together in England, the Evangelical Alliance or Affinity Churches (see appendix), the applicant living within the *inner* area.

(6) Other children in order of nearness of the child's home to the school (see note 5).

Tie-breaker

In the event of oversubscription within any of the above criteria (or within any of the three sub-criteria in criterion 5), priority will be given to children living nearest to the school (see note 6). If two or more applicants live the same distance from the school and there are insufficient places available, places will be allocated by drawing lots in the presence of an external monitor.

Only actual parents' and carers' addresses can be taken into account (or the address of the parent with parental responsibility and who is in receipt of child benefit and child tax credit), and documentary evidence may be required.

Twins, triplets and other multiple births

If twins, triplets or children from other multiple births qualify for the last school place to be allocated, we will admit all of the qualifying siblings.

Explanatory notes

Note 1: Looked-after children and previously looked-after children

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order.

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

The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

Note 2: Medical/social needs

This must be supported by written supporting evidence from a relevant professional, **provided at the time of application**: e.g. specialist health professional, social worker or educational psychologist. This evidence should include reasons why St Margaret's is the most suitable school and the difficulties that would arise if the child were to attend another school.

Note 3: Siblings (brothers and sisters)

A sibling is defined as a blood or adoptive sibling, a half-sibling or a foster or step-sibling living at the same address as the child.

Note 4: Children of staff

Priority to children of staff will be given only where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note 5: Attendance at a church service

Attendance at a church service must be best described as at least fortnightly for at least two years to the last day of December in the year preceding the closing date for applications. So, for example, applications for the academic year **2028/29**, which are submitted on **15 January 2028**, are assessed on church attendance between **1 January 2026** and **31 December 2027**. This will be on the basis of clergy certification on the supplementary information form (SIF). It is the responsibility of the parent/carer to ensure the SIF has been received by the school.

If church attendance has been for less than two years at the current church, e.g. if a family have recently moved to the area, the priest/minister from the previous church should write and sign a letter on church headed paper, confirming attendance, in line with the school's policy. This letter should be submitted to the priest/minister of the

current church for submission along with the SIF.

For clarification, church attendance will be on the basis of one parent - in other words, the commitment to at least fortnightly attendance for at least two years for one parent. This cannot be shared between two or more people.

If less than 20 places are allocated under Criteria 1–3, the maximum available under Criterion 4 is 10 places. This means that the remainder of places would be decided by Criterion 5.

A Christian Church is defined as an Anglican Church or a Christian Church that is a member of Churches Together in England, the Evangelical Alliance or Affinity Churches (see appendix).

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 6: Distance
Distance will be measured in a straight line, using digitised mapping software, from the home to a single nodal point in the premises. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Inner area (see map on website)

We define the inner area as comprising (to the north of Lee High Road) the parish of St Margaret's Lee, whose boundaries are Lee High Road, the Lewisham to Blackheath railway line, and the west side of Lee Road; and (to the south of Lee High Road) an area bounded by Manor Park, Effingham Road and Burnt Ash Road. Meadowcourt Road is also included. It must be emphasised that residence within this area does not guarantee a child a place in the school.

Wider area (see map on website)

We define the wider area as being (to the north of Lee High Road) the parish of St Margaret's Lee (as above), and (to the south of Lee High Road) the area bounded by Gilmore Road, Eastdown Park, Leahurst Road, Southbrook Road, Upwood Road, Horn Park Lane (north of the junction with Upwood Road), Horn Park Close, Eltham Road, Kidbrooke Park Road and Weigall Road including Hamlea Close and Ravens Way. Children will not normally gain a place if living beyond this area unless the application is under criteria 3 (siblings) or 4a (St Margaret's Lee Church).

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will prioritise pupils whose statement or EHC Plan names the school.

Deferred entry to reception class

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

Out of the normal age group applications

In exceptional circumstances the governors of the school will consider a request for admission out of cohort for an

older child, including those born in the summer term.

The application may be supported by the child's nursery/primary headteacher and /or an educational psychologist/specialist confirming that the child has learning delay or difficulty or their social maturity is well below that of his or her peers.

In coming to a decision the governors will consider the grounds presented by the parent to support their request as well as the views of the headteacher and any evidence s/he provides.

Parents must consider the implications of a deferred transfer as primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

Vacancies

Occasionally vacancies may arise. These vacancies will be filled according to the admissions criteria up to our standard class number of 30. If there are more applicants than places, the criteria set out in this admissions policy will apply.

Dates by which applications must be received

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must apply online via their home local authority at www.eadmissions.org.uk; if applying for a place at this school, parents must name this school as one of the preferences. Parents who wish to apply for a place under the church criteria must also complete the supplementary information form and submit this to the priest/ minister (see note 4 above).

Where no supplementary information form is received, the church criteria (4a–4c) cannot be used to determine the application; in such cases the other criteria will be used to determine the application.

Applications for the academic year **2028/29** must be made at www.eadmissions.org.uk issued by the applicant's local authority (Lewisham Council for residents of Lewisham borough). This is available from **September 2027**. The closing date for online application to be received is **15 January 2028**.

Fair access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

Waiting list

The school operates a waiting list in accordance with the admissions criteria. The waiting list will be held for one year only. Parents must renew their request to remain on the waiting list each year in June.

Appeals

Parents have the right to appeal against the governors' decision to refuse a place in the school to their child. Any parent wishing to do so should obtain an appeal form, which is available at school. Appeals should be sent to the clerk to the appeals, St Margaret's Lee Church of England School, SE13 5SG within 20 school days. There is no right of appeal with respect to places in the nursery class. It should be noted that in accordance with the School Admissions Code the governing body is required to abide by the maximum limit for infant classes (i.e. 5, 6 and 7 year olds) of 30 pupils per class.

Help and advice

Do please ask the headteacher if you are unclear about the policy and would like any further clarification.

Appendix

Membership of Ecumenical Bodies

These lists are of **full members** of the ecumenical bodies and are correct at the time of printing.

CHURCHES TOGETHER IN ENGLAND

The following statement describes membership of Churches Together in England:

"Churches Together in England unites in pilgrimage those churches in England which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves:

- to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and
- to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit."

At the time this guidance was published, the following were listed as full members of Churches Together in England; for up-to-date information access Churches Together in England website at www.churches-together.net, or telephone: 020 7529 8131.

Full Members

Antiochian Orthodox Church
Assemblies of God
Baptist Union of Great Britain
Catholic Church
Cherubim and Seraphim Council of Churches
Church of England
Church of God of Prophecy
Church of Scotland (in England)
Churches in Communities International
Congregational Federation
Coptic Orthodox Church
Council for Lutheran Churches
Council of African and Caribbean Churches
Council of Oriental Orthodox Christian Churches
Elim Pentecostal Church
Evangelical Lutheran Church of England
Evangelische Synode Deutscher Sprache in Großbritannien
Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
Free Church of England
Ground Level
Icthus Christian Fellowship
Independent Methodist Churches
International Ministerial Council of Great Britain
Joint Council for Anglo-Caribbean Churches
Mar Thoma Church
Methodist Church
Moravian Church
New Testament Assembly
New Testament Church of God
Oecumenical Patriarchate
Redeemed Christian Church of God
Religious Society of Friends
Russian Orthodox Church
Salvation Army
Transatlantic Pacific Alliance of Churches
United Reformed Church
Wesleyan Holiness Church

EVANGELICAL ALLIANCE

The Evangelical Alliance has over 3300 member churches; all have given their assent to the Evangelical Alliance Basis of Faith, have been established for at least two years and are in good standing with other local evangelical churches and/or organisations, abiding by the Practical Resolutions of the Evangelical Alliance. The website (www.eauk.org) allows individual church searches by postcode. **The Evangelical Alliance no longer produces a list of member churches on its website; the list below is not exhaustive but intended to indicate the breadth of membership.**

Abundant Life Network
Apostolic Church
Assemblies of God
Association of Vineyard Churches
Baptist Union
Baptist Union of Scotland
Brethren
Church in Wales
Church of Christ
Church of England
Church of God
Church of God of Prophecy
Church of Ireland
Church of Scotland
Church of the Nations
Church of the Nazarene
Christ Apostolic Church
Christian Outreach Centre
City Church Ministries
Congregational Federation
Congregational Union of Ireland
Cornerstone Network
Countess of Huntingdon's Connexion
Covenant Ministries
Elim Four Square
Elim Pentecostal Church
English Baptist
Evangelical Fellowship of Congregational Churches
Fellowship of Churches of Christ
Fellowship of Independent Evangelical Churches
Four Square Gospel
Free Church of England
Free Church of Scotland
Free Methodist Denomination
Grace Baptist
Grapevine Network
Ichthus Christian Fellowship
Ichthus Link
Impact Network
Independent
Independent Baptist
Independent Methodist
Kingdom Faith
Life Link International
Mennonite
Methodist
Multiply Network
New Covenant Ministries
New Frontiers
New Testament Church of God
Old Baptist Association
Partners in Harvest
Partnership
Pentecostal Church
Pioneer
Plumbline Ministries
Presbyterian Church of Ireland
Presbyterian
Redeemed Christian Church of God
Revival Fire
Rhema
River Network
Rural Ministries
Salt and Light
Salvation Army
Scottish Baptist Union
Scottish Episcopal
Shaftesbury
Sunrise Ministries
Transform Network
United Free Church of Scotland
United Reformed Church
VIA
Wesleyan Reform Union
World Breakthrough Network

St Margaret's Lee

Church of England School Diocese of Southwark

SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO

ST MARGARET'S LEE CHURCH OF ENGLAND PRIMARY SCHOOL

Completion instructions: Parents/carers should fill in this form **only** if they are applying for a church place (criterion 5). Sections 1–4 should be completed by the applicant parent and given to the priest/minister to complete section 5 by **15th January 2028.** However, it is the responsibility of the priest/minister to return the completed form to the school. Forms handed in directly by parents/carers will be checked with the church. You should ensure that you have a copy of the admissions policy prior to completing the form and that you have discussed your application with the priest/minister from whom verification is sought. You must also complete the common application form available from your home local authority and name this school on that form. The common application form should be returned direct to your home local authority.

1 Pupil information:

Surname of child: Other name(s):

Date of birth:

2 Parent/guardian information

Name of parent/guardian:

Home address:

Postcode:

Home telephone: Mobile phone:

3 Church attendance

Name of church which you attend:

If this is not an Anglican church please state the denomination to which your church belongs:

Do you attend a church service best described as at least fortnightly? Yes / No

Have you attended this church for at least two years prior to **31 December 2027?** Yes / No

If you have attended your current church for less than two years, please ask the priest/minister from your previous church to write and sign a letter on church headed paper, confirming your attendance, in line with the school's policy. This letter should be given to the priest/minister of your current church for submission along with the SIF.

4 Church information

Name of priest/minister:

Address of priest/minister:

Postcode:

I confirm that the information given above is correct and that I have read the admissions policy.

Name: _____

Signed: _____ Date: _____
(Parent/guardian)

Please do not complete the minister's section below; your minister should complete the following section to verify the information given in paragraphs 3 and 4 above.

5 For priest/minister's reference only:

Can you confirm that the applicant attends church in the terms of our admission policy?

Yes / No

Is your church a member of Churches Together in England, the Evangelical Alliance or Affinity Churches? Please specify.

Would the applicant have otherwise qualified as a 'faithful and regular worshipper' but were prevented from doing so because during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship? **Yes / No**

Please supply Registration No:

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

Signed: **Date:**

(Priest/minister)

By signing this form, the applicant and priest/minister confirm that they have discussed it between them.