**St. Mark’s Church of England Primary School**



Admission Policy 2017/2018

**Ethos Statement**

St Mark’s Church of England School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of the school and its importance to our community.

St Mark’s 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 (LA). Parents must complete the LA’s Common Application Form (CAF) and return the form to the LA; if applying for a place at this school. Parents must name this school as one of their preference on the CAF.

**Foundation Places**

The Governing Body has designated 20 places to be offered to pupils whose families are faithful and regular worshippers at a church of a Christian denomination recognised by Churches Together in England, the Evangelical Alliance and Affinity Churches. Regular attendance at church is defined as at least twice a month for at least a year prior to application by the child’s parent/carer. (See Appendix)

If there are more than 20 applicants, places will be allocated according to the following criteria. These are stated in order of priority.

1. Looked and previously looked after children (See Appendix)
2. Children with an exceptional and professionally supported medical or social need (or those of their parents or guardians / carers) for a place at St Mark’s School. (See Appendix)
3. Children who will have a sibling in the school at the time of admission. (See Appendix)
4. Children whose parent/carer is a faithful and regular worshipper at St Mark’s CE Church, The Oval, SE11. (See Appendix)
5. Children whose parent/carer is a faithful and regular worshipper at a church other than the above, but of a Christian denomination recognised by Churches Together in England, the Evangelical Alliance and Affinity Churches. (See Appendix)
6. The nearness of the child’s home to the school. The school will require all applicants to provide proof of the child’s address. (See Appendix)

If there are less than 20 qualified applicants for Foundation Places any unfilled places will become additional Open Places. Unsuccessful applicants for Foundation Places will be considered for Open Places

**Open Places**

The Governing Body has designated 10 places each year as Open Places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen the school for the type of education it provides.

Parents applying for an Open Place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hope that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

If there are more than 10 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after and previously looked after children (See Appendix)
2. Children with an exceptional and professionally supported medical or social need (or those of their parents or guardians or carers) for a place at St. Mark’s School. (See appendix)
3. Looked after and previously looked after children (See Appendix)
4. Children who will have a sibling in the school at the time of admission. (See Appendix).
5. The nearness of the home to the school. (See Appendix)

In the event that two or more applicants have equal rights to a place under any of the foundation or open place criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants:

**Tie breaker**

If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Appendix

**Looked After Children:**

**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. 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.

**SPECIAL EDUCATIONAL NEEDS**

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 admit all those pupils whose statement, or EHC Plan, names the School\*.

*\* NB: All schools are consulted by the LA prior to the school being named.*

**Deferred and part-time entry (only relevant to schools with infant classes)**

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.

**EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child’s chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**Social / Medical:**

An application for a child with an exceptional and professionally supported medical, or social need, (or those of their parent(s) / guardian / carer) for a place at this school must have such an application supported by written evidence at the time of application. Such evidence should be provided by a specialist health professional, social worker or other care professional. The evidence must set out reasons why this school is the most suitable, and the difficulties that would be caused if the child had to attend another school.

**Siblings:**

 Siblings are defined as blood relatives, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB: Siblings must still be in school at the time the new sibling is admitted. Siblings must still be in school at the time the new sibling is admitted.

**Applications for Foundation Places:**

Those applying for Foundation Places are required to complete a Supplementary Information Form (SIF) which can be obtained from the local authority or the school. The SIF must be returned in advance of the deadline for applications.

**Distance:**

Distance is measured by reference to the safe walking distance along public roads or footpaths, that are lit, from the house or entrance to flats to the main entrance of the school.

**Late Applications:**

The Governors will consider late applications in accordance with the procedure in the local authority’s co-ordinated scheme. This is explained in the local authority’s brochure.

**Waiting List:**

The school operates a waiting list which is ordered in accordance with the oversubscription criteria. The list will be maintained until the end of the Autumn Term. Parents / Guardians / Carers may request, in writing, to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

**Appeals:** Parents, who are not offered a place for their child, have the right to appeal to an independent panel. Parents wishing to appeal should obtain an appeal from the school. The form should be sent to reach the Clerk of the Appeals panel, c/o the school with 14 days of the date confirming the governors’ decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant changes in their circumstances.