


St. Mark's CE Primary School
AIM HIGH. BELIEVE. ACHIEVE.
Where every child matters and every day counts.
ADMISSIONS POLICY 2020-21

Aims and objectives

St. Mark's Church of England Primary School is a Church of England Voluntary Aided school and the governing body is the admissions authority for the school. We are an inclusive school that welcomes children from all backgrounds, faiths and abilities while promoting the values and ethos of a Christian community. We ask families applying for a place at St Mark's to support the Christian ethos and values of the school.

How parents and carers can apply for their child to be admitted to our school

As our school is a Church of England Voluntary Aided school, the school determines the admission arrangements but the local authority, Brighton and Hove City Council, coordinates school admissions across the City. Therefore you must submit an application to Brighton and Hove City Council. However, the governors of St Mark's decide which children are admitted if there are more applications than places available.

Full details about how to apply online are on the council website: <https://new.brighton-hove.gov.uk/schools-and-learning/apply-school/apply-school-place>

You can also download or obtain a paper form to make your application. The deadline for making paper or online applications can be found on the Council's website or you can phone the Local Authority Admissions Team on 01273 293 653.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Parents and carers who wish their children to be considered a priority for admission under the faith criteria – criteria 3, 5, or 6 - must also complete the Supplementary Application Form to provide evidence of their faith commitment.

Education, Health and Care plans (EHCPs)

Children with EHCPs will be entitled to a place at St Mark's if the school is named in the EHCP. If the child has an EHCP, please ensure that you indicate your choice of school on your application to the Local Authority.

Oversubscription Criteria

When there are more applications than places available at the school we will apply the following oversubscription criteria to decide which pupils are offered a place:

1. Children in the care of a local authority (looked after children) and previously looked after children.¹
2. Children with compelling medical or other exceptional reasons for attending St. Mark's.²
3. Children of parents, at least one of whom is a regular worshipper³ in the Parish Church of St. George with St. Anne and St. Mark.
4. Children whose brothers and sisters are pupils at the school at the time of admission.⁴
5. Children whose parents are regular worshippers at another Church of England church.
6. Children whose parents are regular worshippers³ at other Christian churches, that are full members of Churches Together in Britain and Ireland or belong to the Evangelical Alliance.
8. Other children


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Tie Break

In the event of over-subscription in any of the above categories, priority will be given to those children living nearest to the school, measured using the same method as that used by Brighton and Hove City Council. If two applications are tied for the last place then this will be decided by random allocation, the drawing of lots overseen by a person independent of the school and the admissions process.

Notes

1 Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). In order for a place under this priority parents and carers will need to supply proof of your child's status to the local authority. This could be a copy of the adoption certificate or order and a letter from the local authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made.

2 In order for governors to offer a place under this priority parents and carers will need to provide documentary evidence from a doctor, social worker or educational psychologist that it is essential for their child to attend St Mark's and that no other nearby school is suitable to meet their particular needs.

3 Regular worship is defined as attendance at a public service at least once a month in the past 6 months.

4 A sibling link is only taken into account if children live at the same main address at the time of the application and the sibling has already been allocated a place at the school.

The Net Capacity

The net capacity is the number of children the school can accommodate. The net capacity for our school is 210.

Published Admission Number (PAN)

The published admission number for Reception is 30 places.

Deferred Entry

Schools are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governing body has offered the child a place at the school. The parent/carer can decide either:

- a) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
- b) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year; or
- c) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of Children Outside their Normal Age Group

The school encourages parents/carers to educate their child alongside age equivalent peers in most cases. Should a parent or carer request that their child should start later than other children in their chronological age group; they should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent or carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not



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receive priority over or above any other applicant for this year group and the application will be considered alongside all other applicants to the school.

If a parent/carer requests that their child should start earlier than other children in the chronological age group, they should initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry they will be invited to apply again in the following year for the correct cohort.

Decisions about requests for deferred or accelerated entry are made on the basis of the circumstances of each case and in the best interests of the child. The governing body will expect the parent or carer to supply them with appropriate information and evidence.

If the parent or carer is unhappy with a decision about which year group their child will be admitted to, the following guidelines below will apply. Parents or carers who are refused a place for their child at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group that the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

Waiting List

The Governors operate a waiting list. The list will continue for the year group until the end of the academic year. Parents and carers wishing to put their children's names on the waiting list should inform the school. When a place becomes available, all children will be considered according to the admissions criteria. The Governing Body delegates to the Head teacher the responsibility of offering places to applicants on the waiting list. We must be informed in writing termly if the child's name is to remain on the waiting list. If a place is offered and parents/carers then decline, the child's name will be removed from the waiting list.

Offer of a Place

The Local Authority will inform you of your allocated place on the National Offer Day of 1 April 2020. Note: If this day falls on the weekend/bank holiday, it will be the first working day after.

Appeals

If your child is not offered a place at St Mark's Church of England Primary School, you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998).

Appeals must be made in writing and must set out the reasons for which the appeal is being made.

Appeals should be made to the Clerk to the Governors at the school address.

Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (1 April 2020). Completed paperwork must be received by the school no later than 29 April and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel.

Late application appeals will be heard within 30 school days of the appeal being lodged.

In-year applications will be heard within 30 school days of the appeal being lodged.

Signed:

Date:

Review

This policy will be reviewed annually.



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**Supplementary Information Form
For admission in 2020-21**

This form must be filled in if you wish your child to be admitted under oversubscription criteria 3, 5, or 6.

Child's Surname	Forename	Middle Name/s	Date of Birth
Home Address of Child		Postcode	
Names of parents and carers (with parental responsibility for child)	1.	2.	3.
	Daytime Phone No.	Daytime Phone No.	Daytime Phone No.
Previous School		Current School (if different)	
Phone No.		Phone No.	
Request for Admission into (please circle)		Requested Term & Year of Admission (please circle)	
YR Y1 Y2 Y3 Y4 Y5 Y6	Autumn / Spring / Summer	2020/2021	
If there are no places available, would you like to go on the waiting list?		YES / NO	
Parent/Carer Signature			Date / /20

Please do not hesitate to ask for help in completing this form if anything is at all unclear

Accepted/ Declined / Waiting List Date:	Date of Admission	Medical Form	
		HS Contract	
		Local Visits	
		In-school papers	



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There are 30 spaces in each year group. If we receive more than 30 applications for a space in any class, we need to apply our officially published criteria to make a fair decision. The information provided on this form and an accompanying letter from a Church Minister will provide evidence allow Governors to consider applications under Criteria 3, 5, or 6

*** Regular worship means attendance at a public service at least once a month in the past 6 months**

Criteria

<p>1 Is one of the parents or carers a regular* worshipper in the Parish Church of St. George with St. Anne and St. Mark?</p> <p>A letter from the Vicar must be supplied and attached to this application for us to consider your child under Criterion 3.</p>	<p>Yes/No</p>
<p>2 Is one of the parents or carers a regular* worshipper at another Church of England Church?</p> <p>A letter from the Church Minister or priest must be supplied and attached to this application for us to consider your child under Criterion 5</p>	<p>Yes/No</p>
<p>3 Is one of the parents or carers a regular* worshipper at another Christian Church which belongs to Churches Together in Britain and Ireland or the Evangelical Alliance?</p> <p>A letter from the Church Minister or priest, must be supplied and attached to this application for us to consider your child under Criterion 6</p>	<p>Yes/No</p>