

"Loving to Learn, Learning to Love"



Admissions Policy

Last reviewed **March 2017**

Review date **March 2018**



Admission Policy

The Federation Board is responsible for the admission of pupils to St Mark's Church of England (Aided) Primary School.

The planned admission number is 60 pupils to reception each year and this applies to the year 2018-2019.

This admission limit has been agreed between the Federation Board and the Local Authority.

Pupils will normally be admitted to reception in the September of the academic year in which they become 5 years old.

The school does not have any specific facilities for pupils with particular learning needs and there are no specific facilities for pupils with physical disabilities. The school is on two levels however all lower levels can be accessed without steps. Should the need arise the school would be able to accommodate a pupil with a physical disability on the lower floor. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Federation Board is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds). This limit is a maximum of 30 pupils per class.

When there are more applications than there are places available, the Federation Board will admit pupils according to the following criteria, in order of priority:

1. Children in care (looked after children) whose carer(s) wish their child/children to attend St Mark's Church of England (A) Primary School.
2. Children who have a sibling¹ attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers² at a Church of England Church parish church. Written evidence of the applicants commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information form.
4. Children who are themselves, or whose families are, faithfully and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.

(NB: St Mark's Church of England (A) Primary prioritises applicants who worship at a Church of England church within the Parish of Hanley above other applicants under this criterion).

¹ Sibling is defined as blood-relatives, step-siblings, foster and adopted children living at the same address.

² Faithful and regular worshippers would be defined as those who attend a church service or activity at least twice per month and have been doing so for a minimum of two years.

5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of applications, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace. (This will be determined by local authority software)

In the event that two or more applicants have equal right to a place under any of the above criteria, the Federation Board will apply subsequent criteria, in order of priority, to these applicants.

Where parents/carers are seeking places for siblings who are the product of a multiple birth eg twins, triplets they must submit separate applications for each child. If a situation arises where there are insufficient places for all siblings, the remaining places will be offered in order of the time of birth. The parents would then need to decide whether to a) accept the place(s) or b) decline the place(s). If the place is declined then it will then be offered to the next person in the allocation after the children of multiple birth. If the parents accept the place then the unsuccessful sibling will be considered first priority on the waiting list should a place becomes available.

Admissions Procedures

The school will use the Local Authority co-ordinated scheme for admissions and timetable for admissions. Following submissions of forms to the LA the school will consider each applicant who has named the school as a choice on the form in accordance with the admissions criteria.

Casual admissions

The school will use the Local Authority's co-ordinated admission arrangements relating to applications submitted for years older than the normal year of entry. The school will consider such applications and if there is a place available in the year group applied for then the child will be admitted. If more applications are received than there are places available then the admission criteria above will apply.

Waiting lists

Waiting lists will be held for places, this will operate for a term after the admissions date. Positions on the waiting list will be determined with the admissions criteria above. Where places become vacant they will be allocated in accordance with the criteria.

Appeals

Parents of children not offered a place for their child have the right to appeal. Initially parents wishing to appeal should write to the Chair of the Federation Board c/o the school stating that they wish to appeal for a place at the school and their reasons for requesting an appeal. This letter should reach the school within 14 days of the date of the letter confirming the Federations Board 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 and material changes in their circumstances.

Agreed by admissions committee

Signed Chair of Federation Board

Dated.....

Review Spring 2018