

ST. MARK'S C of E PRIMARY ACADEMY

REACH2 Academy Trust – Company number 8452281

Albert Road, South Norwood. London SE25 4JD

Tel: 020 8654 3570 Fax: 020 8654 9308

E-mail: office@st-marks.croydon.sch.uk [main office]

www.st-marks.academy

Headteacher: Mrs Kate Wilson



ST. MARK'S
C OF E PRIMARY ACADEMY

'Inspiring minds, achieving excellence, nurturing faith'

ADMISSIONS POLICY

2016 - 2017

Our Vision

Inspiring minds, achieving excellence, nurturing faith

We are a small and caring, family orientated Church of England Academy serving our local community.

Our vision for our children is to inspire them through our values based ethos, encouraging a life-long love of learning and a determination to excel and grow into compassionate, resilient and responsible adults of the future.

Our Mission

As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build relationships based on honesty, respect and trust. Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting and creative curriculum which develops children's knowledge, skills and experience across a broad subject range encouraging all to excel.

ST. MARK'S C of E PRIMARY ACADEMY

REAch2 Academy Trust – Company number 8452281

Albert Road, South Norwood. London SE25 4JD

Tel: 020 8654 3570 Fax: 020 8654 9308

E-mail: office@st-marks.croydon.sch.uk [main office]

www.st-marks.academy

Headteacher: Mrs Kate Wilson



ST.MARK'S
C OF E PRIMARY ACADEMY

'Inspiring minds, achieving excellence, nurturing faith'

ADMISSIONS POLICY **2016/2017**

St Mark's C of E Primary Academy is a Voluntary Controlled Academy in the Diocese of Southwark. Our Academy is a Christian learning community where individuals work together to achieve their best. It has a distinctive Christian ethos, which is at the heart of this Academy which 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. We ask that the Academy's education is fully supported and that all parents and families respect the Christian ethos of our school and its importance to our community.

The Admissions Committee which deals with the administration process and the Local Authority is responsible for the final allocation of places. The Admissions Policy is reviewed annually by the Admissions Committee of St Mark's Academy and is subject to consultation with the Local Authority.

The Academy is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those set out in the Local Authority guidance on admission to primary school.

A maximum of 30 children born between 1 September 2011 and 31st August 2012 will be admitted in 2016. Foundation Stage and KS1 classes are legally required not to exceed this number per class.

To apply for a place at St Mark's C of E Primary Academy parents and/or carers must complete the following:

1. The Common Application Form from Croydon Local Authority (Form to be returned to Education Department, if application has not been completed on-line), naming St Mark's C of E Primary Academy as one of the preferences.
2. St Mark's Supplementary Information Form, if applying for a place under criterion 3, (to be returned to the School).

Where applications exceed the number of places available, the following over-subscription criteria for admission to St Mark's C of E Primary Academy will be used in the order which they appear numerically, except for criteria 3(D)

1. 'Looked After' Children

Any child in the care of the local authority, at the date on which the application is made (as defined in section 22 of the Children's Act 1999). If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department. Previously looked after children will also be considered in this category.

2. Siblings

Siblings of children on the school roll at the time the new sibling is admitted. For admissions purposes, siblings are defined as blood relations, step-siblings, half-siblings, adopted and foster siblings living at the same address. Sibling priority is as follows:

- a. Children of parents/guardians who are committed, regular worshipping members of St. Mark's Church and have attended weekly for at least the two years before the closing date of this application.
- b. Children Anglican churches in adjoining Anglican parishes in the Diocese of Southwark and have attended weekly for at least the two years before the closing date of this application.
- c. Children of parents/guardians who are committed, regular worshipping members of other Christian Churches and have attended weekly for at least the two years before the closing date of this application.
- d. Children whose parent/s or legal guardian/s have normally attended church on a monthly basis for at least the two years before the closing date of this application.
- e. Children of parents/guardians who are committed members of other faiths.
- f. Children living nearest to the school.

3. Religious Reasons

- a. Children of parents/guardians who are committed, regular worshipping members of St. Mark's Church and have attended weekly for at least the two years before the closing date of this application
- b. Children of parents/guardians who are committed, regular worshipping members of Anglican churches in adjoining Anglican parishes in the Diocese of Southwark and have attended weekly for at least the two years before the closing date of this application.
- c. Children of parents/guardians who are committed, regular worshipping members of other Christian Churches for whom St. Mark's is the nearest Church of England School and have attended weekly for at least the two years before the closing date of this application.
- d. Children of committed members of other faiths (up to 3).

Parents and/or carers must declare their request for a place for religious reasons on the school's Supplementary Information Form. Please give the name, address and telephone number of your Parish Priest, Vicar, Pastor or Religious Leader as the school will seek written references from them to confirm your commitment.

4. Geographical Location

Any other children in order of nearness of home to St. Mark's C E Primary Academy, including those who have not completed a supplementary Information Form for St. Mark's Academy.

Late Applications

Late applications or applications received after the closing date will not be processed until the initial round of offers has been made.

Supplementary Information Forms

The Supplementary Information Form is available directly from the school and seeks information which is not collected on the LA application form but which is needed by the Academy to enable us to reach a decision on your application. Completion of a Supplementary Information Form is not mandatory; however, if one is not received the school will not be able to fully apply the admission criteria. Without this form the application will be considered under criteria 4 above.

Clergy references will be sought by the school for categories 3, 4, 5, 6 and may be sought for Category 2 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as the church is listed within Appendix 1 or Appendix 2, and attendance is continuous.

Clergy References

Clergy references will be sought by the Academy for category 3 applications and may be sought for Category 2 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as church attendance is continuous.

Waiting List

The Academy operates a waiting list which is ordered in accordance with the admission criteria. Parents may request in writing to join the waiting list if they have not been offered a place at the Academy. The Academy will hold its waiting list for two years. During this time the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of this policy.

The Academy will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

Special Educational Needs

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

Multiple births

Where there are insufficient places to admit both twins, an additional exception will be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources. If a decision cannot be made, lots will be drawn.

Tie Break

In the event of two or more candidates being ranked equally, and living equidistant from the Academy, places will be allocated by drawing lots.

Admission of Children Outside their Normal Age Group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission panel will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant

professional detailing the child's educational needs which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age groups
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Head of School of the Academy concerned

Appeals

Parents who are not offered a place for their child have, subject to conditions laid down in the new Education Act, the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the Academy, within 14 days of the date of the letter 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 and material changes in their circumstances.

In-year Admissions

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the panel to rank the application in the event of there being more than one application for a place. The panel will use the same criteria to rank the application as that listed above. The offer of a place at the Academy will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Fair Access Protocol.

The Academy participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2010. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.