

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

2017 - 2018

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.

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INTRODUCTION

St Mark's C of E Primary Academy is a REAch2 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 Policy is reviewed annually by governors and is subject to consultation with the Local Authority.

A maximum of 30 children born between 1 September 2012 and 31st August 2013 will be admitted in 2017 to the reception class. Foundation Stage and KS1 classes are legally required not to exceed this number per class.

OVER-SUBSCRIPTION CRITERIA AND ALLOCATION OF PLACES

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.

- (i) Looked after or previously looked after children (see note 1)
- (ii) Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2)
- (iii) Siblings of children on the school roll at the time the new sibling is admitted. (See note 3).
- (iv) Children whose parent/carer is a faithful and regular worshipper at St. Mark's Church (see note 4)

- (v) Children whose parent/carer is a faithful and regular worshipper at other named Anglican churches in the Diocese of Southwark(other than St. Mark, South Norwood), (see note 4 and 5)
- (vi) Children whose parent/carer is a faithful and regular worshipper of other Christian churches for whom St Mark's is the nearest Church of England school (see note 4 and 6)
- (vii) Children of committed members of other religious faiths (see note 7)
- (viii) Children in order of nearness of home to St Mark's C of E Primary Academy (see note 8).

NOTES

1. 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 academy.
2. This must be supported by written evidence at the time of application, eg a specialist health professional, social worker or other care professional. The evidence must set out the reasons why St Mark's is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Siblings are defined as blood relations, step-siblings, half-siblings, adopted and foster siblings living at the same address.
4. Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to applying. Clergy references will be sought through the Supplementary Information Form. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply their previous church priest/minister's name, so that the two year period is covered.
The governors do not give a higher preference to families where both parents worship.
5. The following link provides the named Anglican churches in the Diocese of Southwark; (St Mark South Norwood)

<http://www.achurchnearyou.com/parishfinder.php?se25+4jd>

6. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
7. Applications are welcome from committed members of other faiths; the governors will require a reference from the family's faith leader confirming that they are a committed member and have been so for at least two years prior to the application. Those who have recently moved to the area will be asked to supply a reference from their previous faith leader so that the two year period is covered. The governors do not give a higher preference to families where both parents are members. Faiths included are those belonging to The Inter-Faith Network for the UK, ie Baha'i; Buddhist; Christian*; Hindu; Jain; Jewish; Muslim; Sikh; and Zoroastrian. (* Since members of the Christian faith have separate admission criteria, they would not be included in this criterion.)
8. Distance from the academy will be measured in a straight line from the centre of the child's main home address to the designated main school entrance, using the Local Authority computerised measuring system. For shared properties (for example, children living in the same block of flats) the measurement will be taken from the designated centre of the building without reference to which unit in which the child lives.

ADDITIONAL INFORMATION

Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until 31 December. Parents may request in writing to join the waiting list. Any late, or in-year, applications will be added to the waiting list in accordance with the admission criteria, it is therefore possible that these applicants will have a higher priority than those already on the list. If a vacancy arises, the child at the top of the waiting list will be offered a place.

Appeals

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the academy. The form should be sent to reach the Clerk to the Appeal panel, c/o St Mark's C of E Academy, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governors will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Co-ordinated admission arrangements

The Academy is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority.

Parents must complete their home local authority's **Common Application Form** and return the form to their Authority; if applying for a place at St Mark's Academy, parents must name this School as one of the preferences on the Common Application Form. On-line applications may be made via <https://www.eadmissions.org.uk/eAdmissions>; more information is available in your local authority's admission booklet or on the local authority's website.

Parents/carers who wish to apply under the religious criteria iv, v, vi or vii, must also complete the academy's **Supplementary Information Form** and return this to the academy by the close of the application period. Whilst not mandatory, failure to return the supplementary form will mean that the school cannot consider the application under the oversubscription criteria iv, v, vi or vii. In this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. Clergy references will be sought by the school for applications under these criteria. Forms are available on the school website or from the academy office.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

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 academy.

Admission to other years and in-year admissions

If parents/carers wish to apply for a place for their child at the academy outside the normal admissions round (i.e. admission to other years and admission mid-year), they should complete Croydon's in-year application form, naming the academy, and submit it to the local authority together with any supporting documentary evidence, where relevant. The school's supplementary form should also be completed to enable governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age 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 interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Deferred entry to reception class/part-time entry

The Academy 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 academy 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.

Child's Home Address

In the case of children who reside equally between parents, the permanent home address will be considered as the address where the child spends the majority of the time and, where relevant, with the parent who is in receipt of child benefit for the child.

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.

Notification

In accordance with their coordinated admissions policy, the local authority will write to parents in April to make a formal offer of a place at the academy for their child. Instructions will be included within the offer letter explaining how places may be accepted. The academy will also send an offer letter to parents asking them to complete the supplementary information form (SIF), and to provide proof of address and a copy the birth certificate or passport of the child ahead of admission.

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 admission number.



