



The Diocese of  
**Southwark**



## ST. MARK'S C of E PRIMARY ACADEMY

REACH2 Academy Trust – Company number 8452281

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Headteacher: Mrs Kate Wilson



**ST. MARK'S**  
C OF E PRIMARY ACADEMY

**'Inspiring minds, achieving excellence, nurturing faith'**

## **Admissions Policy 2019-2020 POLICY**

### **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.

Policy written: September 2017

Approved by Local Governing Body: 17/10/2017

Next Review: September 2018

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## **ADMISSIONS POLICY – DETERMINED ARRANGEMENTS**

### **2019/2020 School Year**

#### **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 school 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 school's education is fully supported and that all parents and families respect the Christian ethos of our school and its importance to our community.

A maximum of 30 children born between 1 September 2014 and 31 August 2015 will be admitted in 2019 to the Reception class. Infant classes are legally required not to exceed this number per class.

Parents/carers who wish to apply for a place for their child under the faith-based criteria (c or d below) must complete the school's Supplementary Information Form (SIF) (see Annex B) and return this to the School by the closing date for applications. Failure to return the SIF will mean that the school cannot consider the application under the faith-based criteria, and will consider the application under the next applicable criterion.

For further information, see our website at [www.st-marks.academy](http://www.st-marks.academy)

## **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 in order of priority:

- a. Looked after children or previously looked after children (see Note 1 below)
- b. Children with siblings in the school (see 'additional information' section for definition)
- c. Children whose parent/carer is a faithful and regular worshipper at St Mark's Church (see Note 2 below)
- d. Children whose parent/carer is a faithful and regular worshipper at another Christian church (see Notes 2 and 3 below)
- e. Children of school staff recruited to fill a skill shortage post (see Note 4 below)
- f. Home-to-school distance - so that children living closest are allocated remaining places first (see 'additional information' for details).

## **NOTES**

1. Looked after children are children who are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were previously looked after (as per above) but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application. Clergy references will be sought through the Supplementary Information Form. In exceptional cases, a parent/carer for whom unavoidable circumstances has prevented their attending worship at least fortnightly for at least two years prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. 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.
3. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, Affinity Churches, or the Fellowship of Independent Evangelical Churches.
4. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REACH2 regional or central teams); it will be subject to confirmation by an independent REACH2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REACH2 has chosen a more limited approach.

## **Tie break**

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school<sup>1</sup>; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

## **ADDITIONAL INFORMATION**

This section covers technical details such as definitions where REAch2 aims to align as far as possible with arrangements made by Croydon local authority for its community schools.

### **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 Croydon 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 CoE Primary Academy, parents must name the academy as one of their 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 (c or d above), must also complete the **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 faith-based criteria. In this case the application will be considered under the next applicable criterion 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 school office.

### **Admission to other years and in-year admissions**

If parents/carers wish to apply for a place for their child at the school 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 school, and submit it to the local authority together with any supporting documentary evidence, where relevant. Where applying under faith-based criteria (c or d), 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.

Note – the following three definitions are used by Croydon Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid confusion and keep arrangements as simple as possible for local parents and carers.

### **Sibling**

is a "brother or sister, half brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made." The sibling must be at the school at the point of proposed admission.

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<sup>1</sup> As measured according to the home to school distance definition set out further below. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by DfE

### **Home-to-school distance**

is defined/measured “in a straight line from the child’s home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.”

### **Child’s Home Address**

is defined as “the address where the child normally resides Monday to Friday as their only or principal residence. Addresses involving child-minding (professional or relatives) are excluded. If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn. The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance. If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.”

### **Late applications**

Late applications will be considered in accordance with the procedure in Croydon local authority’s co-ordinated scheme as published in the LA school admissions booklet.

### **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.

### **Waiting list**

A waiting list will be operated which is ordered in accordance with the over-subscription 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 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.

### **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. All those pupils whose statement, or EHC Plan, names the academy will be admitted.

### **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 31 August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry

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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. The Headteacher will decide, based on evidence about the best interests of the child, whether to accommodate the request.

### **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 by the Headteacher 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.

### **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.