

## Admissions Policy and Arrangements for Entry in 2017

The Governing Body of St Mark's CE (VA) Primary School, Natland is the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governing Body has set the published admission number for the Reception Class as **30**.

The preferred method of applying for a school place is online via the Local Authority's website. If you wish your application to be considered under the faith criteria you should also complete the relevant form, which is available from the school office. The document 'Starting School in Cumbria' is available to view or download from the website, and there is a paper copy in school if parents wish to view it. An application for entry in September 2017 must be made by the closing date which is 13 January 2017.

Parents / carers are encouraged to state three preferences on the application form. Preferences are treated equally. Places are allocated according to this Admissions Policy and the Local Authority's Co-ordinated Admissions Scheme. Parents will be notified of the outcome of their application by the Local Authority. Parents / carers of those children not offered a place will be informed of the reason and offered a place at another school by the Local Authority.

All children will be admitted unless there are more applicants than places. In the event that there are more applicants than places the Governing Body will allocate places using the following criteria, *listed in order of priority*:

**1. Children in public care or 'looked after' (or previously 'looked after').**

*A child in 'public care' is defined as a child who is 'looked after' by the Local Authority within the meaning of section 22 of the Children's Act 1989. Children 'previously looked after' extends to children who have been adopted or become "subject to a child arrangements order".*

**2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school.**

*Written evidence from an appropriate professional (e.g. a doctor or social workers) would be required for the Governing Body to consider admission in this category.*

**3. Children living within the catchment area having a brother or sister (including adopted siblings) attending St Mark's at the time of their admission giving priority, if necessary, to those children with the youngest siblings.**

*Brothers and sisters are those living at the same address, including step and foster children.*

**4. Children living within the catchment area who, with a parent / carer, attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance**

*Attendance may be at more than one church but should be for at least two years prior to the application date*

**5. Children living within the catchment area of St Mark's.**

**6. Children living outside the catchment area having a brother or sister (including adopted siblings) attending St Mark's at the time of their admission giving priority, if necessary, to those children with the youngest siblings.**

*Brothers and sisters are those living at the same address including step and foster children.*

**7. Children living outside the catchment area who with a parent / carer, attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance**

*Attendance may be at more than one church but should be for at least two years prior to the application date*

**8. Children living outside the catchment area.**

## **EXCEPTION: STATEMENT OF SPECIAL EDUCATIONAL NEEDS (SSEN) or EDUCATION HEALTH CARE PLAN (EHCP)**

The criteria outlined above will be strictly followed with one exception. If a child has a Statement of Special Educational Needs or Education Health Care Plan naming St Mark's CE Primary School as the most appropriate school to meet those needs then, irrespective of the criteria above, the child will be admitted. In such circumstances the Governing Body has a statutory duty to admit the child concerned.

## **TIE BREAK**

Where there are more applicants than places available in any category (where age is *not* considered) then distance between home and school will act as a determining factor. Age is only used as a tie-breaker in the sibling categories (3 and 6 above). The distance is measured from the centre of the child's home to the main entrance door of the school. The distance is determined by the shortest walking route by road. The Governing Body will use the Local Authority School Admissions Department GIS measuring system to ensure consistency of measurement. Children living at the closest addresses will have priority.

## **ADDRESS OF PUPIL**

The address on the application form must be the current one at the time of application. Where a child lives regularly at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the Governing Body reserves the right to verify the information provided by the parents / carers, for example, through the GP or some other relevant professional or body.

## **SUCCESSFUL APPLICATIONS**

For the last number of years the Governing Body of St Mark's were able to admit **all** the pupils whose parents / carers made an application.

## **WAITING LIST**

Parents whose children are not offered a place may ask for their children's names to be put on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to those criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for sometime. Irrespective of whether an appeal has been submitted if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

## **'IN YEAR' ADMISSIONS**

'In Year' admissions are those which occur outside the normal admission and transfer times. Parents / carers who wish their child to attend St Mark's should arrange to visit the school. Parents / carers will be provided with admission details.

## **FRAUDULENT APPLICATIONS**

If the Governing Body of St Mark's discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent or carer, which effectively denies a place to a child with a stronger claim, then the Governing Body will withdraw the offer of a place. The Governing Body will reconsider the application and the right of appeal offered if a place is refused.

## **DEFERRED ADMISSION**

If a child's fifth birthday is between September and December then an admission may be deferred until the beginning of the following Spring Term. If the birthday is between January and April admission may be deferred until the beginning of the Summer Term at the latest. Parents may arrange for child(ren) to attend part time during terms before they reach statutory school age. *It is recommended that any deferment is no later than the start of the Spring Term.*

## **APPEALS PROCEDURE**

If the Governing Body is unable to offer a child a place because of over subscription, parents / carers have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. *Parents / carers should notify the Clerk to the Governing Body within 20 school days of receiving the letter refusing a place. Parents / carers will then have an opportunity to submit their case to an independent appeals panel both in writing and in person. Parents / carers will normally receive 10 school days notice of the time and venue for the appeal hearing. An independent appeal will be organised on behalf of the Governing Body by the Legal and Democratic Services Unit in Carlisle.*

## **MULTIPLE BIRTHS**

The Governing Body of St Mark's School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. Such child(ren) are known as 'excepted pupils' for the time they are in an infant class or until the numbers fall back to within the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. An 'excepted pupil' might also be a statemented or looked after child or a child of a U.K Serviceman to be admitted outside the normal admission period.

***The admission of a child to St Mark's is not dependent on the ability or willingness of parents / carers to make financial contributions.***

Signed \_\_\_\_\_ *Peter Barfoot*  
Headteacher

Signed \_\_\_\_\_ *Tim Ward*  
Chair of Governors

Date \_\_\_\_\_ 16<sup>th</sup> November 2015

To be reviewed: Autumn 2016