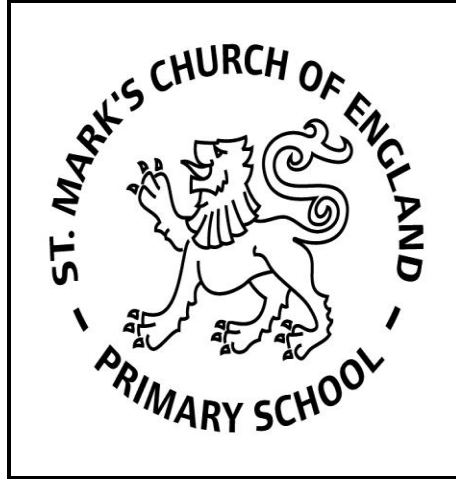


# Admissions Policy



**“Every Child,  
Every Chance,  
Every Day”**



Every Child, Every Chance, Every Day

## **St Marks Church of England Primary School** **Policy for Admissions**

### **St Mark's Admissions Policy**

For admission in the Academic year September 2018 to August 2019.

We are proud of our Church of England status and aim to educate the children of St Mark's within a Christian ethos. We also aim to ensure that St. Mark's is an inclusive school taking account of special educational, social and community needs. We aim to continue to support the historical nature of the Church of England School mission and in so doing, our admission policy has been developed to serve both our Church and our local community.

*We encourage all prospective parents/carers to come and visit our school, though this is not part of the admission process. There will be one open day in the autumn and spring terms every year. Prospective parents/carers are welcome to make an appointment to see the school at any time.*

### ***Early Years (Three year olds, and Reception children)***

*St Mark's School admits children once a year in Nursery and Reception classes in September. For the Nursery class, there is also an additional feed from the 2 Year Old class the term after each child turns 3 years old.*

#### ***Nursery:***

*Our Nursery class will be comprised of children admitted in the September before they turn four.*

*When there are more applications than there are places available the Governors will admit children according to the school's admissions criteria. The school will offer up to the equivalent of 26 full time places. All children moving from our two year old provision will be initially offered a part time place in line with national funding requirements.*

*Applications for Nursery are open between September 1<sup>st</sup> and March 31<sup>st</sup> each year for the following academic year.*

*There is a separate policy and criteria for admission to the Two year old class available from Islington's website.*

**For applications to our reception class:** Children will be admitted to the Reception class in the September after their 4<sup>th</sup> birthday.

When the school is over subscribed, priority will be decided by the following criteria:

1. Looked after children. This includes previously looked after children who ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
2. Children who have a sibling<sup>(1)</sup> living at the same address on roll at the school at the time of admission.
3. Children and their parents/carers who live in the Tollington parish and who regularly<sup>(2)</sup> worship at :
  - a. St Mark's Tollington Park
  - b. Emmanuel Hornsey Road
  - c. St Saviour's Hanley Road
  - d. St Andrew's Whitehall Park
  - e. St Mary's Hornsey Rise
  - f. St John's Upper Holloway
  - g. St Luke's West Holloway
4. Children and their parents/carers who live in the Tollington parish and who regularly<sup>(2)</sup> worship at any Christian Church<sup>(3)</sup> which is a member of Churches Together in Britain and Ireland or The Evangelical Alliance.
5. Children who live nearest to the school<sup>(4)</sup>.

**NOTES:**

- (1) 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 'brother or sister' or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling who is at the school at the time of the child's attendance.
- (2) Regular worship is defined by children and their parents/carers attending church at least twice per month for at least the last twelve months. For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.
- (3) Christian Church – Those churches who are members of Churches Together in Britain and Ireland or The Evangelical Alliance (a full list is available from the school).
- (4) Distance from the school is determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the main school gates on Sussex Way N19 4JF.

**Tie-Breakers**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school gates in Sussex Way when measured on a computerised mapping system held at the Education Department. For this purpose, measurement will be the shortest distance when measured in a straight line. In the event of 2 or more children having the same distance, a decision will be made using random allocation.

## **Children with a Statement of Special Educational Need or with an Education, Health and Care Plan (EHCP):**

Children with a statement of Special Educational Need or with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

## **Applications for entry to the Reception Class**

Admission to primary schools in Islington will be co-ordinated by Islington Council. Parents wishing to apply for a place at St Mark's must specify St. Mark's as one of their preferences on the Primary Common Admission Form, which, if you live in Islington, should be returned to Islington Local Authority. Parents/carers living in another Local Authority should complete their home borough form and return it to that LA.

**PLEASE NOTE:** Parents wishing to apply under Criteria 2, 3 and 4 are advised to complete St Mark's own supplementary information form so that the governors may consider their application fully. This should be returned to the school by the date specified by Islington Local Authority. This form is not compulsory, but failure to fill it in may affect the priority afforded to the application.

## **Waiting List Arrangements**

All unsuccessful applicants will automatically be placed on the waiting list for that year group. Parents/carers will be asked annually whether or not they wish their child to remain on the waiting list. Where no reply is received by the specified date, the child will be removed from the waiting list. All applications received after the closing date will be placed at the end of the waiting list.

## **In-Year Admissions**

Applications for In-Year admissions are co-ordinated by the school and are subject to the Admissions Criteria as detailed above.

If more applications are received than there are places available, applications will be ranked by the School Admissions Committee in accordance with the over-subscription criteria, with the following modification: children without an offer of a school place are given priority immediately after other looked-after children. If a place cannot be offered at this time then parents/carers can ask us for the reasons and they will be informed of their right of appeal and made aware of the relevant procedures. They will also be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the School Admissions Committee according to the over-subscription criteria (as above) and not in the order in which the application was received. When a place becomes available, the School Admissions Committee will inform the parents/carers of the offer in accordance with the procedures as set out above.

## **Multiple Births**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will exceed their published admission number to support the family as required by the draft School Admissions Code 2014. These children will be deemed as 'excepted' pupils under infant class size legislation.

## **Admission of children below compulsory school age and deferred entry to school**

Full time places are offered from September after the child's 4th birthday. A place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their 5th birthday). If the child's 5th birthday falls between 1<sup>st</sup> September 2018 and 31<sup>st</sup> March 2019 parents/carers may request that their child is not admitted until later in the school

year 2019/2020, but no later than the term after the child’s 5th birthday, when they reach compulsory school age. For children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2019, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Parents/carers can request that a child attends part-time until they reach compulsory school age.

**Admissions outside the normal age group**

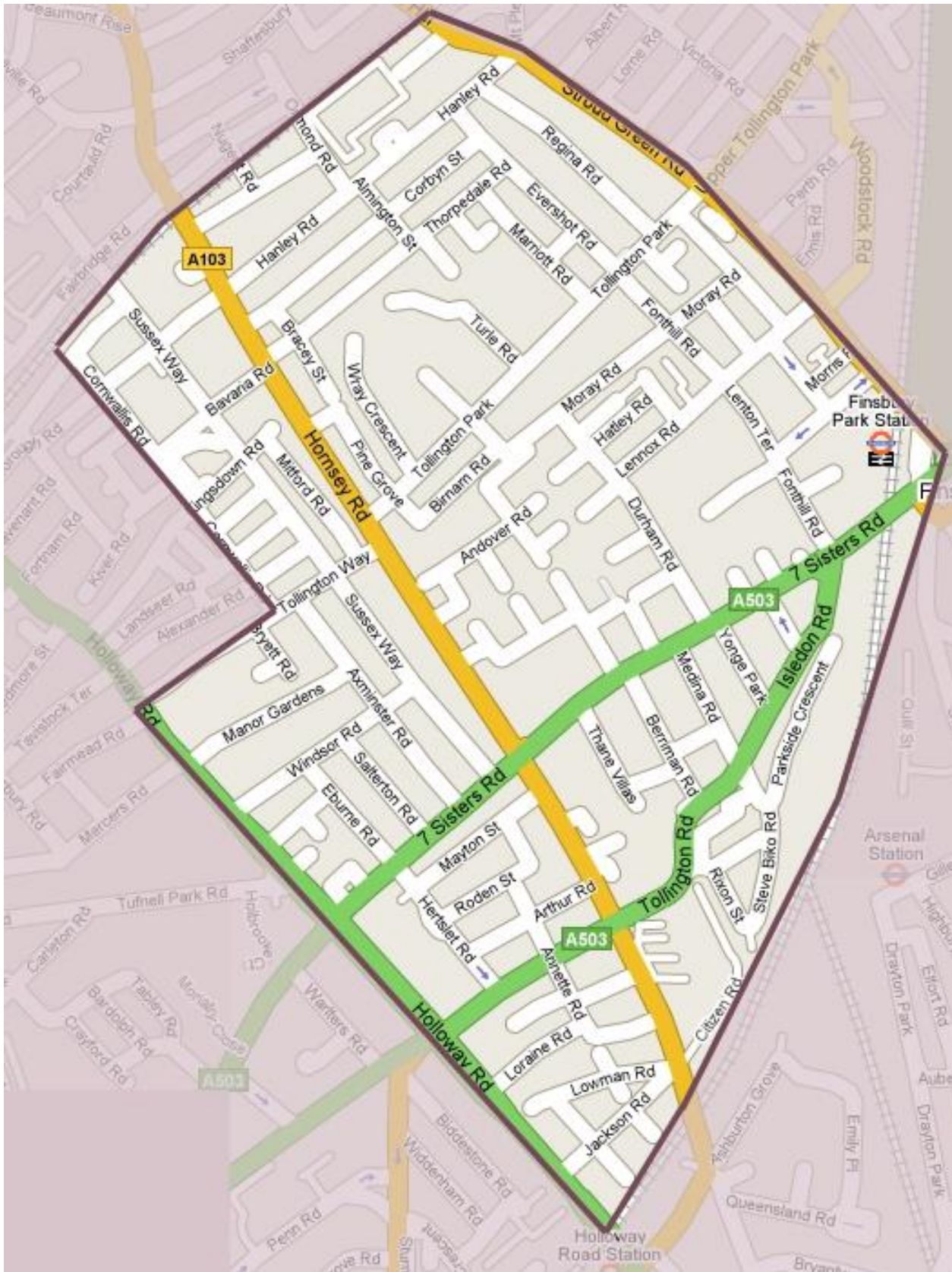
For children whose fifth birthday falls between 1<sup>st</sup> April 2019 and 31<sup>st</sup> August 2019, parents/carers who do not wish them to start school in the school year 2018-19, but would like them to be admitted in September 2019 for the school year 2019-20 should discuss this with the school at an early stage. Decisions will be made considering the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development, and where relevant, medical views will be taken into consideration. The views of the Head Teacher will also be considered. Reasons for the decision will be clearly set out in writing.

Parents/carers may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2019. Parents/carers should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from 2018-19 Reception Year group. Alternatively, parents can apply in the normal round (no later than 15<sup>th</sup> January 2017) for a Reception Year place in September 2019, but would need to provide strong supportive reasons for seeking a place outside the normal year group.

**Admissions Committee  
St Mark’s Church of England Primary School**

Reviewed and ratified by Governing body	Spring Term 2017		
Next Revision (Please highlight as appropriate)	Annual	<b>Biennial</b>	Tri-annual
To be reviewed	Spring Term 2018		

Appendix – Tollington Parish boundary map





## St Mark's Church of England Primary School

### Admissions: Supplementary Information Form.

**THIS FORM NEED ONLY BE COMPLETED IF YOU ATTEND CHURCH – PLEASE NOTE THE SECTION AT THE BOTTOM SHOULD BE COMPLETED AND OFFICIALLY STAMPED BY THE VICAR/PRIEST ONLY.**

**If you are applying to the school under criteria 2, 3 or 4, please complete this Supplementary Information Form so that Governors can fully consider your application**

Full name (inc. surname) of child (BLOCK CAPITALS)		D.O.B.
Address		
Contact telephone number		
Name and current year group of sibling currently attending St Mark's C of E Primary School		
Name of Church Attended		
Address and telephone number of Church attended		

**Please note:** This is a supplementary information form. If you are applying for admission to the Reception class you will also need to complete an Islington Primary Admission Form available from: **The School Admissions Section**, Islington Local Authority, 222 Upper Street, Islington, N1 1XR Telephone 020 7527 5517.

I have read a copy of the school's admission policy and I understand that the completion of this form is not an offer of a place

Parent(s)/carers name in capitals \_\_\_\_\_

Signed \_\_\_\_\_ (Parent(s)/Carers) Date: \_\_\_\_\_

#### **This section to be completed by the Vicar/Priest Only.**

Name of Vicar/Priest	
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Have the parents/carers & child on this application form attended your Church at least twice a month for the last twelve months? *(Please circle)*

YES

NO

Signature of Vicar/Priest/ Minister: \_\_\_\_\_

On completion of this form please put your official Church stamp in the space provided here.

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