St Mark’s Church of England/Methodist Ecumenical VA Primary School

Proposed Policy - School Admission Arrangements: School Year 2015/16

1. The school’s admission arrangements for Reception intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2015-16. To see a copy of the scheme contact North Somerset Council (see No.11 below for contact details).

2. St Mark’s Church of England/Methodist Ecumenical Primary School (St Mark’s School) is a Voluntary Aided school. The Governing Body is the admissions authority for the school and as such determines and oversees the school’s admission arrangements (following consultation).

3. It is the intention of the Governing Body to provide and develop Christian education in the Worle area. The oversubscription criteria will be reviewed, by the Governing Body, and published after consultation with other local admissions authorities including North Somerset Council.

4. The admission number for St Mark’s School is 60 and this is the number of places available in each year group.

5. **Over subscription Criteria for the 2015/16 school year.**

   If the school is *not* over-subscribed all new intake applicants will be offered a place. If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority:

   (a) Children in Care and children who were previously in Care, but immediately after being in Care, became subject to an adoption, residence, or special guardianship order.

   (b) Brothers and sisters of a pupil on the school roll at the time of admission who have a supporting letter from a Church, meeting criterion d, e or f in that priority order. **See point 9 for essential information required to fulfil church criteria.**

   (c) Brothers and sisters of a pupil on the school roll at time of admission.

   (d) Children who are, or children whose parent(s)/primary carer(s) is/are, a practising member(s) of either St. Mark’s Church, St. Mark’s Road, Weston-super-Mare; St. Martin’s Church, Church Road, Worle; Mead Vale Church, Mead Vale
Community Centre, c/o 6 Gannet Road, Worle or St Lawrence Church, Wick Road, Wick St Lawrence. See point 9 for essential information required to fulfil church criteria.

(e) Children who are, or children whose parent(s)/primary carer(s) is/are, a practising member(s) of an Anglican or Methodist Church (not included in criterion d). See point 9 for essential information required to fulfil church criteria.

(f) Children who are, or children whose parent(s)/primary carer(s) is/are, a practising member(s) of a Christian Church which is a full member of Churches Together in Weston-super-Mare District and/or Churches Together in England (not included in criteria d or e) See point 9 for essential information required to fulfil church criteria.

(g) Children with a brother or sister within the same year group (for example, twins/triplets) where St Mark’s School is the school nearest to the home address, measured in a direct line between the address points of the child’s home and the main entrance to the school indicated on the North Somerset Council’s computerised system(s).

(h) Children living closest to the school. The distances will be measured in a direct line between the address points of the child’s home and the main entrance of the school indicated on North Somerset Council’s computerised system(s).

Priority within each criterion will be determined by applying criterion (h).

6. Where St. Mark’s School is named in a child’s Statement of Special Education Needs the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the above criteria are applied. Applications of this type will take priority over all other requests for places.

In applying these criteria:

7. Where the direct line distances are equal the ranking of applications will be made by drawing lots.

8. A parent includes all those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

9. In order to fulfil the requirements of the church criteria, the child and/or their parents(s)/primary carer(s) would need to attend church at least twice a month for a period of not less than the previous twelve months. The reference must confirm this. In the over subscription criteria b, d, e and f it is strongly recommended that the reference form (Appendix 1), at the end of this policy, is used by the Minister, Vicar, Priest or Church Leader of equivalent status. If the reference form (Appendix 1) is not used then a reference letter, signed by the Minister, Vicar, Priest or Church Leader of equivalent status, must confirm that the child and/or their parent(s)/primary carer(s) attend church at least twice a month for a period of not less than the previous twelve months.

It is essential that this reference must be submitted to your home Council by the closing time and date to be considered in the first round of allocations. Failure to supply a written reference signed by the Minister, Vicar, Priest or Church Leader of
equivalent status confirming church attendance as above, will invalidate consideration of applications made under criteria b, d, e and f.

10. The school will hold a list of those Reception applicants still seeking a place at the school, until the last day of term 2 in 2014. Applications will be ranked in line with the school’s over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Local Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

11. Reception Intake only
   i) Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

   Email: admissions@n-somerset.gov.uk
   Website: www.n-somerset.gov.uk/admissions
   Tel No: 01275 884078   Fax No: 01275 884753

   North Somerset Council, People and Communities
   School Admissions and Transport Team, Town Hall, Walliscote Road,
   Weston-super-Mare BS23 1UJ

   Applications must be submitted by the closing time and date of 23:59 on 15 January 2015 in order to be considered in the first round of school place allocations

   ii) Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

   • Such late applications are received before North Somerset Council has submitted details of applications to other councils;
   • The applicant’s home council has accepted them as if they had been submitted by the closing time and date.

   All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.
   On-time applicants will be informed of the outcome of their application on 16 April 2015.

**ADDITIONAL INFORMATION AND DEFINITIONS:**

12. In-Year applications

   If there are more applicants than vacancies for any year group In-Year applications will be considered in accordance with the above over-subscription criteria. An In-Year application form is available upon request from the school and/or North Somerset Council.
   The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council’s Fair Access Protocol (full details available from North Somerset Council).

13. Children in Care
‘Children in Care’, are defined as, children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

14. Brothers and sisters.
To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.
* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

15. Home address.
A child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

16. Right of Appeal
Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

17. Admissions of children outside their normal age group.
The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

18. Deferred Entry
Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

There is a different procedure for Children with a Statement of Special Educational Needs. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

20. Nearest School: For criterion (g) the distances used to determine the nearest school will be measured in a direct line. If direct line distances are equal the nearest school will be determined by drawing lots. The nearest school is the nearest appropriate one i.e. a
maintained (not private or fee charging) mainstream school (excluding Catholic schools) that is appropriate to the child’s age.

21. All applications will be considered equally regardless of the ranking of a parent’s preference for the school.

22. School contact details:

    St Mark’s VA Primary School
    St Mark’s Road
    Worle
    Weston-super-Mare
    Somerset   BS22 7PU

    Tel: 01934 513008
    Fax: 01934 522007
    E-mail: stmarks.pri@n-somerset.gov.uk
    Web-site: www.saintmarks.co.uk
Appendix 1

Reference Form

It is the parent's responsibility to ensure that the requirements, detailed in this reference form, are fully met prior to submission.

It is essential that this reference form is signed by the Minister, Vicar, Priest or Church Leader.

To: The Governing Body of St Mark's Primary School
c/o Your Home Council (which is North Somerset Council for those living in North Somerset), School Admissions & Transport Team.

Name of Church ............................................................................................................................

Address of Church ........................................................................................................................

I can confirm that ...................................................................................................................... (name of child)
and/or their parent(s)/primary carer(s) ....................................................................................... (names)
have attended the above mentioned Church at least twice a month for a period of not less than the previous twelve months.

Signed: .............................................................. Dated: .................................................

Print name: ....................................................

Position: ..........................................................

Minister/Vicar/Priest or Church Leader of equivalent status