St Mark's C.E. Primary School
Queens Road
Farnborough
Hampshire
GU14 6DU

Executive Headteacher: Mrs Clare Wright

Tel: (01252)544155 ~ Fax: (01252)513712
Email: adminoffice@st-marks.hants.sch.uk
Website: www.stmarkscofe.co.uk

St Mark's Church of England Primary School
Admissions Policy
for Admission from 1st September 2028 - 31st August 2029

St Mark's Church of England Primary School is an Academy within the WMAT and the Trust is the Admissions Authority.

The admissions process is administered by the school in accordance with these Admission Arrangements and the WMAT Admissions Policy.

St Mark's Church of England Primary School is a one form entry Primary school for children aged between 4 and 11. There is no requirement for aptitude from prospective children.

The school participates in the Local Authority co-ordinated admissions scheme, and all associated deadlines must be adhered to by applicants. Applications for admission to Reception must be submitted to the child's home local authority using the authority's Common Application Form. Hampshire LA link is here: Apply for your Reception School place by clicking here

The Published Admission Number (PAN) for Reception starting September 2028 is 15.

Children with an Education, Health and Care Plan naming the school will also be admitted and will count within the Published Admission Number. Special educational needs and disabilities | Education and learning | Hampshire County Council

As required by the Admissions Code (2021), the school gives top priority to applications on behalf of children in public care (children in care) and children who have previously been in care.

Admission to the school is not dependent on any voluntary contribution.

The Schools Admissions Code (2021) will take precedence in the event of any disparity with the Admissions Policy.

Living inside or outside the Hampshire County boundary does not affect the consideration of any parent/carer application.

Diocese of Guildford
THE CHURCH OF ENGLAND

WMAT

Oversubscription criteria

Should there be more applications for entry to the school than places available, the Governor's Admissions Committee will apply the criteria in the order in which they are set out below.

First priority: Looked after children and previously looked after children

Children who are in the care of a Local Authority (LA), or have been previously in the care of a Local Authority.

Looked after and previously looked after children will be considered to be:

- Children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made.
- Children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

Second priority: Exceptional Circumstances

Occasionally, there will be a very small number of students for whom Exceptional or Social or Medical circumstances will apply which will warrant a place at a particular school.

In all cases, supporting documentation must be submitted as to why the child should attend this school and why no other school could meet the child's needs. The evidence must be specific to the school.

Applicants who wish to be considered for priority under the criterion of exceptional or social or medical must complete a Supplementary Information Form in addition to the Local Authority application form and forward the form along with all supporting documentation for the Headteacher and Governors Admissions Committee to consider. This can be downloaded from the website and must be fully completed and forwarded to the Admissions Officer by the closing date for applications.

- If the application is for Reception in September, this form and supporting evidence must be submitted to the Admissions Officer by 15th January. Any forms or evidence submitted after this date may not be considered until after the national offer day.
- If the application is for In-Year admission at any other time, this form and supporting evidence must be submitted to the Admissions Officer at the same time as submitting the Local Authority application.

Third priority: Siblings

Priority will be given to students who have a sibling on roll at the school at the time of admission.

Examples of qualifying relationships include:

- Brother or sister
- Half brother or half sister
- Adopted brother or adopted sister
- Foster brother or foster sister
- Stepbrother or stepsister
- Child of the parent's partner

In all cases, the child must live in the same family unit at the same address, Monday to Friday.

Sibling priority helps to maximise the opportunity for children in the same family to attend the same school.

A mainstream child will also be given sibling priority if they have a sibling with a final Education, Health and Care Plan (EHCP) naming the same school, provided that the sibling with the EHCP is expected to start at the school on or before the mainstream child's admission. Applicants must declare any child with an EHCP naming the school to be considered for sibling priority.

Fourth Priority: Children and parent(s)/carer(s) who live within the parish boundary of St Marks and whose parents regularly attend/worship at St Marks.

Regular means attendance at church by the child and at least one parent/carer 2 out of every 4 weeks excluding family holidays, over a period of at least one year immediately preceding the date of application. Families who have recently moved into the Parish must provide evidence of the same pattern of attendance from their previous church.

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.

Applicants who wish to be considered for priority under the criterion of regular worshippers at St Mark's Church must complete and have signed by the administered a Supplementary Information Form in addition to the Local Authority application form and forward the form for the Headteacher and Governors Admissions Committee to consider. This can be downloaded from the website and must be fully completed and forwarded to the Admissions Officer by the closing date for applications.

- If the application is for Reception in September, this form must be submitted to the Admissions Officer by 15th January. Any forms submitted after this date may not be considered until after the national offer day.
- If the application is for In-Year admission at any other time, this form must be submitted to the Admissions Officer at the same time as submitting the Local Authority application.

Fifth priority: Staff Children

Priority will be given to children of staff employed at St Mark's Church of England Primary School by the WMAT.

To qualify, the staff member must either:

- Have been employed at St Mark's Church of England Primary School for 2 or more years at the final date for admissions applications. In addition, their employment contract must demonstrate their employment address / place of work is St Mark's Church of England Primary School.

or

- Their employment must meet an identified skills shortage at the school. Staff wishing to confirm whether their role qualifies under the skills shortage criterion should speak with the Headteacher.

To qualify for the skills shortage criteria, the member of staff will have been recruited to fill a vacant post for which there is a demonstrable skills shortage, evidenced by unsuccessful recruitment attempts or a lack of suitable applicants. Applicants will be informed of their status for this purpose.

By children of staff we mean children for whom the staff member is the parent, legal guardian, or resident step-parent.

The home address for the student must be the same as the staff member's home address for the priority of Criterion 5 to be awarded.

A Supplementary Information Form is needed for all applications made under this criterion. This can be downloaded from the website and must be fully completed and forwarded to the Admissions Officer by the closing date for applications.

- If the application is for Reception in September, this form must be submitted to the Admissions Officer by 15th January. Any forms submitted after this date may not be considered until after the national offer day.
- If the application is for In-Year admission at any other time, this form must be submitted to the Admissions Officer at the same time as submitting the Local Authority application.

Sixth priority: Any other applicant

Remaining places will be offered on the basis of nearness to the school. The distance is measured from the address point of the child's home and will be calculated using Hampshire Admissions Team's Geographical Information System.

Tie-Breaker in the Event of Oversubscription

In the event of oversubscription, children within any of the categories above will be allocated places in rank order using the following criteria:

If oversubscription occurs within any of the above categories, remaining places will be offered based on the proximity of the child's home address to the school. Distances will be measured as a straight line from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). This means that school measure points are typically to the approximate administration area (school office) of the school.

Where two or more applicants share equal priority—for example, if two children live equidistant from the school and only one place remains—the place will be allocated using random selection. Names of all tied applicants will be drawn from a container in the presence of at least two senior officers from the WMAT Central Team, who are independent of the school's admissions process.

In the case of multiple births, if one child has been offered a place, the subsequent child or children will also be offered a place, provided they are ranked consecutively. If this results in the Published Admission

Number (PAN) being exceeded, no new places will be offered until the total falls to PAN minus one.

Late applications

Late applications and any changes to the application will be considered in line with Hampshire's Coordinated Admission Scheme and deadlines within the Scheme.

Changing your application or making a late application | Education and learning | Hampshire County Council

Definition of Home Address

The address on the application must be the child's current permanent residence. Only one application per child may be submitted, and it must be made from a single address.

Proof of residence is required as part of the co-ordinated admissions scheme. This is usually provided via the council tax number. If the parent/carer making the application is not responsible for council tax, alternative evidence such as a utility bill may be accepted. In cases of temporary accommodation, a rental agreement will be required. Failure to provide satisfactory proof of residence may result in the withdrawal of an offer.

Temporary addresses will generally not be accepted if the main carer still owns or rents a property previously used as a home address. Similarly, temporary addresses will not be accepted if they are believed to have been used primarily or solely to obtain a school place when another address is available to the child.

If a child lives with different parents during the week, the home address will be the residence where the child spends at least three nights per school week, usually the address of the parent receiving child benefit.

For the initial allocation of a Reception place, the child's address at the closing date for applications will be used. Changes of address that affect waiting list positions may be considered under Hampshire's Co-ordinated Schemes if there are exceptional circumstances, such as a recent move into the area. After the initial allocation, the address used for waiting lists will be the child's current address.

Any offer of a place based on address is conditional on the child residing at the relevant address on the specified date. Parents/carers are responsible for notifying Hampshire County Council and St Mark's Church of England Primary School of any change of address. Hampshire County Council may investigate any applications where there is doubt about the address provided. The use of false information may result in the withdrawal of an offer of a place.

The home address used will apply at the closing date of applications unless a change of address for a valid reason has been accepted.

Waiting Lists

Admissions into Reception

In the event of oversubscription, waiting lists are created using the criteria outlined above. This list is maintained until at least 31 December of each school year of admission.

A new waiting list will be created at the start of the Spring Term. Parents/carers wishing to remain on the waiting list for the Spring and Summer Terms must contact the school after 1st January, providing their child's name, date of birth, and current school.

Children on the Spring waiting list will be ranked according to the admissions criteria without regard to the date the application was received or when the child's name was added to the list.

In-Year Admissions (Reception from 1st September following admission, and Years 1 to 6)

Where there is oversubscription, a waiting list will be maintained for each year group. Children on these lists will be ranked according to the admissions criteria and without regard to the date the application was received or when the child's name was added. The school will notify the Local Authority of every In-Year application and its outcome, aiming to do so within two school days. The school will notify the parents of the outcome of their application in writing within 15 school days.

All waiting lists are cleared at the end of each academic year. Parents/carers must reapply each year if they wish their child to be considered for a place at St Mark's Church of England Primary School.

For further information on In Year Transfers please contact St Mark's Church of England Primary School on 01252 850291 or see the In Year Admissions page on the website https://www.stmarkscofe.co.uk

Starting School

Parents can choose to delay their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Parents of summer born children (born between 1 April & 31 August) who are concerned about their child's readiness for school can request to delay their child's entry to Year Reception for an entire school year. In making such a request, parents would be expected to state clearly why they felt delaying admission to Year Reception was in their child's best interests. It is recommended that parents considering such a request contact the LA in the Autumn Term to ensure that an informed decision is made. Guidance on delayed admission for summer born can be found at

Delayed admission for summer born children | Education and learning | Hampshire County Council

Admissions of children outside their normal age group

When applying, applicants may make a request in writing to the School's Headteacher for a place for their child outside of the normal age group. The School's Headteacher and the Governors Admissions Committee, in consultation with the WMAT Admissions Officer, will consider this request and the decision will be made on the basis of the evidence supplied and the circumstances of each case and what is in the best interests of the child concerned.

Appeals

If you are not offered a place at St Mark's Church of England Primary School, you have the right to appeal to an independent panel. If your child has been offered a school lower on your preference list, or a school allocated centrally, you may also submit an appeal.

Parents/carers wishing to appeal must contact Surrey Schools Appeals Service by telephone 0300 200 1004, by email on surrey.schoolappeals@surreycc.gov.uk or visit Appealing non allocation of a school place or via the school website www.stmarkscofe.co.uk . This is Surrey (not Hampshire) due the WMAT being Surrey based.

All applicants please note

If an applicant is found to have provided false or deliberately misleading information, or to have withheld relevant information, the Local Authority or School reserves the right to withdraw any offer of a place

before the child starts school.

If you would like a paper copy of the application form or require further information, please contact either: Hampshire Schools and Childcare Service School admissions | Education and learning | Hampshire County Council or St Mark's Church of England Primary School on 01252 544155

Recommended for Approval by Admissions Committee to LGB:

Approved by Trustees of WMAT:

Review cycle: Annually in Autumn Term