



DRAFT ADMISSIONS POLICY 2019-2020

1. Introduction

- a. The governing body of St. Mark's Church of England Primary School is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2019/2020.
- b. The published admission number (PAN) for entry into the School is 60. The School will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30.
- d. Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).
- e. When applying to start school in Reception in September 2019 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of 15 January 2019. The home LA will make a single offer of a place on 16 April 2019 (or next working day).

2. Religious Character of the School

- a. The School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to its religious authority when setting the terms of its admission arrangements.
- b. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

3. Oversubscription Criteria

Where the School is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

I. CHILDREN IN CARE

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. For

admissions purposes, a looked after child is a child who, at the time of application, is (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 (section 22(1) of the Children Act 1989 applies).

2. VULNERABLE CHILDREN

- i. children of families with confirmed refugee status
 - ii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
 - iii. Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.
3. Children of families who reside in the parish or historically designated area, who have been frequent worshippers at St. Mark's Church, Talbot Village, or other recognised church*, for at least 24 consecutive months prior to application for admission. Frequent worshippers are children who, with a family member, attend a family or church service at least twice a month. To count as an attendance at St. Mark's Church, the register must be signed by the attending adult family member. A Supplementary Information Form must be completed.
 4. Siblings (see definition) of children attending the school at the time of the applicant's proposed admission and who reside in the parish or historically designated area served by the school.
 5. Siblings (see definition) of children attending the school at the time of the applicant's proposed admission but residing outside the area served by the school who have been frequent worshippers at St. Mark's Church, Talbot Village, or other recognised church*, for at least 24 consecutive months prior to application for admission. Frequent worshippers are children who, with a family member, attend a family or church service at least twice a month. To count as an attendance at St. Mark's Church, the register must be signed by the attending adult family member. A Supplementary Information Form must be completed.
 6. Siblings (see definition) of children attending the school at the time of the applicant's proposed admission, but residing outside the area served by the school.
 7. Children of families residing in the parish.
 8. Children of families residing in the historically designated area.
 9. Children of recognised churches* whose parents are practising Christians who reside outside the area served by the school who have been frequent worshippers at St. Mark's Church, Talbot Village, or other recognised church*, for at least 24 consecutive months prior to application for admission. Frequent worshippers are children who, with a family member, attend a family or church service at least twice a month. To count as an attendance at St. Mark's Church, the register must be signed by the attending adult family member. A Supplementary Information Form must be completed.
 10. Other children.

* A recognised church means a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see ctbi.org.uk); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).

Tie Breaker

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of Bournemouth Local Authority to determine the distance from the School to the Home address. Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

Parish and Historically Designated area mean the geographical areas from which children will be afforded priority for admission to the School. A map indicating the parish and the historically designated area is annexed to this Admission Policy and is available to view on the School website. A hard copy is available at the School office.

Sibling means 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 admission is sought is living in the same family unit as that sibling and at the same address.

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

4. Supplementary Information Form (SIF)

Where seeking priority under the vulnerable children criterion 3.2 or the faith criteria 3.3, 3.5 or 3.9, parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criteria the SIF must be signed by the relevant Church representative. Where relying on the vulnerable children criterion you must supply evidence to support the application.

The SIF must be returned to the School office on or before 15th January 2019. The SIF is available on the School website or a paper copy may be requested from the School office.

5. Appeals

Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.

The admission appeal timetable is published on the School's website by 28th February each year.

6. Important Information

a. Waiting Lists

If the School is oversubscribed for September 2019 entry a waiting list will be maintained for the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

b. Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) You must make an application for admission to the School for September 2019 entry but make it clear on the application form that you wish your child to enter the reception class in September 2020.
 - (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2020. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
 - (iii) If the request is agreed the September 2019 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2020 entry which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2020 as there is no guarantee of a school place.
 - (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.
- c. Deferred entry and part time attendance below statutory school age
A child may start at the School in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).
- d. Admission of children outside their normal age group
Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.
- e. Multiple Birth Applications
Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

7. Withdrawal of an Offer

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

8. In Year Admissions

- a. Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.

- b. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 5, will arise.
- c. The oversubscription criteria at section 3 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

9. Further Information

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website.
- b. If you have any questions in relation to these admission arrangements please contact the School Admissions Officer on 01202 512241.
- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

ST. MARKS CHURCH OF ENGLAND PRIMARY SCHOOL
ROADS IN PARISH

A	Forsyth Gardens	O
Acres Road	Fraser Road	Old Mulberry Close
Acton Road	Frobisher Avenue	Orchard Gardens
Alder Road odd nos 273+	Furze Bank Lane	Orchard Mews
Alton Road	G	Orchard Walk
Archdale Close	Gallop Way	P
Ashleigh Rise	Georgina Close	Parham Road
Astbury Avenue	Gillett Road	Priestley Road
B	Glenmoor Close	Purchase Road
Bascott Close	Gorsecliff Road	R
Bascott Road	H	Raleigh Road
Baverstock Road	Hawden Road	Ridout Close
Benbow Crescent	Hawkins Road	Riggs Gardens
Beswick Avenue (not 76-116 or 85-113)	Hazell Avenue	Rodney Close
Bicton Road	Heathfield Avenue	S
Bishop Close	Hibberd Way	Scott Close
Boundary Road (odd nos only)	Highmoor Road	Scott Road
Bryant Road	Hillside Road	Short Close
C	Hood Close	Singleton Drive
Canford Avenue	Hood Crescent	Slades Farm Road
Canford Gardens	I	Smithson Close
Canford Road	Isaacs Close	South Park Road
Caroline Road	Ivamy Place	St. Margaret's Road
Caton Close	J	St. Mark's Road
Chandos Avenue	Jubilee Gardens	Sunnymoor Road
Charlotte Close	Julyan Avenue	T
Cherford Road	K	Talbot Drive
Columbia Road (even nos only)	Keyes Close	Talbot Meadows
Columbia Trees Lane	Kinsbourne Avenue	Talbot Mews
Cornelia Road	Kingsbere Avenue	Talbot Rise
Cornish Gardens	Kinson Road (odd nos 1-261 even nos 2-126)	Talbot Village Cottages
Cove Road	L	Templer Close
Cull Close	Laidlaw Close	Tozer Close
Cutler Close	Langside Avenue	Turbary Park Avenue (odd nos up to 9, even nos up to 68)
D	M	V
Dawn Close	Mansel Close	Valley View
Dawes Avenue	Marianne Road	Vine Farm Close
Downey Close	McWilliam Close	Vine Farm Road
Drew Close	Mickleham Close	W
E	Montrose Drive	Wallis Road
Edward Road	Moorside Road (odd nos 33-141)	Walliscott Road
Ensburry Avenue	Mossley Avenue	Wallisdown Road (odd nos up to 541, even nos up to 420)
Ensburry Close	Mullins Close	Walton Road
Eriksen Road (east side only)	N	Webbs Way
Evans Close	Newbury Drive	Westbrook Close
F	Nicholas Gardens	Widgett Close
Fern Barrow	Noble Close	Z
	Noel Road	Zinnia Close
	Norcliffe Close	

APPENDIX
ST. MARKS CHURCH OF ENGLAND PRIMARY SCHOOL
ROADS IN HISTORICALLY DESIGNATED AREA

A

Alford Road
Alyth Road

B

Benellen Avenue
Benellen Gardens
Benellen Road
Bengal Road
Berkeley Road
Berwick Road
Branksome Hill Road
Branksome Wood
Road even nos 16-
48a, odd nos 27-67
Bryanstone Road

C

Carrbridge Close
Carrbridge Road
Cawdor Road

D

Dorset Road
Dulsie Road
Dunbar Road
Dunkeld Road

E

East Avenue
Elgin Road
Elm Gardens

F

Fernside Road
Firs Glen Road
Frederica Road

G

Glenferness Avenue
Glenmoor Road
Greenwood Road

H

Heathwood Road
Huntley Road

K

Keith Road
Kinross Road
Leslie Road
Leven Avenue
Leven Close
Little Forest Road

M

Melville Park
Meyrick Park Crescent

N

Nairn Road

Namu Road even nos
68-102 odd nos 63-
101

Norton Road even nos
100-142, odd nos 85-123

O

Oban Road
Osborne Road

R

Roslin Road
Roslin Road South
Rothsay Road
Rushton Crescent

S

Sedgeley Road
St. Augustin's Road
Stanfield Road even
nos 2-56, odd 1-51
Stirling Road

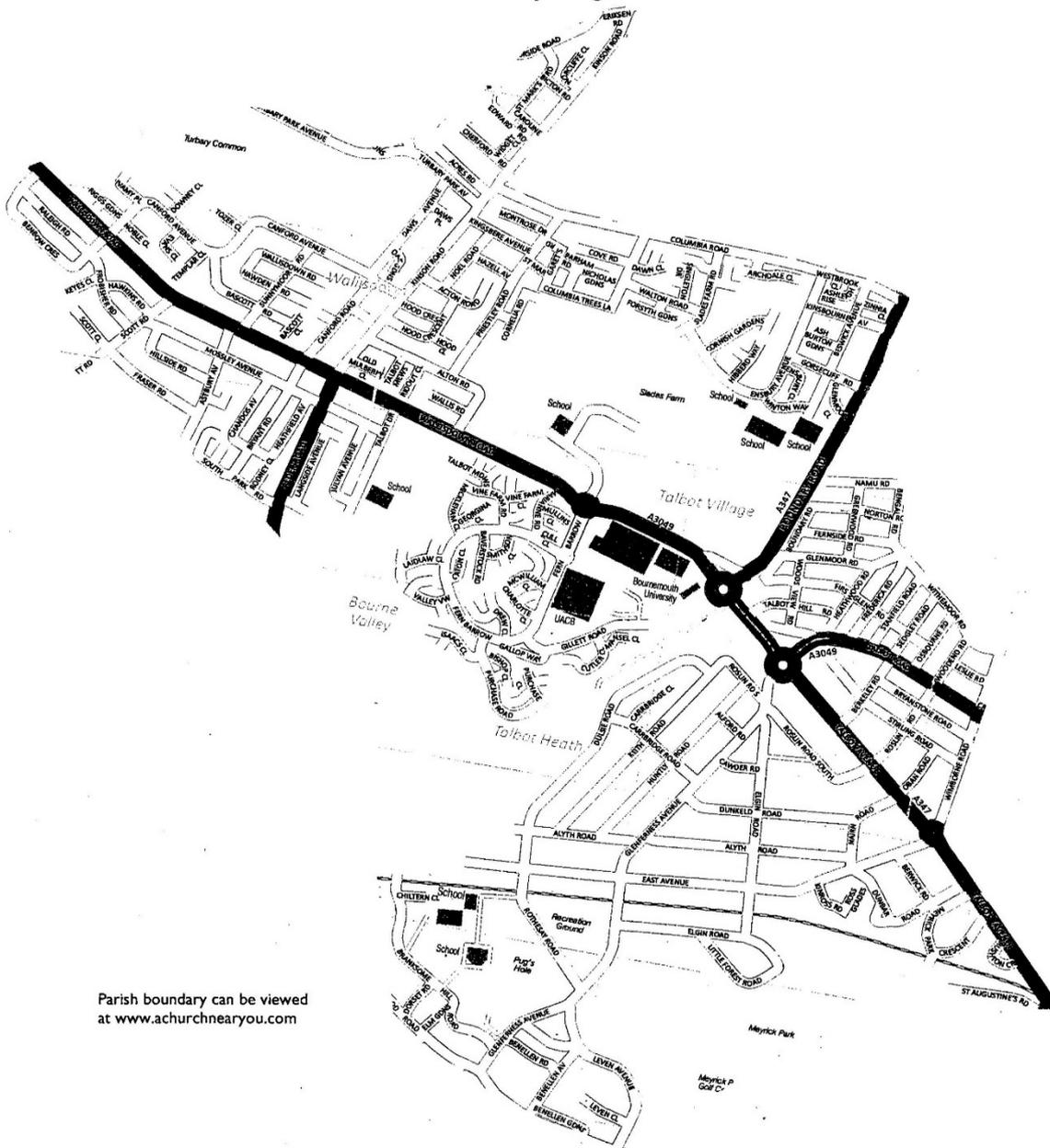
T

Talbot Avenue
Talbot Hill Road
Talbot Road

W

Walsford Road
Wimborne Road even
nos 34-372, odd nos
43-337
Withermoor Road
Woodend Road
Woodsview Road

SCHOOL CATCHMENT AREA
Parish and Historically Designated Area



Parish boundary can be viewed
at www.achurchnearyou.com

Parish boundary can be viewed at www.achurchnearyou.com

_____ denotes historically designated area

----- denotes parish boundary