



St Mark's CE Primary School

# Admissions Policy

Policy Statement and Guidelines

Policy Date: Autumn 2018

Review Date: Autumn 2019

## Admissions Policy



**It is our responsibility, in accordance with the United Nations Convention on the Rights of the Child, to give all children the right to learn happily and safely in school. ‘Article 29 (Goals of education): Children’s education should develop each child’s personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people. Children have a particular responsibility to respect the rights of their parents, and education should aim to develop respect for the values and culture of their parents. ‘**

We follow Southampton City Council’s Admission Policy, which is as follows:

### **Southampton City Council**

#### **Admission Policy for Community and Voluntary Controlled Infant/Primary Schools for 2018/19.**

Southampton City Council is the admission authority for all Community and Voluntary Controlled infant and primary schools in the city. Voluntary Aided and Trust and Foundation schools are their own admission authorities and set their own admission arrangements. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2019 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with statements of special educational needs (SEN)/EHC Plans that name the school**

Children with statements of special educational needs/EHC Plans that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2019 will be dealt with first. If the number of applications submitted by 15 January 2019 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school.  
*A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.*
4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
5. Children who live within the school's designated catchment area.

*A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.*

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), and enter their postcode in the 'Where I live' box at the bottom of the homepage. The My Nearest page will allow you to view the nearest schools.

If the school is oversubscribed from within these criteria above, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:
  - (i) Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

(ii) Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds. Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church. "Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."

(iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for all. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance as defined in 6(iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer for Education and Early Years, People Directorate, Southampton City Council.

### **Late applications**

The closing date for applications is 15 January 2019. Applications received after that date will be late applications. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Unplaced children**

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their catchment school, if places are still available and the address has a catchment school. If there are no places available at their catchment school, they will be allocated a place at the nearest school to their home address with places available. Distance to their home address will be measured by public roads and footpaths.

### **Waiting lists**

If a place cannot be offered at a higher ranked community or voluntary controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If

places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community and voluntary controlled schools. Waiting lists will be maintained until the end of the school year 2018-19.

### **Entry into Reception Class**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2019. St Mark's PAN from 2019 is 60. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school into school or from home to school.

Parents have the right to defer their child's entry into reception class to any point up the time the child is of statutory school age (the term starting after their child's 5th birthday) or until the start of the summer term if their child is not of statutory school age until after the start of the summer term in the reception year. Parents CANNOT however defer entry until the start of year 1 i.e. the reception class place cannot be held open over the summer holidays. The child must start school at some point in the reception year. If a parent does not enrol their child at the offered school at some point in the reception year they must make an in year application for a year 1 place.

Parents can request part time education for their child in the reception year up until the child is of statutory school age if it is in the child's best interests.

Parents of summer-born children, that is children born between 1st April and 31st August, may, in addition, choose to send their child to school in the September following their 5th birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group must do so by completing the form entitled 'Application for Entry Outside the Normal Age Group' which is available to download online. This form enables parents to set out their reasons as to why they feel their child should be admitted outside their normal age group. It is a parent's responsibility to include any supporting evidence. Applications for entry outside the normal age group should be made by 31st October 2018.

Each case will be decided on its merits by the individual admission authority for the school concerned – this will either be the Local Authority or the Governing Body. Parents will be notified of the outcome of their request in writing by 15th December 2018. If a parent is refused their request to apply outside their child's normal age group they will still have time to make an on-time application for their child to start school with their correct age group before the closing date of 15th January 2019. Each decision will be made based on the merits of the case presented.

**PLEASE NOTE:**

Parents should be aware that if they are allowed to apply for a place outside their child's normal age group, this is not a guarantee of a place at their preferred school. Their application will be considered along with the other applications made for children in the correct age group for that year and places will be offered strictly according to the admission criteria for the school. If the school to which the parent has applied is unable to offer a place to a child outside their normal age group, the Local Authority, or any other admission authority, are under no obligation to agree admission to a year group outside the normal age group. This means that if a parent is unsuccessful in an application outside their child's normal age group, their child could be placed straight into a Year 1 class (their correct age group) resulting in the child missing up to a year of education.

Likewise, if the child is admitted to a reception class that is outside their normal age group then when a subsequent application is made to junior or secondary school, the admission authorities for these schools are under no obligation to offer a place outside the normal age group and again a child could be placed in a higher year group, resulting in a year of education being missed. Parents should take this into account before requesting admission outside their child's normal age group.

## Admission Criteria for Infant and Primary Community and Voluntary Controlled (VC) Schools

The following schools are those for which the Local Authority (Southampton City Council) is the admission authority. Some schools that are their own admission authority (Academies or Trust school) also have these as their admission arrangements. This is detailed in the list of own admission authority schools later on in the prospectus. It is important that parents check the admission criteria for the schools they are applying to make sure they understand fully how an application for a place at the school will be considered and ranked.

### Infant Schools

Fairisle Infant	120
Maytree Nursery and Infant	90
Sholing Infant	90
Weston Shore Infant	30
Woolston Infant	60

### Primary Schools

Bassett Green Primary	90
Bevois Town Primary	60
Bitterne C of E Primary	60
Bitterne Manor Primary	30
Bitterne Park Primary	90
Mansbridge Primary	30
Mansel Park Primary	60
Mason Moor Primary	45
Moorlands Primary	60
Newlands Primary	60
Oakwood Primary	60
Redbridge Primary	30
Shirley Warren LC Primary and Nursery	60
Sinclair Primary	30
St Denys Primary	30
St Mark's C of E (VC) Primary	60 for Year R, Year 1, Year 3, Year 4, Year 5 75 for Year 2, Year 6
St Mary's C of E (VC) Primary	90
St Monica Primary	90
Swaythling Primary	30
Thornhill Primary	60
Valentine Primary	120
Weston Park Primary	90