



# St Mark's C of E Junior School

*Growing together, becoming all we are created to be*

## Admissions Policy for Entry in September 2025

**Date of this policy:** Autumn 2023

**Responsibility:** Full Governing Body

**Review:** Autumn 2024

At St Mark's C of E Junior School, we build on our Christian foundation and in partnership with parents, we aim to provide a secure and creative environment where all individuals are valued and their gifts and potential are nurtured and developed.

Parents moving into the district or considering sending their children to our school are requested to contact the Headteacher or Office to arrange a visit. We follow the Gloucestershire Primary Coordinated Admission Scheme for KS1 to KS2 September transfer.

This policy and criteria should be read in conjunction with the School Admissions Guidance Booklet, which is available from [www.glooucestershire.gov.uk/schooladmissions](http://www.glooucestershire.gov.uk/schooladmissions) or from the Co-Ordinated Admissions Team at Shire Hall on 01452 425407. If you have not received a letter from the Access to Learning Team by the end of November 2024 please contact them and arrange for one to be sent to you.

St. Mark's C of E Junior School will act within the Schools Admission Code 2022 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2022 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The Governing Body will consider all applications for a school place in line with the school's admission policy, taking individual cases into account in line with its exceeding PAN protocol - which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system.

The indicated number per year group at St Mark's C of E Junior School is 60. The whole school number is 240. Where this number is likely to be exceeded, Governors will refer to the following criteria in considering all applications for admission.

### 1. Looked After Children/Previously Looked After Children Definition

- (1) A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.



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- (2) A 'looked after child' is a child who 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
- (3) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- (4) Under the provisions of s.12 of the Children and Families Act 2014.
- (5) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- (6) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

  

2. Where the child will have at least one sibling\* still attending St Mark's C of E Junior School when the younger child is admitted
3. Children who will have siblings attending Benhall Infant School at the time the applicant child is admitted.
4. Where the family have active connections\*\* within the West Cheltenham Parish group of churches
5. Where the child is attending Benhall Infant School at the time of transfer
6. Where there are medical grounds (supported by a doctor's certificate) for admitting the child. Applications under this criterion will only be considered if supported by a written statement from a doctor demonstrating that there is a very specific connection between the medical need and the school.
7. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.



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Tiebreaker – Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system. In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

The above criteria would be applied in sequence until the number seeking admission is reduced to the School's indicated admission number. Preferences for our school will be given equal consideration.

As a Voluntary Aided School, we are our own admission's authority and as such we follow appeals guidelines as set by the Admissions Code of Conduct.

\*Sibling refers to brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, as well as children who are brought together as a family by a same sex civil partnership. In each case, the child must be living in the same family unit at the same address, at the time of application.

\*\*Children of parents who live in the ecclesiastical parish of West Cheltenham (see Parish map) and whose parents have a regular attendance at one of the district churches of the parish, supported by a SIF from their minister. (Regular is defined as at least monthly attendance and at least one year before a child starts school.)

***An additional Supplementary Information Form (SIF) which needs to be signed by the Minister is attached.***

Appeals Procedure – If the Governors are unable to offer your child a place because of over subscription, you as a parent have a right to appeal. We subscribe to Gloucestershire County Council Appeals Service. Please contact them via the link below for information:

<https://www.goucesterhire.gov.uk/education-and-learning/school-admissions/information-on-admission-appeals>



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**PART A - ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)**

<b>Name of Child</b>	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male/Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) <b>original</b> utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.		
Name of priest/minister:		
Address:		
Telephone No:		

**IMPORTANT NOTE**

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :



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**PART B**

**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING  
CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

**Church attendance criteria.**

1. Where the family have active connections\*\* within St Mark's C of E group of churches

\*\*Children of parents who live in the ecclesiastical parish of St Mark, Cheltenham and whose parents have a regular attendance at one of the district churches of the parish, supported by a SIF from their minister. (Regular is defined as at least monthly attendance and at least one year before a child starts school.)

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
<b>I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR. *</b>	
Parent/Guardian/Carer signature:	Date:
<b>I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR *</b>	
Clergy signature:	Date:



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