



## **St Mark's Church of England/Methodist Ecumenical VA Primary School**

### **Proposed Policy for Consultation School Admission Arrangements : School Year 2011/2012**

1. The schools admission arrangements are in conjunction with the North Somerset Co-ordinated Admission Scheme for primary admissions for 2011/12. To see a copy of the scheme visit [www.n-somerset.gov/admissions](http://www.n-somerset.gov/admissions) or contact the North Somerset School Admissions & Transport Team at the Town Hall, Walliscote Grove Road, Weston-super-Mare BS23 1UJ, Tel: 01275 884794, email: [cyps.schooladmissionsandtransport@n-somerset.gov.uk](mailto:cyps.schooladmissionsandtransport@n-somerset.gov.uk)
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 annually, by the Governing Body, and published after consultation with other local admissions authorities including North Somerset LA.
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 children starting school for the first time in 2011/12 school year.**

If the school is oversubscribed allocations for places will be made in accordance with the following criteria, given in order of priority:-

(a) Children in Care.

(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 either criteria in d, e or f in that priority order. **See point 10 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) are a practising member of either St. Mark's Church, St. Mark's Road, Weston-super-Mare, St.

Martin's Church, Church Road, Worle or Mead Vale Church, Mead Vale Community Centre, c/o 6 Gannet Road, Worle. **See point 10 for essential information required to fulfil church criteria.**

(e) Children who are or children whose parent(s)/primary carer(s) are a practising member of an Anglican or Methodist Church (not included in criterion d). **See point 10 for essential information required to fulfil church criteria.**

(f) Children who are or children whose parent(s)/primary carer(s) are a practising member of a Christian Church which is a full member of Churches Together in Weston-super-Mare District and/or Churches Together in England. **See point 10 for essential information required to fulfil church criteria.**

(g) To try to avoid children from the same family (for example, twins/triplets) within the same intake year group, being offered places at different schools, children with a sibling within the same intake year group, 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 Authority'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 the Authority's computerised system(s). Where an applicant lives in a flat or multi home building the address point of the building will be used if it is not possible to determine the address point of the applicants flat/home.

(i) 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.

#### **In applying these criteria:**

7. For our admissions purposes a child is a sibling if they are a full or half brother or sister. A full brother or sister is defined who have the same biological or adoptive parents. A half brother or sister is defined as children who share only one biological or adoptive parent. For the first round applications a sibling must be attending the school at the time of admission and at the closing date.
8. Where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route. Should these distances also be equal allocations will be made drawing lots. When applying the criteria if it is impossible to define a difference between applications meeting the same criterion, for example children of the same household such as twins or children residing in the same building such as flats within a house, the order of allocations will be determined by drawing lots.
9. A parent includes all those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

10. **In the over subscription criteria for children starting school for the first time in 2011/2012 school year**, for criteria b, d, e, f it is essential that the wording on 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 you are applying for a place at St Mark's whether it is a first, second or third place preference. In order to fulfil the requirements of the church criteria, the child and/or their parent(s)/primary carer(s) would need to attend church at least twice a month for a period of not less than the previous six months. **The reference must confirm this.** It is essential that this letter must be submitted to the North Somerset Council School Admissions & Transport Team by the closing time and date to be considered in the first round of allocations. Failure to supply such a letter will invalidate consideration of a pupil under those criteria.

11. The school will hold a list of those applicants still seeking a place at the school, until the last day of term 2 in 2011. 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 Authority 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.

12. i) Applications can be made online or on paper and should be submitted to:

North Somerset Council, Children and Young People's Services  
School Admissions & Transport Team, Town Hall  
Walliscote Grove Road, Weston super Mare, BS23 1UJ

Email: [cyps.schooladmissionsandtransport@n-somerset.gov.uk](mailto:cyps.schooladmissionsandtransport@n-somerset.gov.uk)

Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

Tel No: 01275 888 4078 Fax No: 01275 884 168

Applications must be submitted by the closing time and date specified in the North Somerset Local Authority Co-ordinated Admission Scheme 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 unless, for late applications received before the allocation of places are determined only, North Somerset Local Authority consider there is an extenuating reason for allowing them to be treated 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 by which time all of the places may have been allocated.

13. **In-Year applications**

In-Year applications will be considered in accordance with the above policy and in conjunction with the North Somerset Co-ordinated Admission Scheme for In-Year admissions for 2011-12. See above for details of where to see the Scheme.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with the Local Authority's Fair Access Protocol (full details available from NSLA).

**‘Key’ of terms used in the policy:**

Authority = North Somerset Local Authority  
Local Authority = North Somerset Local Authority

**Appendix 1**

**Reference Form for children starting school in 2011/2012 school year.**

To: The Governing Body of St Mark’s Primary School  
c/o North Somerset Council, School Admissions & Transport Team, North Somerset Council

Name of Church .....

I \*can/cannot 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 six months.

I understand that my confirmation of this attendance satisfies the requirements of being a practising member of a Church identified in criteria \*d, e or f as stated in the Over Subscription Criteria for children starting school for the first time in 2011/2012 and that my confirmation satisfies the church aspect only of criterion b.

In addition to the above confirmation, to satisfy criterion b fully, it remains the responsibility of the parent(s)/primary carer(s) to confirm on the application form if the child they are applying for has a brother or sister on roll at St Mark’s Primary School at the time of admission.

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

\*Position: .....  
Minister/Vicar/Priest or Church Leader of equivalent status

\* please circle as appropriate