



**St Mark's Elm Tree  
Church of England Voluntary Aided  
Primary School**

**Policy  
for  
Admissions**

**2017.**

# **St Mark's, Elm Tree C.E.V.A. Primary School**

## **ADMISSIONS POLICY - 2017**

St Mark's Elm Tree is a Church of England Voluntary Aided School – one of a family of Church of England schools, both Primary and Secondary, situated in various parts of Stockton Borough. There are two large Aided Secondary Schools, Ian Ramsey and All Saints.

The governing body is legally responsible for admissions to the school in consultation with the local education authority in accordance with the School Admissions Code 2014.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming the School will always be offered places. If there is then greater demand for admission than places the criteria for admission have been determined by the governors and are set out below in order of priority:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. See further definition below.
2. Children who will have a sibling, which is, brother or sister, step brother or sister, or the child of a parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling, already attending the school in the term when they are due to start.
3. Children of staff who work at the School where:-
  - a. the member of staff has been employed at the School for two or more years at the time application for admission to the School is made, **OR**
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
4. Children whose home address is within the admission zone as defined on the relevant LEA map. Maps are available from the school. The home address is the address of the parent receiving the child benefit. Other addresses, including grandparents addresses, should not be used.
5. Children who have exceptional needs on social or medical grounds. Supporting letters from the Medical Officer of Health, or hospital consultant, or the family Doctor or Director of Social Services are required and must be included with the application form in a sealed envelope.
6. Children whose parents express a wish for them to attend the school.

### **NOTES:**

For all criteria, if there are more applicants than places available, we will measure distances by the shortest walking route from the front door of the child's home address, including flats to the main entrance of the school using the local authority's computerised measuring system with those living closer to the school receiving higher

priority. For twins, triplets etc, if they are admitted at the 60<sup>th</sup> place, all siblings from that birth date can be admitted.

**Definition of a Looked After Child:** By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)

### **Consultation:**

In drafting this policy the governing body consulted with the Durham Diocesan Board of Education and the Admissions Section of Stockton-on-Tees Local Education Authority, other admission authorities in the area and other interested parties, including parents.

### **Procedure for requests for Admission outside of normal age range**

#### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the

normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

*Further information and advice on the admission of summer born children is available from Stockton Borough Council.*

### Appeal where application is made outside of age range

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

### **Relationships to other policies:**

This policy should be read in conjunction with policies on equal opportunities, race equality, SEN, the curriculum and attendance.

### **Roles and Responsibilities of Headteacher, other staff and governors:**

The **Headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- where places are available, pupils are admitted in accordance with agreed priorities

**All staff** are expected to follow this policy when advising prospective parents and admitting pupils.

**The Governing Body** will ensure that

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published and made available to parents and potential parents
- an admissions register is kept up-to-date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula (formerly standard number) is reviewed annually and proposed variations communicated to the LA's School Organisation Committee.

### **Arrangements for monitoring and evaluation:**

The number of pupils on roll and number and reasons for unsuccessful appeals will be reported to the governing body each term with advice on any complications.

Head Teacher: Mrs V Hall

Chair of Governing Body: Mr D Allday.