



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

**Policy  
for  
Admissions**

**2018.**

This policy was discussed and amended at the admissions committee of the Governing Body in Spring 2017.

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

### **ADMISSIONS POLICY - 2018**

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.

The criteria for admission have been determined by the governors and are set out below in order of priority:

1. Children in public care of the Local Authority. This is defined as a looked after child or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangements or special guardianship order.
  
- 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, 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 grand parents 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 who attend the nursery of the school parents wish them to attend
  
7. 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 is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( see definitions in section 22 (1) of the Children Act 1989)

An adoption order is an order under section 46 of the Adoption and Children Act 2002

A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14a of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **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.

### **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.