



*St Andrew's & St Mark's C. of E. Junior School*  
*Maple Road Surbiton KT6 4AL*

**GOVERNORS' POLICY FOR THE ADMISSION OF PUPILS FOR 2017 -18**

**GENERAL**

St Andrew's & St Mark's C. of E. Junior School is a Voluntary Aided School of the Church of England, and as such is closely linked to the Parish and Churches of St Andrew and St Mark Surbiton. As a Church School, it exists both for the benefit of children in the Parish of St Andrew & St Mark, whose families belong to the Church, and also for the Christian benefit of children in the Parish who live near the School, irrespective of their family's religious affiliations. The School recognises and celebrates its educational responsibilities to the whole local community.

In accordance with these aims, the Governing Body has established the following policy for determining its admission arrangements.

The Governing Body, in accordance with the *Education Acts* and *School Standards and Framework Act 1998*, as the Admissions Authority with special statutory and legal obligations in relation to its church establishment, is responsible for the admission of pupils to St Andrew's and St Mark's C. of E. Junior School.

The School aims to provide an education based on Christian principles and, therefore, the Governing Body hopes all pupils will take part in Christian worship at the School and will participate in religious education lessons which cover all the main world faiths.

The numbers for admission for 2017-2018 will be 90 pupils.

**Foundation Places**

The Governing Body has designated up to 20% of places to be offered to pupils whose parent/carer is a faithful and regular worshipper at St Andrew's and St Mark's C of E Parish Churches. Written evidence of applicant's commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form which must be returned to the school, and which will be forwarded by the school to the Minister for completion of the Minister's reference. If you are applying for a foundation place you should collect a Supplementary Information Form from the school office or print a copy from the school's website, and return the form to the school. If there are more than 20% of applicants who qualify for a foundation place, those places will be allocated according to the following criteria. These are stated in order of priority according to the definitions stated:

1. Looked after children or previously looked after children;
2. Children with an exceptional and professionally supported medical or social need for a place at this school;
3. Children whose parent/carer is a faithful and regular worshipper at St Andrew's and St. Mark's Parish Churches and who will have a sibling in the school at the time of admission;
4. Children whose parent/carer is a faithful and regular worshipper at St Andrew's and St Mark's Parish Churches and who are currently in Year 2 of Maple Infants' School and live up to a distance of one mile from the school

5. Children whose parent/carer is a faithful and regular worshipper at St Andrew's and St Mark's Parish Churches and who live up to a distance of two miles from the school

In the event of oversubscription in any of the above criteria priority will be determined in order of proximity to the school. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by lottery or random allocation of the applicants involved.

If there are insufficient places for all foundation applicants, those not offered a foundation place will be considered for an open place alongside the open applicants.

In the event of undersubscription remaining foundation places will be reallocated to open places.

## **Open Places**

The Governing Body has designated the remaining 80% as open places to be offered to pupils who do not qualify for a foundation place.

If there are more than 80% of applicants, places will be allocated according to the following criteria. These are stated in order of priority according to the definitions stated:

1. Looked after children or previously looked after children
2. Children with exceptional and professionally supported social or medical need for a place at this school
3. Children with a sibling at St Andrew's and St Mark's C of E Junior School at the time of admission.
4. Children who currently attend Maple Infants' School and who live within one mile of the school.
5. All other applicants in order of proximity.

## **DEFINITIONS**

**Looked after children and Previously Looked after Children:** To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a Local Authority, or being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

**Children with exceptional social or medical need:** Under this criterion places will be offered where there is an exceptional and professionally supported family, social or medical need. This must be supported by written evidence, e.g. from a doctor, social worker, or educational psychologist which sets out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.

**Sibling:** This is defined as a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the school at the time of admission.

**Worship:** This, which should be faithful and regular, is normally understood to mean attendance of at least one parent/carer for a minimum of two services in each month at their regular place of worship over a period of at least two years. This is to be supported by written evidence of a priest's

or minister's letter. Should an applicant have moved into the area within that period, evidence of qualifying attendance will be sought from the previous priest or minister.

**Proximity and distances:** This is as measured by a straight line to the nearest school gate. All distances will be measured using the Kingston Council's School Admissions computerised Geographical Information System.

**Tie-breakers:** Where there is over-subscription in any criterion the nearest by distance measured as above will be used. Where the over-subscription occurs from equidistant measurements or from blocks of flats the tie-breaker will be by lottery or random allocation of the applicants involved.

### **WAITING LISTS**

Once all the places have been filled, any other applications will automatically be kept on a waiting list, arranged according to the criteria of the foundation and open places in this policy. The waiting list will be held until the end of the Autumn term of the year of entry. If you wish your child to remain on the waiting list after this date, please contact the school by 1<sup>st</sup> July.

### **LATE APPLICATIONS**

Late applications will be considered in accordance with the co-ordinated admission arrangements as described in the Kingston Primary Admissions Booklet.

### **SPECIAL FACILITIES AND ACCESS**

The School does not have any specific units or facilities for pupils with particular special needs and there are limited facilities for pupils with physical disabilities. The existing arrangement of the School would restrict any physically disabled pupil to the ground floor of the building. The School is however on a level site and has a slope to the main entrance and into the playground. The Governors are fully committed to access for all and, as far as possible, the School ensures that pupils with disabilities have access to the same opportunities as other pupils. Improvement to physical access is an area of priority.

### **EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **CO-ORDINATION SCHEME**

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their Local Authority's Common Application Form and return the form to the Authority: if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. In the case of Criterion 4 parents must also complete this school's Supplementary Information Form and return it to this School.

### **FAIR ACCESS**

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed Fair Access Protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

## **APPEALS PROCEDURE**

Parents who are not offered a place for their child have the right to appeal to an independent Appeal Panel. Parents wishing to appeal should obtain an appeal form from the School. The form should be sent to reach the Clerk to the Appeal Panel, care of the School, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## **IN-YEAR ADMISSIONS**

In-year applications must be made using Kingston's In Year Application Form available from Kingston School Admissions.tel 020 8547 4610 or email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk) to ask for a copy or download a copy from [https://www.kingston.gov.uk/downloads/file/415/apply\\_for\\_an\\_in-year\\_primary\\_school\\_place](https://www.kingston.gov.uk/downloads/file/415/apply_for_an_in-year_primary_school_place) *ensuring that you include the name of the school on the form as one of your preferences.*

Approved by Governing Body: 9<sup>th</sup> February 2016