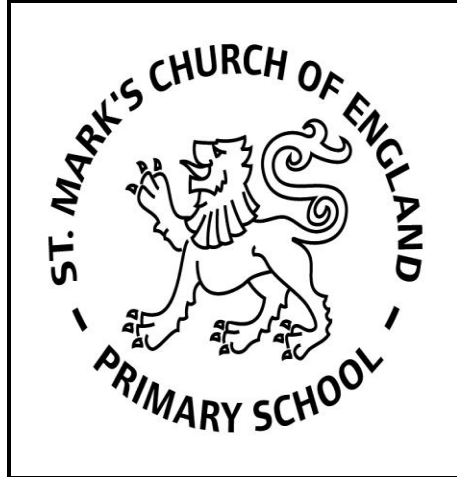
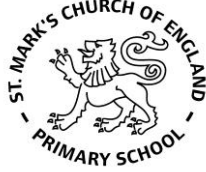


# Admissions Policy



*'Thy Word is a Lamp to my Feet  
and a Light to my Path'  
Psalm 119 v 105*

*"Every Child, Every Chance, Every Day"*



Every Child, Every Chance, Every Day

## **St Marks Church of England Primary School** **Policy for Admissions 2025/26**

Governors and staff are committed to delivering the very best for our children. Our Vision is fundamental to our role as a Church of England School with its roots coming from the original blessing and verse presented to our school on its official opening in 1955.

***Thy word is a lamp to my feet and a light to my path.***

***Psalm 119 Vs 105***

***The following five components describe the desired outcomes we offer through it.***

- *Together, we will prepare you for life and learning*
- *Together, we will teach you to live within the values of God's word*
- *Together, we will safely lead you on your journey*
- *Together, we will guide you to a fulfilling future*
- *Together, we will forever help you to grow in confidence*

### **St Mark's Admissions Policy**

For admission in the Academic year September 2025 to August 2026.

We are proud of our Church of England status and aim to educate the children of St Mark's within a Christian ethos. We also aim to ensure that St. Mark's is an inclusive school taking account of special educational, social and community needs. We aim to continue to support the historical nature of the Church of England School mission and in so doing, our admission policy has been developed to serve both our Church and our local community.

We encourage all prospective parents/carers to come and visit our school, though this is not part of the admission process. There will be three open mornings over the autumn and spring terms every year. Prospective parents/carers are welcome to call and book themselves on to attend any one of these.

## Early Years (Three year olds, and Reception children)

### Nursery:

Our Nursery class will be comprised of children admitted in the September before they turn four. When there are more applications than there are places available the Governors will admit children according to the school's admissions criteria. The school will offer up to the equivalent of 26 full time places. All children moving from our two-year old provision will be initially offered a part time place in line with national funding requirements.

Applications for Nursery are open all year round.

There is a separate policy and criteria for admission to the two-year old class available from Islington's website.

**For applications to our Reception class:** Children will be admitted to the Reception class in the September after their 4<sup>th</sup> birthday.

When the school is over subscribed, priority will be decided by the following criteria:

1. Looked-after and previously looked after children: Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after, including those who appear to have been in state care outside of England.
2. Children who have a sibling<sup>(1)</sup> living at the same address on roll at the school at the time of admission.
3. Children and their parent/carer who live in the Tollington parish and who regularly<sup>(2)</sup> worship at :
  - a. St Mark's Tollington Park
  - b. Emmanuel Hornsey Road
  - c. St Saviour's Hanley Road
  - d. St Andrew's Whitehall Park
  - e. St Mary's Hornsey Rise
  - f. St John's Upper Holloway
  - g. St Luke's West Holloway
4. Children and their parent/carer who live in the Tollington parish and who regularly<sup>(2)</sup> worship at any Christian Church<sup>(3)</sup> which is a member of Churches Together in England or The Evangelical Alliance.
5. Children who live nearest to the school<sup>(4)</sup>.

### NOTES:

- <sup>(1)</sup> 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 'brother or sister' or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling who is at the school at the time of the child's attendance.
- <sup>(2)</sup> Regular worship is defined by children and their parents/carers attending church at least twice per month for at least the last twelve months. For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.
- <sup>(3)</sup> Christian Church – Those churches who are members of Churches Together in England or The Evangelical Alliance (a full list is available from the school).
- <sup>(4)</sup> Distance from the school is determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the main school gates on Sussex Way N19 4JF.

### **Tie-Breakers**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school gates in Sussex Way when measured on a computerised mapping system held at the Education Department. If only one place is available and two or more children qualify for that place, the child who is offered the place will be determined by random allocation using a computerized system.

### **Children with an Education, Health and Care Plan (EHCP):**

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs and Disability Code of Practice.

### **Applications for entry to the Reception Class**

Admission to primary schools in Islington will be co-ordinated by Islington Council. Parents' wishing to apply for a place at St Mark's must specify St. Mark's as one of their preferences on the Primary Common Admission Form, which, if you live in Islington, should be returned to Islington Local Authority. Parents/carers living in another Local Authority should complete their home borough form and return it to that LA.

**PLEASE NOTE:** Parents' wishing to apply under Criteria 3 and 4 are advised to complete St Mark's own supplementary information form so that the governors may consider their application fully. This should be returned to the school by the date specified by Islington Local Authority. This form is not compulsory, but failure to fill it in may affect the priority afforded to the application.

### **Waiting List Arrangements**

All unsuccessful applicants will automatically be placed on the waiting list for that year group. Parents/carers will be asked annually whether or not they wish their child to remain on the waiting list. Where no reply is received by the specified date, the child will be removed from the waiting list. All applications received after the closing date will be placed at the end of the waiting list.

### **In-Year Admissions**

Applications for In-Year admissions are co-ordinated by the school and are subject to the Admissions Criteria as detailed above.

If more applications are received than there are places available, applications will be ranked by the School Admissions Committee in accordance with the over-subscription criteria, with the following modification: children without an offer of a school place are given priority immediately after other looked-after children. If a place cannot be offered at this time, then parents/carers can ask us for the reasons and they will be informed of their right of appeal and made aware of the relevant procedures. They will also be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the School Admissions Committee according to the over-subscription criteria (as above) and not in the order in which the application was received. When a place becomes available, the School Admissions Committee will inform the parents/carers of the offer in accordance with the procedures as set out above.

### **Multiple Births**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will exceed their published admission number to support the family as required by the School Admissions Code 2021. These children will be deemed as 'excepted' pupils under infant class size legislation.

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

Full time places are offered from September after the child's 4th birthday. A place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their 5th birthday). If the child's 5th birthday falls between 1<sup>st</sup> September 2024 and 31<sup>st</sup> March 2025 parents/carers may request that their child is not admitted until later in the school year 2025/2026, but no later than the term after the child's 5th birthday, when they reach compulsory school age. For children born between 1<sup>st</sup> April and

31<sup>st</sup> August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Parents/carers can request that a child attends part-time until they reach compulsory school age.

**Summer born children**

For children whose fifth birthday falls between 1<sup>st</sup> April 2026 and 31<sup>st</sup> August 2026, parents/carers who do not wish them to start school in the school year 2025-26, but would like them to be admitted in September 2026 for the school year 2026-27 should discuss this with the school at an early stage. Decisions will be made considering the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development, and where relevant, medical views will be taken into consideration. The views of the Head Teacher will also be considered. Reasons for the decision will be clearly set out in writing. If the request for delayed admission is agreed, the parent/carer must reapply for a reception class place based on the following year’s oversubscription criteria.

Parents/carers may decide not to apply for a Reception place in the following academic year, but to apply for a Year 1 place in September 2027. Parents/carers should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from 2025-26 Reception Year group. Alternatively, parents can apply in the normal round (no later than 15<sup>th</sup> January 2025) for a Reception Year place in September 2025, but would need to provide strong supportive reasons for seeking a place outside the normal year group.

**Admission outside the normal age group**

Parents may request that their child is admitted outside their normal age group. Parents should make their request, in writing, outlining the reasons for wanting their child to be admitted to another year group. They should also provide any evidence to support their request. The decision will be based on the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent. The Head Teacher will set out clearly, in writing, the reasons for their decision.

Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group

**Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used.

**Admissions Committee**

**St Mark’s Church of England Primary School**

Reviewed and ratified by Governing body	Spring Term 2024		
Next Revision (Please highlight as appropriate)	<b>Annual</b>	Biennial	Tri-annual
To be reviewed	Spring Term 2025		

**Appendix – Tollington Parish boundary map**

