



School Admission Arrangements – 2017/18

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Somerset Road Education Trust (the Admission Authority). Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Transferring to Year 3 in September 2017 - The 'normal admissions round'
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key Contact Details

- Appendix A: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form
- Appendix D: School Catchment Map

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01772 333497
It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school

www.st-marks.wilts.sch.uk

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the concern cannot be resolved locally, the matter may be escalated to the Office of The Schools Adjudicator.

1.0	General Information
1.1	The School
	St Mark's C.E. Junior School is located in Salisbury and provides approximately 360 places. There are twelve classes in the school – three classes in each of the four separated year groups. St Mark's is part of a Multi-Academy Trust with Wyndham Park Infants' School and Exeter House School. The three schools share a site and form Somerset Road Education Trust (SRET). The Admission Authority prioritises admission for siblings and children living within a designated catchment area before offering places more widely
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child

	A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	<p>For admission purposes, the Governing Body will consider the home address to be: The address at which the child concerned is living, at the time of application, for the majority of his/her time (more than 2.5 school days per week) with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> • A legal 'exchange of contract' which confirms the purchase of the property • A copy of a formal tenancy agreement (minimum six month term) signed and dated by the Landlord for the property and the applicant • Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements will be in place • For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.
1.5	Sibling connection
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements prioritises applications for children with a sibling attending St Mark's CE Junior School or Wyndham Park Infant School, at the time of application, who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>
1.6	Waiting lists
	<p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name.</p>

1.7	Misleading or false information
	If the Admission Authority becomes aware that a place was offered for a child on the basis of misleading or false information, it will consider withdrawing that offer, or the allocated place, where a child has already started to attend the school or arrangements have been made for him/her to start. The circumstances of the case will be discussed with the original applicant and, if the decision is taken to withdraw the offer/place, the application will be considered afresh, taking into account any new information.

2.0	Transferring to Year 3 September 2017 (The 'normal Admissions round')
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2.1	The Published Admission Number (PAN)
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	The PAN for the year of entry (Year 3) is 90. This is the number of places that can be provided according to the resources available. If 90 or fewer Year 3 applications are received for September 2017, every applicant will be offered a place for their child, without condition. If more than 90 applications are received, the Admission Authority will apply the oversubscription criteria (refer to section 4.2) in order to rank all the applications and identify a priority for the offer of places up to the PAN
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2.2	Ensuring an 'on time' application
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	For a child to transfer to Year 3 in September 2017, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority. In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2017</u> . The Common Application Form may be accessed and completed via the home local authority's 'on line' application system, or obtained as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must publish by 12 th September annually. For families living in Wiltshire, the <u>home</u> local authority is Wiltshire Council www.wiltshire.gov.uk
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2.3	Late applications
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	Local authorities must coordinate Year 3 'normal admissions round' applications until 31 August 2017, for those children transferring school in September 2017. If an application is submitted to the home local authority after the initial application deadline of <u>15th January 2017</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).
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2.4	Notifying the application decision
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	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2017, according to the procedure set out in this local authority's Composite Prospectus.
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2.5	Education Health and Care Plan
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	A place will be provided in Year 3 for any child who has an Education Health and Care Plan (EHCP), which names St Mark's C.E. Junior School as the education provider. Depending on when the EHCP is issued, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.
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3.0	Changing school (Submitting an In-Year application)
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3.1	The Admission Limit
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	For each year group other than the year of entry (years 4 – 6) the Admission Authority will agree a non-statutory admission limit as a guideline to the number of places available.
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	Admission limits will be set in order to ensure the efficient delivery of education, according to the accommodation available, the needs of the children and the efficient use of the resources required to support the children. Therefore, admission limits may be varied from time to time and so the number of places available may vary.
3.2	Submitting an 'In-Year' application
	If a parent wishes to apply for a child to join the school during the 2017/18 school year the In-Year Application Form (Appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	Applying for a year group other than the child's relative age
	The In-Year application will usually be submitted for the year group associated with the child's age (the 'relevant age' year) although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will then consider whether a place can be offered in the relative age year. The parent will have the right to appeal the decision where a place cannot be offered in this year group. Retained and accelerated places secured through the in-year admissions process will be reviewed periodically.
3.4	The decision
	On receipt of a signed and dated in-year application form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources'. The admission decision will be notified to the applicant in writing within ten school days of receipt of the in-year application form.
3.5	Accepting the offer of a place
	Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt, following which the place will be available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school within this time frame, the Admission Authority will contact the original applicant in order to review the position and may withdraw the offer depending on the circumstances.
3.6	Applying the Fair Access Protocol
	Where a place cannot be made available, the Admission Authority will consider the application against the criteria set out in the Wiltshire Council Fair Access Protocol (FAP), which is published on the Council's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to Wiltshire Council, which may then decide to engage with the family in order to identify a suitable educational placement.
3.7	Children issued with an Education Health and Care Plan
	If a child has an Education Health and Care Plan (EHCP) in place, which names a particular education setting, the parent(s) should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

4.0	The Oversubscription Criteria
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4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> 1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies 2. Children who, at the time of application, have a sibling attending St Mark's C.E. Junior School or Wyndham Park Infants' School who will still be on roll at the time of admission and who lives at the same home address for more than 2.5 school days per week 3. Children attending Wyndham Park Infants' School, at the time of application, who are eligible to transfer to Year 3 in September 2017, including children formally 'retained' or 'accelerated' within Year 2 4. Children who, at the time of application, live within the designated School Catchment Area, or with a confirmed move to a home address within this catchment area 5. Children who, at the time of application, are eligible to receive a Pupil Premium or a Service Premium 6. Children not satisfying a higher criterion <p>Notes:</p> <ul style="list-style-type: none"> • Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' • Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' • A map indicating the designated School Catchment Area is available on the school website (Appendix D). A copy is also kept at the school and is available to view by appointment • The Supplementary Information Form must be completed if a parent wishes their child to be considered against criterion 5 (see section 4.5)
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) will apply and this may indicate that the Admission Number/limit is reached part way through a particular criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criteria will be determined according to the straight line distance measured between each child's home and the school. This will determine a priority order for the applications.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance</p>

	Survey 'National Address Base' coordinates for St Mark's CE Junior School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.
4.4	Applying a tie-breaker
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admission Authority and the school.
4.5	Supplementary Information Form
	A Supplementary Information Form (SIF) is provided on the school website (Appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 5. The SIF <u>must</u> be completed and submitted in conjunction with the admission application form, if the parent wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

5.0	Lodging an appeal
5.1	The legal right to an appeal hearing
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process and an appeal form is available to download from the school website, or this can be requested from the School Office.
5.2	The case for refusing admission
	The Admission authority can refuse to admit a child to St Mark's CE Junior School where a further admission would ' <i>prejudice the efficient delivery of education or the efficient use of resources</i> '. In other words where the governors determine that the admission of a further child would impact negatively on the school, the year and/or class. If an appeal is lodged, the appeal panel will consider the strength of the case for refusing admission at an appeal hearing and weigh this against the strength of the parent's case for requiring a place at the school.
5.3	The appeals timetable
	An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority undertakes to process any appeal lodged with the school.
5.4	Complaints about the administration of the appeals process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the <u>appeal process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education Funding Agency.

6.0	Key contact details
The School	St Mark's CE Junior School Somerset Road Salisbury Wiltshire SP1 3BL 01722 333497

	<p>Website: www.st-marks.wilts.sch.uk Email: admin@st-marks.wilts.sch.uk Headteacher: Mr G Flemington</p>
For families resident in Wiltshire, the 'home' local authority is Wiltshire Council	<p>School Admissions Wiltshire Council County Hall Trowbridge Wiltshire BA14 8JN</p> <p>Telephone: 01225 713000 Website: www.wiltshire.gov.uk Email: admissions@wiltshire.gov.uk</p>
The Office of The Schools Adjudicator	https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator
The Education Funding Agency	www.gov.uk/government/organisations/education-funding-agency
The Department for Education	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk</p>
School Admissions Code	https://www.gov.uk/government/publications/school-admissions-code--2
School Admission Appeals Code	https://www.gov.uk/government/publications/school-admissions-appeals-code