



## School Admission Arrangements – 2018/19

### 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). The 'day to day' management of school admissions is delegated to the school's Local Governing Board whose Admissions Committee processes all admission applications received for St Mark's C.E. Junior School in strict accordance with these Admission Arrangements.

This document is set out under the following headings:

- 1.0 - General Information
- 2.0 – Transferring to Year 3 in September 2018 - The 'normal' admissions-round
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
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- 6.0 - Key Contact Details

- Appendix A: Glossary and Definitions
- Appendix C: Supplementary Information Form
- Appendix D: Catchment Area Map

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01722 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](http://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.

<b>1.0</b>	<b>General Information</b>
1.1	The School
	St Mark's C.E. Junior School is situated 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 which is the Admission Authority. The offer of school places, are prioritised for siblings and children living within a designated catchment area, before those children living further away.
1.2	Who can apply for a school place?
	A parent, registered carer, or other person/organisation that has responsibility for a child (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
	Any child who resides within the United Kingdom (UK) has a right to access education at a UK



	state funded school from age four onwards. The child must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	<b>The home address</b>
	<p>For admission purposes, the Admission Authority considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.</p> <p>If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:</p> <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property</li> <li>• 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 are expected to remain in place.</li> <li>• 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</li> </ul>
1.5	<b>Sibling connection</b>
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements include a 'sibling' criterion which prioritises applications for children attending St Mark's C.E. Junior School or Wyndham Park Infant's School</p> <p>If a parent would like his/her child to be prioritised against this criterion for admission purposes, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives 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/Admission Limit will be exceeded 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 if the Admission Number/Limit was adhered to.</p>
1.6	<b>Waiting lists</b>
	<p>When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required 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, offered and declined, or the parent requests in writing that the school removes his/her child's name.</p>
1.7	<b>Misleading or false information</b>



	If the Admission Authority becomes aware that a school place has been secured for a child due to the provision of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.
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<b>2.0</b>	<b>Transferring to Year 3 in September 2018 (The 'normal' Admissions-round)</b>
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2.1	The Published Admission Number (PAN)
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A statutory Admission Number (PAN) of **90** is published for Year 3 which identifies the number of places that can be offered within the resources available. If fewer applications are received than the PAN, every applicant will be offered a place for their child, without condition. If the number of applications received exceeds the PAN, the Admission Authority will consider every application against the oversubscription criteria set out in section 4.2 of these Admission Arrangements. The applications will be sorted into ranked order, identifying a priority for the offer of places up to the PAN.

2.2	Submitting an 'on time' application
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For a child to transfer to Year 3 in September 2018, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by midnight on: **15<sup>th</sup> January 2018**

The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority area, are explained in the 'Composite Prospectus' document, which every local authority must make available on 12<sup>th</sup> September annually.

For a family living in Wiltshire, the home local authority is Wiltshire Council  
[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

2.3	Late applications
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If the application form is submitted to the home local authority after the deadline stated in section 2.2, it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered. Local authorities must coordinate starting and transferring school applications until 31<sup>st</sup> August 2018.

2.4	Notifying the application decision
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Applicants will receive an admission decision in writing from their home local authority on or about **16<sup>th</sup> April 2018**. The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.

2.5	Education Health and Care Plan
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A place will be made available for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed between the Local authority and the Admission Authority. The place will be made available at St Mark's C.E. Junior School when this school is named in the EHCP (above the PAN if places have already been offered up to this limit at that time).

<b>3.0</b>	<b>Changing school (The In-Year application process)</b>
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3.1	The Admission Limit
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The Admissions Committee will set an admission limit for each year group other than Year 3.



	<p>Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing <i>'the efficient delivery of education or the efficient use of resources'</i>. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.</p>
3.2	<p>Submitting an 'In-Year' application</p>
	<p>An In-Year Application must be made using the Wiltshire Local Authority form which is available to download from the school website or directly from Wiltshire Council at <a href="http://www.wiltshire.gov.uk/schools-learning-admissions">http://www.wiltshire.gov.uk/schools-learning-admissions</a>. The Application Form must be completed and returned to Wiltshire Council. Applications will not be considered more than one term in advance of when the place is 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 will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.</p>
3.3	<p>Applying for a year group other than the child's relative age</p>
	<p>The In-Year Application Form will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child.</p> <p>The Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.</p> <p>'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent.</p>
3.4	<p>The decision</p>
	<p>A decision letter will be issued to the applicant within 20 <u>school</u> days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.</p> <p>Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice <i>'the efficient delivery of education or the efficient use of resources'</i>.</p>
3.5	<p>Accepting the offer of a place</p>
	<p>The School regularly receives applications so, where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer, by letter or email, as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending school. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and</p>



	making the place available for another child.
3.6	<b>Applying the Fair Access Protocol</b>
	The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused <u>and the child concerned is not on roll or attending another school</u> , the Admission Authority will consider whether the child satisfies any of the criteria set out in the Wiltshire Council Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform Wiltshire Council and provide a copy of the completed In-Year Application Form. This will enable the council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.
3.7	<b>Children issued with an Education Health and Care Plan (EHCP)</b>
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a specific school, his/her parent should consult the Local Authority that issued the EHCP, <u>before</u> applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	<b>Oversubscription</b>
	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 consider every application received at that time against the oversubscription criteria set out in section 4.2 of these Admission Arrangements, in that order of priority. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied when it is necessary to rank a waiting list.
4.2	<b>The Oversubscription Criteria</b>
	<ol style="list-style-type: none"> <li>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.</li> <li>2. Children whose parent is a permanent member of staff and has been employed by the Somerset Road Education Trust for a minimum period of at least two years prior to application, or children of a newly appointed teacher where the appointment was made to fill a demonstrable skills shortage.</li> <li>3. Children who, at the time of application, have a sibling attending St Mark's C.E. Junior School or Wyndham Park Infant's 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.</li> <li>4. Children enrolled in Year 2 at Wyndham Park Infants' School, at the time of application.</li> <li>5. 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</li> <li>6. Children who, at the time of application, are eligible to receive a Pupil Premium or a</li> </ol>



	<p>Service Premium</p> <p>7. Children not satisfying a higher criterion</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form must be completed if a parent wishes their child to be considered against criterion 5 (see section 4.5)</li> <li>• 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</li> </ul>
4.3	<p><b>Prioritising applications by distance measurement</b></p> <p>In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached. If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.</p> <p>The ranked order of these applications will be determined by calculating the straight-line distance between each child's home and St Mark's C.E. Junior School, with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates and 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.</p>
4.4	<p><b>Applying a tie-breaker</b></p> <p>Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided 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.</p>
4.5	<p><b>Supplementary Information Form</b></p> <p>A Supplementary Information Form is available on the school website which <u>must</u> be completed if a parent wishes to demonstrate that a child qualifies against oversubscription criterion 6 (see section 4.2 of this document). In the event of oversubscription and the need to rank applications in priority order, the information provided with the SIF will be taken account of so long as the SIF is completed and returned with the required evidence in accordance with the instructions provided. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information provided.</p>
<b>5.0</b>	<b>Lodging an appeal</b>
5.1	<p><b>The legal right to an appeal hearing</b></p> <p>The administration of school admission appeals is subject to a statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from each school website, or as a paper copy from the school offices.</p>



5.2	The appeals timetable
	The Admission Authority publishes an Appeals Timetable on the school website by 28 February every year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Admission Authority undertakes to process any appeal lodged with the school.
5.3	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 appeal <u>process</u> has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Admission Authority via the School Office. Where no local resolution is reached, the parent may escalate the matter to the Education Funding Agency for further consideration.

<b>6.0</b>	<b>Key contact details</b>	
<b>The School</b>	St Mark's C.E. Junior School Somerset Road Salisbury Wiltshire SP1 3BL 01722 333497  Website: <a href="http://www.st-marks.wilts.sch.uk">www.st-marks.wilts.sch.uk</a> Email: <a href="mailto:admin@st-marks.wilts.sch.uk">admin@st-marks.wilts.sch.uk</a> Headteacher: Mr G Flemington	
<b>For a family resident in Wiltshire, the 'home' local authority is Wiltshire Council</b>	School Admissions Wiltshire Council County Hall Trowbridge Wiltshire BA14 8JN  Telephone: 01225 713010 Website: <a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a> Email: <a href="mailto:admissions@wiltshire.gov.uk">admissions@wiltshire.gov.uk</a>	
<b>The Office of The Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>	
<b>The Education Funding Agency</b>	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>	
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>	
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>	
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>	