



St Mark's C of E Academy Policy

Policy Title	Admissions Policy	Version No	1
Rationale	<p>St Mark's Church of England Academy has a distinctive Christian ethos which is at the heart of this Academy. We provide an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the wider local community and we ask all parents to respect the Christian ethos of our Academy and its importance to our community.</p> <p>The Governors of the Academy are committed to developing an inclusive Academy that reflects the diversity of the local community.</p>		
Policy Statement	<p>The Governing Body is responsible for the admission of pupils to St Mark's Church of England Academy and admits 180 pupils to Year 7 each September. This admission number applies to the year 2009/10.</p> <p>Out of the 180 places, the Governing Body intends to allocate 40 "Foundation Places" (for practising Christians); 20 "Governors' Places" (for other faith communities) and 120 "Open Places" for the local community (i.e. for those who live closest to the Academy).</p> <p>Foundation Places</p> <p>The Governing Body has designated 40 places to be offered to pupils whose families are faithful and regular worshippers in an Anglican or Christian Church. Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference) will be required at the time of application. If there are more than 40 applicants, places will be allocated according to the following criteria. These are stated in order of priority:</p> <p>(i) looked after children who are in the care of local authorities as defined by section 22 of the Children Act 1989. Children who are under an agreed series of short term placements (such as respite) are excluded. The Governors will require written confirmation that a child is in public care and will be so at the time of admission to the Academy.</p>		

	<ul style="list-style-type: none"> (ii) children with known medical or social or pastoral needs who have an exceptional need for a place in this particular Academy; (iii) children whose families are faithful and regular worshippers in an Anglican church in the deaneries of Merton, Lambeth South, Croydon North or Sutton and who live within the deaneries; (iii) children who will have a brother or sister in the Academy at the time of admission; (v) the nearness of the home to the Academy, measured as a straight line measurement from the applicants home address to the Academy entrance gate. <p>In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants. If applicants live equal distant from the Academy the Governing body will draw lots to decide between applicants.</p> <p>If there are fewer than 40 qualified applicants for Foundation places, any unfilled places will become additional open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.</p> <p>Governors' Places</p> <p>The Governing Body has designated 20 places each year as Governors' places, to be offered to pupils whose families are members of another faith community and who live within the deaneries of Merton, Lambeth South, Croydon North or Sutton. Written evidence of applicants' commitment to their place of worship (in the form of a faith leader's reference) will be required at the time of application. If there are more than 20 applicants, places will be allocated according to the following criteria. These are stated in order of priority:</p> <ul style="list-style-type: none"> (i) looked after children who are in the care of local authorities as defined by section 22 of the Children Act 1989. Children who are under an agreed series of short term placements (such as respite) are excluded. The Governors will require written confirmation that a child is in public care and will be so at the time of admission to the Academy. (ii) children with known medical or social or pastoral needs who have an exceptional need for a place in this particular Academy; (ii) children who will have a brother or sister in the Academy at the time of admission;
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- (iv) the nearness of the home to the Academy, measured as a straight line measurement from the applicants home address to the Academy entrance gate.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants. If applicants live equal distant from the Academy the Governing body will draw lots to decide between applicants.

If there are fewer than 20 qualified applicants for Governors' places, any unfilled places will become additional Open places. All applicants for Governors' places will also be considered for Open places, and if they are successful in gaining a Governors' place, their name will be removed from the list of Open candidates

Open Places

The Governing Body has designated 120 places each year as Open places, to be offered to pupils who do not qualify for a Foundation or Governors' place, but whose parents have chosen the Academy for the type of education it provides. Parents applying for an Open place do so knowing that the Academy aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the Academy and will attend religious education lessons.

If there are more than 120 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children who are in the care of local authorities as defined by section 22 of the Children Act 1989. Children who are under an agreed series of short term placements (such as respite) are excluded. The Governors will require written confirmation that a child is in public care and will be so at the time of admission to the Academy.
- (ii) children with known medical or social or pastoral needs who have an exceptional need for a place in this particular Academy;
- (iii) children who will have a brother or sister in the Academy at the time of admission;
- (iv) the nearness of the home to the Academy, measured as a straight line measurement from the applicants home address to the Academy entrance gate.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants.

If applicants live equal distant from the Academy the Governing body will draw lots to decide between applicants.

Casual Admissions

Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received that there are places available, the Open place oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Notes

Faithful and regular worshipper is defined as worshipping twice a month for two years prior to application.

"Brother" or "Sister" is defined as blood relatives, step-siblings, foster and adopted children living at the same address.

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. specialist health professional, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why St Mark's Church of England Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school

The straight line distance to the Academy's main gate will be calculated through the Local Authority's computer system.

All applications will be considered on an "equal preference" basis.

Waiting lists will be held for each of the three admission categories (Foundation, Governors' and Open places). Where in any year St Mark's Church of England Academy receives more applications for places than there are places available for any of these particular categories, a waiting list will operate until the end of the Autumn term. This will be maintained by St Mark's Church of England Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list(s) will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the

oversubscription criteria.

The school will consider late applicants in accordance with the procedure in the local authority's secondary admission booklet.

Sixth Form Admissions

1. INTERNAL CANDIDATES

St Mark's Academy pupils notify the school during Year 11 of their wish to stay on to follow courses in the Sixth Form.

2. EXTERNAL CANDIDATES

Applications for places from external candidates are considered on receipt of the completed application form. For acceptance on to a particular course, candidates would be expected to meet the minimum requirements for the course (see separate prospectus), and a report from their previous school would be sought to provide information on the suitability of such a course. For some courses, there is a limit on the number of students that can be accepted on them. Entry to the Sixth Form will be dependent on places being available on the course applied for.

3. OVERSUBSCRIPTION

In the event of over-subscription the criteria below will apply to those students whose course options can be met i.e. places on those courses are available. For those whose intended programme of study can not be met and where the student does not wish to change course choices, a place will not be offered.

4. SIXTH FORM ADMISSION CRITERIA FOR EXTERNAL APPLICANTS

Priority will be given to:-

1. Those students looked after by a local authority and those with statements.
2. Students with siblings attending the school at the time of allocation.
3. Students with social welfare reasons or medical grounds supported by written evidence from a doctor, social worker or educational welfare officer.
4. Students on the basis of proximity to the Academy, with those living nearer the school being given higher priority.

	<p>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 Academy/complete the form attached to the letter regarding their child's non-admittance/do so in writing. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the Academy, within 14 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.</p> <p>Admissions to the Academy will be co-ordinated through the Pan-London Co-ordinated Scheme and its timetable. Applicants for Foundation or Governors' places will be required to complete a supplementary form (faith reference).</p> <p>This Policy will be reviewed on a regular basis in line with the School Admissions Code of Practice and statutory requirements.</p>
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Staff Responsible		EHO	
School Group Responsible		Full Governing Body	
Date approved by Government body	November 2008	Review Date	September 2009