

St Mark's CE Primary School

Ramslye Road
Tunbridge Wells
TN4 8LN



School Admission Policy

Headteacher: Simon Bird
Chair of Governors: David Hill

Our Vision

St Mark's CEP School is committed to developing children that are courageous, compassionate, and creative, making excellent all-round progress so they can reach their unique potential, experience, and share "life in all its fullness".

We Aspire, Believe, Succeed

Created: October 2012
Reviewed: January 2026
Ratified: February 2026
Review date: December 2026

Website - Y

Signed by Chair of Governors: _____

Date: _____

Aspire, Believe, Succeed

1 Introduction

- 1.1 The governing body of **St Mark's CE Primary** School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds, faiths and abilities and all applications will be treated in a sensitive manner.
- 2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

3 How parents can apply for their child to be admitted to our school

- 3.1 As our school is a controlled Church of England school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria

- 3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice, and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.
- 3.3 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form in line with county procedures. All children will receive full time education within three weeks of the beginning of the school year in September.

3.4 Children are able to join the school at other times and in other year groups where there is a space. These are 'casual admissions'. However no more than the planned admission number for that year group are admitted and in the event of over subscription the over-subscription criteria will be applied.

4 Admission appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

5 The standard number

5.1 The standard number is the number of children the school can accommodate. The standard number for our school is: -

Year R - 60

Year 1 – 60

Year 2 – 60

Year 3 – 60

Year 4 – 60

Year 5 – 60

Year 6 – 60

We keep this number under review, and the governors will apply to change the number if circumstances allow.

6 Infant class size

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

Pupils are able to join the school at other times and in other year groups where there is space. These are 'casual admissions'. No more than the planned admission number for that year group are admitted and in the event of over subscription the criteria for admission are listed below.

Oversubscription Criteria

The oversubscription criteria are prioritised as follows:

- **Children in Local Authority Care** – A looked after child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- **Sibling** -Children with a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – of they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by distance definition (below).
- **Health and Special Access Reasons** – Children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school.

Such claims will need to be supported by written evidence from a suitable medical or other practitioner who can demonstrate a special connection between these needs and a particular school.

- **Distance** – Children living nearest the school will be given highest priority. The distance between the child's permanent home address and the school is measured in a straight line using the National Land and Property Gazetteer (NPLG) address point data.

Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NPLG. The same address point on the school site is used for everybody.

All above criteria will be ordered by distance.

7 Review

- 7.1** This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.