

# *School Policy*



**St Mark's**  
School Bath

<b>School Policy Title:</b>	School Admissions Arrangements for entry in 2020-21
<b>Person Responsible:</b>	Mr B Ash, Headteacher
<b>Committee Responsible:</b>	FGB
<b>Approval Date:</b>	January 2019
<b>Review Date:</b>	November 2019

WISDOM

AMBITION

INTEGRITY

## **Part 1 - General information**

### **1.1 St Mark's School, Bath**

At St Mark's School, Bath, our vision is to inspire students for future success by developing confident, independent learners with a spirit of ambition and adventure. Our vision is underpinned by our Christian ethos and core school values: wisdom, ambition, integrity.

We are committed to:

- Achieving excellence for all through a personalised student experience.
- Providing opportunities for students to grow into principled, well-rounded individuals.
- Promoting spiritual, moral, social and cultural development.
- Advancing individual development, instilling self-esteem, confidence and enthusiasm.
- Being a positive resource and making a contribution to our community through use of our extensive grounds and facilities.

We provide a unique learning experience where:

- Tailored support and a personalised, dynamic curriculum ensures every student is known, valued and encouraged to achieve their full potential.
- A raising aspirations programme, including a careers programme, extra-curricular activities and enrichment opportunities, allows students to build on their personal achievements and experiences.
- Students develop leadership skills and self-confidence through school initiatives and peer leadership roles and opportunities.
- Committed teachers equip students with the expertise and skills they need to succeed.
- Impressive and expanding partnerships with our community, primary schools and businesses, widens the academic offer.
- Our Christian ethos shapes our students through the development of Christian values.
- We provide a place at the thriving New Sixth, providing a high-quality sixthform education.

The Governing Body is the Admissions Authority and is responsible for admission decisions in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors.

The governors welcome applications from all parents and children from the local community including the neighbouring regions, from the Greater Bath Consortium (GBC) and generally from families beyond this area. When administering the admission arrangements the school will follow, unless otherwise stated, the definitions, procedures and timescale included within these admission arrangements.

## 1.2 Contact details

St Mark's School  
Bay Tree Road  
Larkhall  
Bath  
BA1 6ND

**Tel:** 01225 312661

**Fax:** 01225 429063

**Email:** [stmarks\\_sec@bathnes.gov.uk](mailto:stmarks_sec@bathnes.gov.uk)

**Headteacher:** Mr B Ash

**Chair of Governors:** Mr Roger Coombe

**School website:** [www.st-marks.org.uk](http://www.st-marks.org.uk)

**Bath and North East Somerset Local Authority website:** [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

## 1.3 The Published Admission Number (PAN)

Statutory PANs apply for years 7 and 12 (the years of entry) and these indicate the number of places normally available. In accordance with the School Admissions Code, the governors may increase PANs from time to time without further consultation and any change will be clearly notified on the school website and the information updated in these admission arrangements.

The statutory PANs set for the 2019/20 academic year are:

Year 7 **102** (a non-statutory admission limit of **102** applies for years 8 –11) Year 12 **20** (applies for entry from other educational establishments – refer to separate Sixth Form Admission Arrangements)

The governors' Admissions Committee will consider all applications in accordance with these admission arrangements and places will always be offered until the PANs or admission limits are reached, at which point the governors will consider refusing other applications.

## 1.4 Relevant Documents: Please read this information before applying for a school place

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time) <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-criteria-determined-school-0>
- The Local Authority In-Year Admissions Scheme [schools/changing-schoolscasual-admissions](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/schoolscasual-admissions)
- The Local Authority Fair Access Protocol link <http://www.bathnes.gov.uk/search/site/fair%20access%20protocol>
- The Local Authority School Transport link <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport>

- Free School Meal Entitlement  
<http://www.bathnes.gov.uk/search/site/school%20meals>

## **Part 2 - Over Subscription Criteria**

**2.1** The School Admissions Code requires the governors to admit any children with a Statement of Special Educational Needs or an Education Health Care Plan (EHC) naming St Mark's School before the consideration of any other applications.

**2.2** Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out in section 2.3. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused. Where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, places will normally be provided for every child.

### **2.3 Over Subscription Criteria**

- 1. Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a child arrangement order or special guardianship order (see section 6.12 Children in care)**
- 2. Children with a sibling attending the school at the time of application and still be on roll at the time of admission (see section 6.5 Siblings)**
- 3. Children living within the parish of St Saviour's, Larkhall and Swainswick, who are themselves, or whose parent(s) are practising members of the Church of England or another Christian group (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)**
- 4. Children living within the parish of St Saviour's, Larkhall and Swainswick (see sections 6.7 Home address and 6.13 Parish map)**
- 5. Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke, and St Catherine who are themselves or whose parent(s) are practising members of the Church of England or another Christian group (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)**
- 6. Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke, and St Catherine at the time of application (see sections 6.7 Home address and 6.13 Parish map)**
- 7. Children living within the GBC who themselves, or whose parent(s) are practising members of the Church of England or another Christian group (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)**
- 8. Children living within the GBC (see sections 6.7 Home address and 6.13**

Parish map)

9. **Children living in the Parish of Wick who are themselves, or whose parent(s)/carer(s) are practising members of the Church of England or another Christian group** (see section 6.8 Supplementary Information Form).
10. **Children living in the Parish of Wick**
11. **Children who are themselves, or whose parent(s)/carer(s) are practising members of the Church of England or another Christian group** (see section 6.8 Supplementary Information Form)
12. **Children not satisfying a higher criterion**

#### **2.4 Tie Breaker:**

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's permanent home the 'address point' of the school and the 'address point' of the child's permanent home (see section 6.7). Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. Where required, this will be conducted on the school premises by someone entirely independent of the Admissions Committee and the Chair of Governors or a nominated governor will observe this process.

### **Part 3 – Starting School in Year 7 for the first time**

3.1 The following information should be read in conjunction with the 2018 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's 'secondary guide for parents', which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or upon request to that Local Authority.

3.2 Application forms relating to starting in year 7 in September 2020 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on **31 October 2019**. A Supplementary Information Forms submitted in support of an application in order to evidence 'practicing member of a Church organisation' must be sent directly to the school to arrive by the same closing date (see section 1.2 Contact details).

3.3 The home Local Authority will forward applications directly to the Local Authority in which area a preferred school is located. Where the application is for St Mark's School, the Governing Body will be notified and the governors Admissions Committee will meet and rank every application received according to the oversubscription criteria set out in section 2.3. Applications received 'on time' by the published closing date will be processed and places allocated before any late applications are considered. A late application closing date is published in Local Authority Coordinated admissions Schemes.

3.4 The governors' allocation decisions will be notified to Bath and North East Somerset (B&NES) Local Authority in accordance with this authority's Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **1 March 2020** by email or letter post.

#### **Part 4 - Admission to any year group during the 2020/21 academic year**

(in-year admission)

4.1 Applications can be submitted at any time during the academic year, by completing the governors' in-year application form and returning this directly to the School Office. The application form is available to download from the school website, or a copy can be provided upon request to the school office. The governors will not consider any applications received during school holiday periods until school resumes.

4.2 The governors' Admissions Committee will meet within five school days of the receipt of an application form. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.

4.3 In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see section 6.11 Withdrawing an allocated place)

4.4 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria)

4.5 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and how to appeal against the governors' decision (see Part 5 of these arrangements).

4.6 The governors Admissions committee may refer some in-year admission applications in accordance with the B&NES Local Authority Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the B&NES Local Authority Website (see section 1.2 Contact details).

#### **Part 5 - Appeals Procedure**

5.1 Parents have the legal right to appeal against the governors' decision to refuse a place at St Mark's School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details

explaining the appeal application process will be enclosed with the decision letter.

5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal applications received when the school is closed will not be administered until school resumes.

5.3 The school appeal application form must always be completed and submitted to the School Office within 21 school days of the date on the admission refusal letter. An appeal application form may be downloaded from the school website, or obtained from the School Office.

## **Part 6 – Important Information**

### **6.1 Waiting Lists**

In accordance with statutory requirement the governors will maintain a waiting list for the year of entry (Year 7) until the end of the first term following transfer each September (shuts down at the end of December). Waiting lists are not held for any other statutory age year group.

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

### **6.2 Applications for children to enter a year group other than chronological age**

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school place application form. A child admitted under these circumstances will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age group.

### **6.3 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **6.4 Children from Overseas**

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see 6.7 'home address'. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.

### **6.5 Siblings**

For the purpose of school admission, the governors' definition of a sibling is "a child living at the same address as a half or full brother or sister, an adoptive brother or

sister, or children of the same household at the time of application and remaining so at the time of admission”.

## **6.6 Parent**

A ‘parent’ in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having ‘care’ of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

## **6.7 Home Address**

For the purposes of school admission, the governors’ definition of a child’s home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child’s residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.

## **6.8 Supplementary Information Form (SIF)**

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 3, 5, 7 or 9. The governors define ‘practicing’ as ‘attending the place of worship at least once per month for a minimum period of six months prior to application’. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their Church/place of worship also completes the relevant sections. Completed supplementary Information Forms must be submitted in conjunction with a school place application form and be returned directly to the school office. Application forms will not be considered until all the relevant supplementary information is available.

## **6.9 Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child’s home address (as defined in 6.8) using a Geographical Information System (GIS) method the address point of the home to the address point of the school using a GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

## **6.10 Children with a Statement of Special Educational Needs**

Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHC) are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names St Mark’s School.

## **6.11 Withdrawing an allocated place**

The governors will expect parents to confirm by post or email within 21 school days,



their acceptance of any place offered at the school and the child must be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

#### **6.12 Children in Care (Looked After Child)**

The School Admissions Code requires that; published oversubscription criteria provide 'Looked After Children' and 'previously Looked After Children' with the highest priority for a school place. For admission purposes, Looked After Children are defined as 'children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 and must be in public care at the time of application to a school. Previously looked after children are defined as children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

#### **6.13 Parish map**

The governors prioritise some school places on the basis of parish areas. A map indicating the parish boundaries is available to view on the school website or a copy can be provided for viewing at the school office (see Section 1.2 Contact detail).