



# Antrobus St Mark's Church of England Primary School

**Hand in hand with God, we live, love and learn  
together.**

Antrobus St Mark's is a Voluntary Aided Church of England School where every person:

- lives out Christian values
- is valued and respected as an individual
- is encouraged to achieve their potential
- belongs to a happy, caring and friendly school family.

Therefore becoming:

- Happy, independent and motivated children who achieve excellence and enjoyment.
- Confident and respectful young people with strong aspirations for their future.

## **Admissions Policy 2023-2024**

Antrobus St Mark's is a Church of England Voluntary Aided Primary School and therefore RE, collective worship and our whole ethos are based on the teachings of the Church of England.

### **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure. Applications may also be made electronically. In order for the governors to consider applications under faith criteria it is necessary for parents to also complete the school's supplementary information form for criteria numbers 5 and 6 (see Appendix 1). The common application form and supplementary information form should be completed and returned by 15<sup>th</sup> January 2023.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the 16<sup>th</sup> April 2023, or the first working day following 16<sup>th</sup> April. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Please note that attendance at the nursery class does not guarantee admission into reception and an application must be completed.

### **Admission procedures**

The number of intended admissions to the Reception class will be a maximum of 15. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. All children having an EHCP (Education Health and Care Plan) for special educational needs in which the school is named will be admitted. In the event that there are more applicants than places remaining, the governing body will allocate these places using the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children, including 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. Previously looked after children are 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). 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 main purpose is to benefit society. (see note a).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school (see note b).
3. Children resident in the civil parish of Antrobus. A map showing the parish boundary is available from the school and on the school website.
4. Children who have a sibling attending the school who will still be present when the child is admitted (see note c).
5. Children whose parent/s are faithful and regular worshippers in the parish church of St Mark's.
6. Children whose parent/s are faithful and regular worshippers in a Christian church, that is, a church that is a member of the Churches Together in Britain and Ireland (see note d and e).
7. All remaining places will be allocated according to the proximity of the child's dwelling to the school, as measured in a straight line from the centrally plotted Basic Land and Property Unit point (BLPU) of the child's dwelling to the centrally plotted BLPU point of the school as defined by Local Land and Property Gazetteer, with those living nearer receiving high priority.

## Notes

- a) A looked after child is a 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 functions (under section 22(1) of the Children Act 1989). A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order. 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 main purpose is to benefit society.
- b) Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
- c) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
- d) A parent is any person who has parental responsibility or care of the child.  
Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.
- e) By "regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications.

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

**Admissions information:**

Last year the school was able to admit all pupils whose parents applied.

**Late applications for admission**

Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria. Children with EHCP naming the school will be admitted in accordance with Section 324 of the Education Act (1996).

**Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until the 31st December 2023.

**Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**In Year Admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as In Year Admissions. From 2013 onwards parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and Supplementary information form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the admissions committee will inform the applicant in writing, together with the LA and information about how to appeal against the refusal will be provided. Where more than one application is received the oversubscription criteria will be used to rank the applications.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

**Appeals**

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the Admission Appeals Code 2012 established under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should fill in an appeals form and return it to The Clerk to the Governors, Antrobus St Mark's CE Primary School, School Lane, Antrobus, Northwich, Cheshire, CW9 6LB within 20 days of being notified of the

decision. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

If your child was refused a place in Reception because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term. The place may also be taken up part-time.

### **Summer Born Children**

Parents of summer born children (those between 1<sup>st</sup> April and 31<sup>st</sup> August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for Year 1 or a new application for Reception in the following year. An application form should be filled in for the current admission process at the same time as any request to defer entry or "back class" to Reception in the following year. The decision will be made taking into account information from the parents and the Head Teacher and should be in the best interests of the child.

Parents will be informed of the outcome before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year 1 for the September following the child's fifth birthday.

Parents should be aware that agreement by the school to allow a child to enter reception the following year **does not** guarantee a place in the class. Parents must apply again the following year and the application will be considered in the normal manner following the oversubscription criteria.

### **Children from multiple births**

Where twins, triplets etc. apply then the governing body will exercise as much flexibility as possible when allocations take place. Where an Infant Class Size of 30 would be breached by the admission of the additional child or children the governors may admit above the limit if it is possible to do so in the current organisation of the school.

### **Armed Services Personnel**

Where Infant Class Size of 30 would be breached by the admission of the child or children of armed services personnel the governors may admit above the limit if it is possible to do so in the current organisation of the school.

Signed:.....Lisa Rigby..... Chair of Governors

Signed:.....Lucy Wainwright..... Head Teacher

Date:.....

Review Date:.....

Reported to Governors:

Appendix 1

**Application for Admission to Antrobus St Mark's CE Primary School  
Supplementary Information Form**

**Name of child:**

Surname	Christian names		
Date of birth	Boy <input type="checkbox"/>	Girl	<input type="checkbox"/>

**Name of parent/guardian**

Address

Post code

Telephone

Mobile

**Place of worship** one of parents / guardians regularly attends:

Name of place of

worship

Address

Name of vicar / priest / minister / faith leader / church

officer

Address

Post code

Telephone

**Worship attendance:**

If you are applying under criteria number 5 or 6 please tick if you have attended a minimum of two services per month for at least six months prior to the closing date for applications ☐

"In the event that during the period specified for attendance at worship the church been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church alternative premises have been available for public worship".

Your incumbent or minister or other church officer (as named above) is required to sign this form here as proof of this attendance.

Name

Signed

Date

### Special medical or social Circumstances

Tick here if you are applying under this criterion ☐

Give details of professional evidence submitted

**Please return to:** The Clerk to the Governors, c/o Antrobus St Mark's CE Primary School, School Lane, Antrobus, Northwich, CW9 6LB