

# **Admissions Arrangements for St Mark's C E Primary School, Farnborough**

## **2027/28**

The Published Admission Number for initial entry to St Mark's C E Primary School, Farnborough, is 15.

Application for admission at the normal intake for Reception will be managed in accordance with Hampshire's co-ordinated scheme for primary admission.

### **1. General**

St Mark's uses an equal preference system administered by Hampshire County Council. This means that we consider all ranked preferences equally against our admissions criteria. We then inform Hampshire County Council of those applications that meet our admissions criteria. Places are then offered by Hampshire County Council on 16<sup>th</sup> April (or next working day).

All available places will be offered. No places will be held back for late applicants who may move into the locality. Late applications will be considered in accordance with Hampshire County Council's Coordinated Admission Scheme.

### **Distance Measurement**

In the event of any of the above criteria being oversubscribed, straight-line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS).

### **Tiebreaker**

Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. [Hampshire schools' admission arrangements | Education and learning | Hampshire County Council.](#)

### **Multiple Births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

If a child has an Education, Health and Care Plan (EHCP) naming St Mark's CE Primary School, he or she will have a priority for a place. Advice is available from your child's case officer at your Local Area Office.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. This request should be sent to both Hampshire Admissions Team - [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) and St Marks CE primary school [adminoffice@st-marks.hants.sch.uk](mailto:adminoffice@st-marks.hants.sch.uk). Decisions will be made based on the circumstances of the case and in the best interests of the child.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. See section below for more information.

### **Starting school**

Pupils born between 1 September 2022 and 31 August 2023 (inclusive) are entitled to full time schooling from September 2027. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2022 (inclusive) reach compulsory school age on 31 December 2027 and must be in full-time education at the start of the spring term 2028.
- January and 31 March 2023 (inclusive) reach compulsory school age on 31 March 2028 and must be in full-time education at the start of the summer term 2028.
- 1 April and 31 August 2023 (inclusive) reach compulsory school age on 31 August 2028 and must be in full-time education at the start of the new school year in September 2028.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 in September 2028.

In making such a request, parents would be expected to state clearly why they felt delaying their child's admission to Year R until the following September was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2026 to ensure that an informed decision is made. Guidance on a delayed school start for summer born children, including how to make a request, is available on the County website at [Admission of children outside their normal age group | Education and learning | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/education/children-outside-normal-age-group)

## 2. Specific

If the number of applicants exceeds the Published Admissions Number (PAN) the school is oversubscribed. In this circumstance, the following priorities will be used when offering places.

### **First Priority: Looked after children and previously looked after children**

Looked after and previously looked after children will be considered to be: children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and 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 will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

### **Second Priority: Exceptional Arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply.

#### **What is an exceptional arrangement?**

**Medical conditions:** a child who has a serious medical condition, or if there are sensitive family circumstances which make it *essential* that the child attends St Mark's school rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. NB. All schools support children with the more

common medical conditions such as asthma, nut allergies and stress-related symptoms and do not treat these as exceptional circumstances

**Third Priority: Siblings who are on roll at St Mark's school and who will still be on roll at the time of admission**

A sibling is defined as a brother or sister, or a half brother or half sister, adopted or fostered brother or sister or step brother or sister living as part of the same family unit at the same address, Monday to Friday. *This child must have a brother or sister still at St Mark's at the time of the new sibling's admission.*

If you wish your application to be considered under the sibling priority, you must indicate that your child has a brother or sister already at St Mark's when you submit your application/preference form, and provide relevant details.

**Fourth Priority: Children and parent(s)/legal guardian(s) who are regular worshippers at St Mark's Church**

Regular means attendance at church by the child and at least one parent/ legal guardian 2 out of every 4 weeks excluding family holidays, over a period of at least one year immediately preceding the date of application. In order to be considered under this criterion, evidence must be submitted at the time of application by completing the Supplementary Information Form. Families who have recently moved into the Parish must provide evidence of the same pattern of attendance from their previous church.

In the event that during the period specified for attendance at worship, the church has 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 or alternative premises have been available for public worship.

**Fifth priority: member of staff**

A serving member of staff is defined as any employee that has been employed by The Prospect Trust based at the school for two or more years at the time of which the application for admission to the school is made. Alternatively, the member of staff has been recruited to fill a vacant post by The Prospect Trust based at the school for which there is a demonstrable skills shortage. This excludes all temporary/sub contracted staff.

**Sixth Priority: any other child whose parents want them to attend St Mark's school.**

After places have been allocated to first, second, third, fourth and fifth priorities, and if places are still available, further places will be offered to children for whom the school is the nearest to their home address as measured by a straight line from the address point of the student's home, to the nearest official school gate for students to use. This is calculated using Hampshire's Geographical mapping systems to measure straight-line distances between each applicant's home address (the ordnance survey point) and the school (the LA's 'school point'). For buildings where there are multiple addressees with only one address point or where two or more applicants are measured at the same distance from the school, priority will be decided by way of an independently supervised lottery.

**Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year R, the waiting list will be maintained centrally by the local authority until 31 August 2027. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and ranked again in line with the published oversubscription criteria -

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2028, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term

A waiting list will be operated for applicants unable to obtain a place at St Mark's under priorities 1 to 6 above and will be adjusted to take account of late or in-year applications. Should vacancies occur they will be allocated on the following basis:

- |            |  |
|------------|--|
| Priority 1 | Looked after children and previously looked after children                               |
| Priority 2 | Exceptional arrangements   |
| Priority 3 | Siblings   |
| Priority 4 | Children and parent(s)/legal guardian(s) who are regular worshippers at St Mark's Church |
| Priority 5 | Children of serving members of staff   |
| Priority 6 | Any other child whose parents want them to attend St Mark's school                       |

**Applications for September 2027** – You must complete a Local Authority Application form available from [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions), or as a paper application available from the school office or by calling 08456035623. If you wish to apply under categories 4 or 5 a Supplementary Information Form must also be completed. This form is available from the school office or can be downloaded from the school website and must be completed by the applicant for criteria 4 or 5. It must be endorsed by the vicar for criteria 4 and by the Headteacher for criterion 5 (Children of Staff). It must be returned by the parent and received by St Mark's school office by the Hampshire County Council closing date. If this form is not submitted at the time of application, your application may be ranked in a lower criterion.

**Late Applications-** These may only be considered when all of the on-time applications have been processed.

**In-year Applications** – these should be made direct to the school.

### **Appeals**

Parents not offered a place for their child and wishing to appeal to an Independent Appeal Panel should contact the school office for details.

The governors reserve the right to withdraw the offer of a place if parents are found to have submitted misleading or inaccurate information.

### **Monitoring arrangements**

This policy will be reviewed and approved by the Academy Quality Council every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

