



St Andrew's & St Mark's C. of E. Junior School
Maple Road Surbiton KT6 4AL

GOVERNORS' POLICY FOR THE ADMISSION OF PUPILS FOR 2011

GENERAL

St Andrew's & St Mark's C. of E. Junior School is a Voluntary Aided School of the Church of England, and as such is closely linked to the Parish and Churches of St Andrew and St Mark Surbiton. As a Church School, it exists both for the benefit of children in the Parish of St Andrew & St Mark, whose families belong to the Church, and also for the Christian benefit of children in the Parish who live near the School, irrespective of their family's religious affiliations. In accordance with these aims, the Governing Body has established the following policy for determining its admission arrangements.

The Governing Body, in accordance with the *Education Acts* and *School Standards and Framework Act 1998*, as the Admissions Authority with special statutory and legal obligations in relation to its church establishment, is responsible for the admission of pupils to St Andrew's and St Mark's C. of E. Junior School. It gives special consideration to Maple Infants' school, a community school with which it is paired under a scheme with the Royal Borough of Kingston upon Thames.

The School aims to provide an education based on Christian principles and, therefore, the Governing Body hopes all pupils will take part in Christian worship at the School and will participate in religious education lessons which cover all the main world faiths.

The numbers for admission for 2011-2012 will be 90 pupils.

OVER-SUBSCRIPTION CRITERIA

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria, in order of priority according to the definitions stated:

1. Looked After Children.
2. Children with exceptional social or medical need.
3. Children with a sibling at St Andrew's and St Mark's C of E Junior School at the time of admission.
4. Children whose parents/carers are faithful and regular worshippers at St Andrew's or St Mark's Church, and who live within one mile of the School **or** children who currently attend Maple Infants' School and who live within one mile of the School. These will be considered together in order of proximity.
5. All other applicants in order of proximity.

DEFINITIONS

Looked after children These are children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

Children with exceptional social or medical need Under this criterion places will be offered where there is an exceptional and professionally supported family, social or medical need. This must be supported by written evidence, e.g. from a doctor, social worker, or educational psychologist which sets out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.

Sibling This is defined as a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the school at the time of admission.

Worship This, which should be faithful and regular, is normally understood to mean attendance of at least one parent/carer for a minimum of two services in each month at their regular place of worship over a period of at least one year. This is to be supported by written evidence of a priest's or minister's letter. Should an applicant have moved into the area within that period, evidence of qualifying attendance will be sought from the previous priest or minister.

Proximity and distances This is measured as the shortest approved walking route as measured using the Kingston Council's School Admissions computerised Geographical Information System.

Tie-breakers Where there is over-subscription in any criterion the nearest by distance measured as above will be used. Where the over-subscription occurs from equidistant measurements or from blocks of flats the tie-breaker will be by lottery or random allocation of the applicants involved.

WAITING LISTS

Once all the places have been filled, any other applications will be kept on a waiting list, arranged according to the criteria in this policy. The waiting list will be held until the end of the Autumn term of the year of entry.

LATE APPLICATIONS

Late applications will be considered in accordance with the co-ordinated admission arrangements as described in the Kingston Primary Admissions Booklet.

SPECIAL FACILITIES AND ACCESS

The School does not have any specific units or facilities for pupils with particular special needs and there are limited facilities for pupils with physical disabilities. The existing arrangement of the School would restrict any physically disabled pupil to the ground floor of the building. The School is however on a level site and has a slope to the main entrance and into the playground. The Governors are fully committed to access for all and, as far as possible, the School ensures that pupils with disabilities have access to the same opportunities as other pupils. Improvements to physical access is an area of priority.

CO-ORDINATION SCHEME

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their Local Authority's Common Application Form and return the form to the Authority: if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. In the case of Criterion 4 parents must also complete this school's Supplementary Information Form and return it to this School.

APPEALS PROCEDURE

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 School. The form should be sent to reach the Clerk to the Appeal Panel, care of the School, 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.

IN-YEAR ADMISSIONS

Parents wishing to apply for admission at any other time of the year must apply to their home council and not to the school direct.

Approved by Governing Body: March 17th 2010



*St. Andrew's & St. Mark's C. of E. Junior School
Maple Road, Surbiton KT64AL*

Supplementary Information Form

For office use only:

Date Issued Date Received For entry into Year 3 (Sept 2011)

Child's Surname Child's Forename(s)

Date of Birth Gender: Female / Male
Delete as appropriate

School currently attending

Full name and title of parents/carers

.....

Home Address

..... Post Code

Telephone number Telephone number

(Daytime) (Evening)

Mobile phone number

Will your child have a sibling attending St. Andrew's and St Mark's School at time of admission? YES / NO

Name of sibling.....

Are you a regular worshipper at either St Andrew's or St Mark's Church? YES / NO

I confirm that these details are correct and I undertake to inform the school of any changes as soon as possible. Return completed form to school office.

Signed _____ **parent/carers** **Date** _____