

**St. Mark's Church of England Voluntary Aided  
Primary School, Aviary Road, Worsley M28 2WF**

To the Parent/Carer of (name).....

(address).....

.....

.....

**PRIORITY APPLICATION FOR A SCHOOL  
PLACE IN RECEPTION CLASS**

Thank you for applying for a **Reception** place at our school for **September 2017**. In order to help us decide which children will be given places at the school under our published Admission Policy (attached), please provide us with the following additional information:

- A photocopy of your child's baptism certificate (where extra points are being claimed).
- A completed copy of the form from a church leader (attached and where extra points are being claimed).

**This information should be returned to us by.....**

**N. B. Failure to return the requested information could affect the governors' ability to prioritise your application under the faith criteria.**

**Should evidence of any fraudulent application be uncovered the Governors will withdraw their offer of a place.**

**If further information is required, please do not hesitate to contact us.**

# **St. Mark's Church of England Voluntary Aided Primary School, Worsley**

## **Admissions Policy**

Admissions to the School are the responsibility of the Governing Body. The Local Authority will manage the admissions process. The following agreement between the Governors, The Diocese of Manchester and the Local Authority lays down the criteria for admissions and procedures to be followed. It is intended that:

30 children be the standard number admitted to the Nursery class and 60 children be the standard number admitted to the Reception class.

### **Aims and Objectives of the Policy**

In drawing up the admissions arrangements the governors of the school aim to ensure that the admissions criteria is clear, fair and objective for the benefit of all children, including those with special educational needs and disabilities.

A. The governors will admit all children having a statement of Special Educational Needs, which names this school in that statement or an Education Health and Care (EHC) plan that names the school.

B. The school will give first priority to Looked After Children (Children in Public Care) and to Previously Looked After Children who have ceased to be looked after because they were adopted or subject to a special residency order or special guardianship order.

C. In the event of oversubscription for the remaining places they will be allocated using the following criteria in order. Applications will be prioritised on the basis of the following points system; with places being awarded to those having the highest scores.

#### **(a) 5 Points**

Children whose parents or guardians are in regular attendance at any of the churches in the parish of the Worsley Team Ministry (St. Mark's Worsley, St Mary's Ellenbrook, and St Andrew's Boothstown.) (See Note 1 below.)

#### **(b) 4 Points**

Children whose parents are resident in that part of the Worsley Ward of Salford City Council, as defined on the accompanying map.

(c) 4 Points

Children who have a sibling attending the school at the time of admission. A sibling is defined as a brother or sister, a step-brother or step-sister living at the same address as the child for whom the application is being made.

(d) 3 Points

Children whose parents/guardians are in regular attendance at a church which is a member of Churches Together in Britain and Ireland. (see note 1. below)

(e) 1 Point

Children who are baptised, or have undergone another form of Christian initiation, for which a copy of the appropriate certificate will be required.

D. All other children.

**Note 1. Church Attendance.**

N.B. Please Note. The attendance of one parent or guardian is sufficient. Regular attendance is normally taken to mean a minimum of fortnightly attendance for at least a year prior to September 1<sup>st</sup> in the year before admission to the school.

Evidence of church attendance will be sought from clergy or other church officer. A supplementary form is provided for this purpose and is attached. N.B. While completing this form is not compulsory, the Governors will not be able to give any credit for church attendance without the completed form and this could disadvantage the applicant.

**Note 2. Over Subscription Criteria.**

In the event of any selection between children with equal points, children with siblings already in school will take precedence over geographical proximity to the school. In the event of distances being the same for two or more applicants where this distance would be last place(s) to be allocated, a random lottery will be carried out in a public place. All the names of those with equal distance will be entered into a draw and the required number of names will be drawn out.

Please note. Geographical proximity is measured in a straight line from the front door of the home to the gate of the school; home is the child's normal place of residence during the school week.

Waiting lists for each year group are maintained and if a place becomes available, it will be offered on the basis of the above criteria for admissions. Any appeals are to be made to an independent panel set up under the Schools Standards and Framework Act 1998 (amended)

**Note 3. Admissions to the Reception Class.**

**A place in the Nursery Class does not guarantee a place in Reception Class the following year.**

As from September 2011 all children have the right to start school in Reception Class from the September following their fourth birthday. All parents must apply for their child to attend the Reception Class, even if they have previously attended the nursery class at the school or an associated nursery setting. Reception places will be allocated using the above criteria.

Once places have been allotted, parents have the option to take the place offered for their child on either a full or part time basis. This place can be deferred until later in the school year or until the child reaches compulsory school age. However a place cannot be deferred to the following academic year, which means that the latest date a child can commence school will be the beginning of the Summer term. Once the child reaches the statutory school age the child must attend school on a full time basis. Unless informed otherwise by the parent it will be assumed that all places are required on a full time basis.

**Note 4. Twins etc.**

Where applications are made for the admission of twins, triplets etc. and there are too few places available at the school to accommodate them all, then both the twins or all the children of the multiple birth will be accepted even though this would exceed the maximum number normally allowed.

**Note 5. Shared Custody.**

Where a child lives with parents with shared responsibility and the child spends time at each parent's address, the address used will be the one of the main carer. The main carer is defined as the parent who is in receipt of Child Benefit

**St. Mark's Church of England Voluntary Aided  
Primary School, Worsley**

**Reference from Church Leader**

Surname of child.....  
Christian names of child.....

Name of parent(s) or guardian(s).....

Address.....

Post Code..... Telephone Number.....

Mobile Number.....

Place of worship one (or both) of the parents/guardians regularly attends.

Place of Worship.....

Address.....

Post Code..... Telephone.....

.....

I confirm that one (or both) of the parents/guardians named above attended church at least fortnightly in the twelve months prior to the first day of September of the year before the year of admission to the school.

Signed.....

(Rector/vicar/priest/minister/church officer.

Date.....