Admission Policy and Procedures

We at St. Mark's are proud of our Church of England status and aim to educate the children of St. Mark's within a Christian ethos. We also aim to ensure that St. Mark's is an inclusive school taking account of special educational, social and community needs. We aim to continue to support the historical nature of the Church of England School mission and in so doing our admission policy has been developed to serve both our Church and our local community.

We encourage all prospective parents to come and visit our school, though this is not part of the admission process. There will be one open day in the autumn and spring terms every year. Prospective parents are welcome to make an appointment to see the school at any time.

As a one-form entry school we will admit thirty new entrants each year. All new children will be admitted to the Reception class in the September after their 4th birthday (exceptions may be made for children with specific needs).

When the school is over subscribed, priority will be decided by the following criteria:

1. Looked after children.

2. Children who have a sibling[1] living at the same address on roll at the school at the time of admission.

3. Children and their parents(s)/carers who live in the Tollington parish and who regularly[2] worship at :
   a. St Mark's Tollington Park
   b. Emmanuel Hornsey Road
   c. St Saviour's Hanley Road
   d. St Andrew's Whitehall Park
   e. St Mary's Hornsey Rise
   f. St John's Upper Holloway
   g. St Luke's West Holloway

4. Children and their parents(s)/carers who live in the Tollington parish and who regularly[2] worship at any Christian Church[3] which is a member of Churches Together in Britain and Ireland or The Evangelical Alliance.

5. Children who live nearest to the school[4].

NOTES:

[1] 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 'brother or sister' or the child of the parent/ carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling who is at the school at the time of the child's attendance.

[2] Regular worship is defined by children and their parent(s)/carers attending church at least three times per month for at least the last twelve months. For those who have moved into the area less than twelve months ago, please provide the name of the vicar/priest, telephone and

address details of the church attended prior to moving, in addition to completing this supplementary form.

(3) Christian Church – Those churches who are members of Churches Together in Britain and Ireland or The Evangelical Alliance (a full list is available from the school).

(4) Distance from the school is determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the main school gates on Sussex Way N19 4JF.

Tie-Breakers

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school gates in Sussex Way when measured on a computerised mapping system held at the Education Department. For this purpose measurement will be over the shortest available walking route and accessibility by private car or public transport will be disregarded.

Children with Statements

Children with special educational needs where St Mark's School is named on the statement will be given priority.

Applications for entry to the Reception Class

Admission to primary schools in Islington will be co-ordinated by Cambridge Education @ Islington. Parents wishing to apply for a place at St. Mark's must specify St. Mark's as one of their preferences on the Primary Common Admission Form, which should be returned to Cambridge Education @ Islington.

PLEASE NOTE: Parents wishing to apply under Criteria 2, 3 and 4 are advised to complete St. Mark's own supplementary information form so that the governors may consider their application fully. This should be returned to the school by the date specified by Cambridge Education. This form is not compulsory, but failure to fill it in may affect the priority afforded to the application.

Waiting List Arrangements

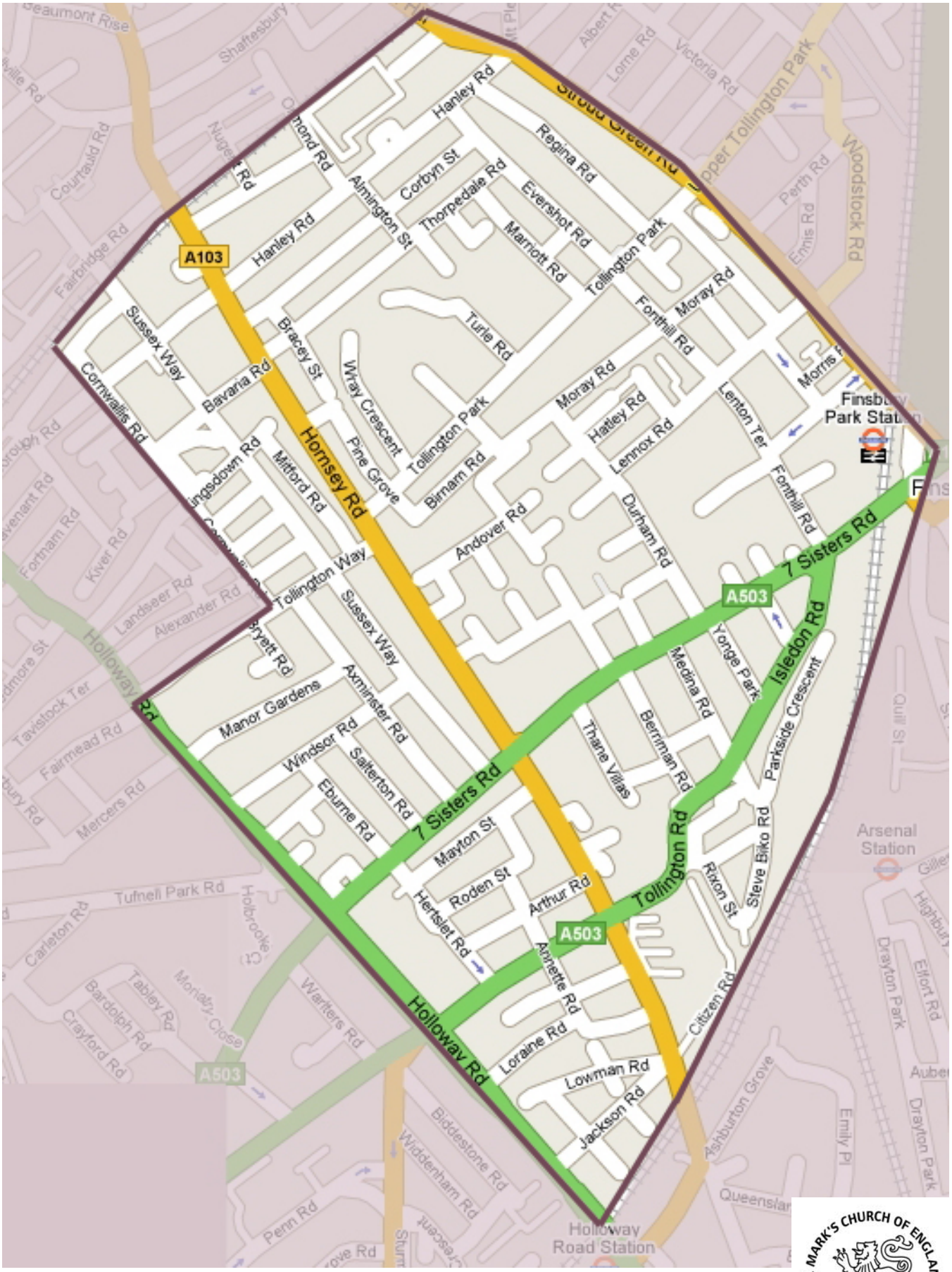
All unsuccessful applicants will automatically be placed on the waiting list for that year group. Parents will be asked annually whether or not they wish their child to remain on the waiting list. Where no reply is received by the specified date, the child will be removed from the waiting list. All applications received after the closing date will be placed at the end of the waiting list.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received that there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria (with the following modifications: children without an offer of a school place are given priority immediately after other looked-after children). If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria (as modified above) and not in order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

Cathy Heels
Headteacher

Appendix – Tollington Parish boundary map



St Mark's Church of England Primary School

Admissions: Supplementary Information Form.

If you are applying to the school under criteria 2, 3 or 4, please complete this Supplementary Information Form so that Governors can fully consider your application			
Full name of child (BLOCK CAPITALS)			
Surname		Date of Birth	
Address			
Post Code			
Contact telephone number			
Name and current year group of any sibling currently attending St Mark's C of E Primary School			
Name of Church Attended			
Address and telephone number of Church attended			

This section to be completed by the Vicar/Priest Only.	
Name of Vicar/Priest	
Have the parents/ carers & child on this application form attended your Church at least three times per month for at least the last twelve months? *(Please circle)* YES NO	
Signature of Vicar/ Priest/ Minister: …… On completion of this form please put your official church stamp in the space provided here.	

Please note: This is a supplementary information form. If you are applying for admission to the Reception class you will also need to complete an Islington Primary Admission Form available from: **The School Admissions Section,** Cambridge Education@Islington, 222 Upper Street, Islington, N1 1XR Telephone 020 7527 5517.

I have read a copy of the school's admission policy and I understand that the completion of this form is not an offer of a place **Yes/No**

Parent(s)/carers name in capitals _____

Signed _____(Parent(s)/Carers) Date:_____