



St Mark's C.E. Primary School

Alexandra Street, Newtown, Wigan, WN5 9DS
Tel: Wigan 01942 748618 Fax: 01942 748619

Email: enquiries@admin.saintmarks.wigan.sch.uk

Website: www.saintmarks.wigan.sch.uk

Headteacher: Mr. G.S. Robinson, B.Sc., P.G.C.E.

Deputy Headteacher Miss A. Forster, B.A., QTS

St. Mark's C. E. Primary **Admissions Criteria**

It is expected that a maximum number of 30 children will be admitted into the school at the beginning of the 2015/2016 academic school year. In accordance with the Policy of the Local Authority, children are admitted in the school year in which they are five years old, initially on a part time basis. Where the school receives more applications than there are places available the Governors will give priority to applications in the following order once places have first been allocated to those children who have a statement of special educational needs which names St. Mark's C. E. Primary School.

1. 'Looked after children and previously looked after children'
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.'
- 2 Children of families (parent(s) and/or siblings) who are regular and frequent attenders of St Mark's Church. If necessary a reference will be required from the vicar or youth co-ordinator. (Regular and frequent meaning attending at least twice per calendar month either Sunday School sessions or Church services for a period of at least one year prior to application)
- 4 Whether a child has a brother or sister in school at the time of admission. (This will include stepbrothers and stepsisters who live at the same address.)
- 5 Children of families (parent(s) and/or siblings) who are regular and frequent attenders of other Christian churches that are within the Churches Together in England group. If necessary a reference will be required to support the application. (Regular and frequent meaning attending at least twice per calendar month either Sunday School sessions or Church services for a period of at least one year prior to application)
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Proximity to the school premises as measured by the LEA GIS system to the school main entrance. Proof of residence may be required e.g. child benefit book. The residence of the child in the case of dual homes will be determined as the address of the parent to whom the Child Benefit is payable.

Each of the above criteria will be considered in turn in descending order. All children who fulfil the criteria being considered will be offered places until the process would cause the number of offers to exceed the maximum number of places available.

If at any of the stages 1 to 5 there is a case of over-subscription then the following tie-breaker will apply.

Proximity to the school premises as measured by the LA GIS system from the child's home address to the main entrance door of the school. Proof of residence may be required e.g. child benefit book.

Child's home address

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

Late applications

Late applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by 15 February will be included with on time applications.

Waiting List

In accordance with the admissions code the school will maintain a waiting list until the end of the Autumn Term 2014.

The waiting list will list all unsuccessful applicants in order of meeting admission criteria. As and when places become available parents / carers will be contacted to inform them of the situation.

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child's home address to a point at the school (specify), using Wigan Council's measuring system.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a



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block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) we will admit the other twin or triplets too.

Deferred entry

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Part-time attendance

Parents can request that their child attends part-time until the child reaches compulsory school age.



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SUPPLEMENTARY ADMISSION FORM

Name of Child	
Child's Date of Birth	
Address	
Telephone Number	
Parent's Name	
Religion	

Please give details of any brothers or sisters who attend St. Mark's C.E. Primary School.

<u>Name</u>	<u>Date of Birth</u>

Do you worship at a local Christian Church?

Yes/No **(please delete)**

I / we worship at ...

Please give the name of a referee from this Church for confirmation purposes.

Signed.....

.....



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.....(Parent/Guardian) Date.....

