



ADMISSIONS POLICY 2025-2026

Aims and objectives

St. Mark's Church of England Primary School is a Church of England Voluntary Aided school, and the Governing Body is the admissions authority for the school. We are an inclusive school that welcomes children from all backgrounds, faiths and abilities while promoting the values and ethos of a Christian community. We ask families applying for a place at St Mark's to respect the Christian ethos and values of the school.

How parents and carers can apply for their child to be admitted to our school

As our school is a Church of England Voluntary Aided school, the Governing Body determines the admission arrangements, but the Local Authority, Brighton and Hove City Council, coordinates school admissions across the City. Therefore, you must submit an application to Brighton and Hove City Council. **In the event** that we receive more applications than there are places, the governors of St Mark's, as the admission authority, allocate places at the school by applying the over-subscription criteria below.

Full details about how to apply online are in the [Brighton and Hove School Application Guide](#).

You can also download or obtain a paper form to make your application. The deadline for making paper or online applications is 15 January 2025.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place at this school.

Parents and carers who wish their children to be considered a priority for admission under the faith criteria 2&4 must also complete the Supplementary Information Form to provide evidence of their faith commitment.

Education, Health and Care plans (EHCPs)

Any child with an Education Health and Care Plan naming the school will automatically be admitted to the school, under Section 37 of the Children & Families Act 2014.

Children with EHCPs will be entitled to a place at St Mark's if the school is named in the EHCP. If the child has an EHCP, please ensure that you indicate your choice of school on your application to the Local Authority.

Oversubscription Criteria

If there are more applications than places available at the school, we will apply the following oversubscription criteria to decide which pupils are offered a place:

1. Looked after children (children in public care) and children who were previously looked after ¹
2. Children of parent(s)/carer(s), at least one of whom is a regular worshipper² in the Parish Church of St. George with St. Anne and St. Mark.
3. Children whose brothers and sisters are pupils at the school at the time of admission.³
4. Children whose parent(s)/carer(s) are regular worshippers² at other Church of England churches or other Christian churches that are full members of Churches Together in Britain and Ireland or belong to the Evangelical Alliance.
5. Other children

In the event of over-subscription in any of the above categories, priority will be given to those children living nearest to the school using the child's home address, measured using the same method as that used by Brighton and Hove City Council. Applications from children living in the same block of flats will be treated as being equidistant from the school.



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The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Tie Breaker

If two applications are tied for the last place then this will be decided by random allocation, the drawing of lots overseen by a person independent of the school and the admissions process.



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Notes

1 .. (1) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child who was previously looked after, immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.*

**An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

2 Regular worship is defined as attendance at a public service at least once a month in the past 6 months.

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.

3 A sibling link is only taken into account if children live at the same main address at the time of the application and the sibling has already been allocated a place at the school. Siblings include natural brothers or sisters, half brothers and sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.

The Net Capacity

The net capacity is the number of children the school can accommodate. The net capacity for our school is 210.

Published Admission Number (PAN)

The published admission number for Reception is 30 places.

Deferred Reception Admission to Later in School Year

Schools are required to provide for the admission of all children in the September following their fourth birthday. The parent/carers has the following options where the governing body has offered the child a place at the school. The parent/carers can decide either:

- a) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
- b) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year; or
- c) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of Pupils Outside Their Normal Age Range

Parents may request that their child is admitted outside their normal age group. They should include a



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request with their application, specifying why admission out of normal year group is being requested. We will decide based on the circumstances of the application and in the best interests of the child concerned. We will ask parents to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
 - the views of the school's head teacher;
 - information about the child's academic, social and emotional development submitted by the parent;
 - information about the child's medical history and the views of a relevant medical professional submitted by the parent;
 - whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group.

Summer Born Children (1 April to 31 August) and Deferral of Entry into Reception for the Following Year

You should make an application for your child's normal year group and include the separate application form for deferred admissions. This form is available on the Brighton and Hove website. Your application will only be agreed if the governing board is satisfied that it is in your child's best interests to work outside their normal age group. **It is not an automatic right.** Please also read the relevant section in the [Brighton and Hove School Application Guide](#).

Any parents/carers considering making such a request will be invited to discuss this with the Headteacher.

The governing board will set out clearly for the parents/carers concerned the reasons for their decision in each case. If the school agrees that delayed entry to Reception is in the child's best interests, your application will be withdrawn and parents/carers will need to reapply for a reception place the following year. There is no guarantee that a place will be available for the following year, the application will be considered alongside all other applications, in line with the school's oversubscription criteria

If the school refuses a request to delay entry but is able to offer a place in the child's normal age group, there is no right of appeal, however parents/carers could make a complaint through the school's complaints procedure.



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Waiting List

The Governors operate a waiting list. The list will continue for the year group until the end of the academic year. Parents and carers wishing to put their children's names on the waiting list should inform the school. When a place becomes available, all children will be considered according to the admissions criteria. We must be informed in writing termly if the child's name is to remain on the waiting list. If a place is offered and parents/carers then decline, the child's name will be removed from the waiting list.

Offer of a Place

The Local Authority will inform you of your allocated place on the National Offer Day of 16 April 2025.

Note: If this day falls on the weekend/bank holiday, it will be the first working day after.

Appeals

If your child is not offered a place at St Mark's Church of England Primary School, you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998). Details about the appeals process are on the [Brighton and Hove Admissions website.](#)

Appeals Timetable

As the appeals process is handled by the LA, we meet the requirement to publish the appeals timetable by providing the above link on our website – this includes the LA's appeals timetable.

Policy determined Date: 28 February 2025

Review

This policy will be reviewed annually.