



**ST. MARK'S C. E. (AIDED) PRIMARY SCHOOL**  
**FARNBOROUGH**

**ADMISSIONS POLICY 2025/26**

St. Mark's CE Primary School is a welcoming community where children develop a lifelong love of learning and sense of belonging, within a nurturing and inclusive Christian environment. All children have the opportunity to become free thinking, responsible citizens, whilst understanding and appreciating the wonder of our world. They leave St Mark's with the confidence to live fulfilling lives, and respond with flexibility to an ever changing world

St Mark's CE Primary School was established and now exists to provide education first and foremost to the Christian children belonging to the Parish of St Mark's although applications are also welcomed from those of other faiths or no faith and will be considered according to the conditions stated in these arrangements. We ask all parents applying for a place here for their full and positive support for the ethos of our school and the importance of this to our school community.

*The school's Christian values of Challenge, Integrity, Respect, Community, Love and Equality (CIRCLE) are central to the life of this school. The CIRCLE values are displayed in prominent positions throughout the school and crucially in classrooms where they are integral to each lesson. They are known, understood and lived out by all the school community. Learners understand how these values impact on their lives and on their learning. A group of learners described the values as 'a set of rules to live by which help us to be the best people we can be.' Curriculum planning is designed to develop both the school's Christian values and spirituality which enables learners to thrive. Learners' behaviour is excellent. (Nov 2016)*

**The Published Admission Number (PAN) for St Mark's CE (Aided) Primary School is 15.**

As a Voluntary Aided school admissions are determined by the governors in accordance with the policy set out below. The governors will consider first all applications received by the Local Authority's published deadline; midnight on 15<sup>th</sup> January 2025. Applications submitted after this date will be considered after all on-time applications have been processed.

Children start school in September following their 4<sup>th</sup> birthday. However, parents may defer entry to the beginning of the term after their child's 5<sup>th</sup> birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached.

For children born between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021, parents may decide to delay admission to school until the term *after* their child turns 5 i.e. when statutory school age is reached. In this case, a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of each case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and on other out of correct year group requests, please see [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)

### **Pupils with an Education Health and Care Plan.**

The Governors will admit any pupil whose Education Health and Care plan names the school.

### **If the school is oversubscribed, places will be offered in the following priority order.**

1. Looked After and previously Looked After children (see note i)
2. Exceptional Circumstance (see note ii)
3. Children and parent(s) / legal guardian(s) who are regular worshippers at St Mark's Church. (See note iii and viii)
4. Siblings of children who are on roll at St Mark's school and who will still be on roll at the time of admission. (See note v)
5. Children of staff (see *definition vi*) who have, (1) been employed at St Mark's CE Primary School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage (See note viii)
6. Children and parent(s)/ legal guardian(s) who are regular worshippers at a Christian Church within St Mark's parish boundaries and are living in the Anglican parish of St Mark's. (See note iii, vii, viii, x and xi)
7. Any other child whose parents want them to attend St Mark's school. (See note ix)

**Applications for September 2025** – You must complete a Local Authority Application form available from [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions), or as a paper application available from the school office or by calling 08456035623. If you wish to apply under categories 3, 5 or 6, a Supplementary Information Form must also be completed (see note viii).

**Late Applications-** These may only be considered when all of the on-time applications have been processed.

**In-year Applications** – these should be made direct to the school.

### **Notes**

- i. **Looked After and previously Looked After Child** - A child who is in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989 or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application'. Previously looked after child includes those, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
- ii. **Exceptional Circumstances** – a child who has a serious medical condition, or if there are sensitive family circumstances which make it *essential* that the child attends St Mark's school rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services **must be submitted at the time of application**, making clear why attendance at this school is essential. **NB.** All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms and do not treat these as exceptional circumstances
- iii. **Children and parent(s) / legal guardian(s) who are regular worshippers at St Mark's Church** - regular means attendance at church by the child and at least one parent/ legal guardian 3 out of every 4 weeks excluding family holidays, over a period of at least two years immediately preceding the date of application. In order to be considered under this criterion, evidence must be submitted at the time of application by completing the Supplementary Information Form. Families who have recently moved into the Parish must provide evidence of the same pattern of attendance from their previous church. In order for a Supplementary

Information form to be considered for such families, the new address must be within our Parish Boundaries as specified in criterion 6.

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.

- iv. **Definition of Parent** - Natural, adoptive, step or foster parent or other legal guardian.
- v. **Definition of siblings** - The definition of a brother or sister (sometimes referred to as a sibling);
  - a brother or sister sharing the same parents
  - half brother or half sister
  - a step-brother or step sister,
  - adopted children
  - a foster siblingSuch a sibling must be living as one family unit at the same address permanently when the application is made.
- vi. **Definition of Staff** - 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- vii. **Christian churches within St. Mark's parish boundary** - 'Christian' is defined as being a member of Churches Together in Britain and Ireland [CTBI – more together less apart](#) In this instance this includes the following Churches; The Baptist Church in Queens Road, The Methodist Church in Lynchford Road, and The Roman Catholic Church Our Lady Help of Christians in Sherborne Road Applications made under this criterion must be accompanied by a completed supplementary information form.
- viii. **Supplementary Information Form (SIF)** – this form is available from the school office and must be completed by the applicant for criteria 3, 5 or 6. It must be endorsed by the vicar for criteria 3 or 6 and by the Headteacher for criterion 5 (Children of Staff). It must be returned by the parent and received by St Mark's school office by the Hampshire County Council closing date. If this form is not submitted at the time of application, your application may be ranked in a lower criterion.
- ix. **Tie Breaker** – If any of the above criteria are oversubscribed, applicants will be prioritised on the shortest distance from the child's home to the school reception. (This will be determined by the Local Authority using their standard method "Hampshire's geographical mapping systems" to measure straight-line distances between each applicant's home address (the ordnance survey point) and the school (the LA's 'school point'). For buildings where there are multiple addressees with only one address point or where two or more applicants are measured at the same distance from the school priority will be decided by way of an independently supervised lottery.
- x. **Home address** - The child's permanent address or in the case of shared custody, where the child lives for the majority of the school week.
- xi. **Parish Boundaries** –Click here to show details of St Mark's Church parish Boundary [St Mark's Church Parish Boundary](#)
- xii. **Catchment Areas** – St Mark's CE Primary School shares a catchment area with both South Farnborough Infant and Junior Schools and also Marlborough School but please note that our School's catchment area is our Parish (See note xi above)
- xiii. **Multiple births** - If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be

admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Waiting lists**

All parents who are refused a place at the school at any time may request that their child's name is placed on the waiting list. This may only be done in writing. In Hampshire's co-ordinated scheme for the main admissions round (Year R) your child's name will automatically be included on the waiting list of any school named on the application that was a higher preference than the school where your child was allocated a place.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria, not on a first-come, first-served basis. The list is held for one academic year only.

### **Appeals**

Parents not offered a place for their child and wishing to appeal to an Independent Appeal Panel should contact the school office for details.

The governors reserve the right to withdraw the offer of a place if parents are found to have submitted misleading or inaccurate information.

This policy was ratified by the full Governing Body in Spring 2024.

It is due for review in the Autumn Term 2024 for 2026/27 policy