



Admissions Policy

2027-2028

Member of staff responsible for this policy:

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Governor responsible for this policy:

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Date of policy approval:

December 2025

Admission Policy

The Local Governing Board (LGB) is responsible for the admission of pupils to St Mark's Church of England Primary School.

The planned admission number is 60 pupils to reception each year and this applies to the year 2027-2028.

The planned admission number is 39 pupils to nursery each year and this applies to the year 2027-2028.

This admission limit has been agreed between the LGB and the Local Authority.

Pupils will normally be admitted to Reception in the September of the academic year in which they become 5 years old.

Pupils will normally be admitted to Nursery in the September of the academic year in which they become 4 years old.

The primary school (Wood Terrace and College Road site) does not have any specific facilities for pupils with particular learning needs and there are no specific facilities for pupils with physical disabilities. The Wood Terrace site is on two levels however all lower levels can be accessed without steps. Should the need arise the school would be able to accommodate a pupil with a physical disability on the lower floor on both sites. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The LGB is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds). This limit is a maximum of 30 pupils per class.

When there are more applications than there are places available, the LGB will admit pupils according to the following criteria, in order of priority:

1. Children in care (looked after children¹).
2. Children who have a sibling² attending the school at the time of application and at the time of admission.
3. Children who are themselves, or whose families are, faithful and regular worshippers³ at a Church of England Church parish church. Written evidence of the applicant's commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information form.
4. Children who are themselves, or whose families are, faithfully and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information Form.

¹ A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

² Sibling is defined as blood-relatives, step-siblings, foster and adopted children living at the same address.

³ Faithful and regular worshippers would be defined as those who attend a church service or activity at least twice per month and have been doing so for a minimum of two years.

(NB: St Mark's Church of England Primary prioritises applicants who worship at a Church of England church within the Parish of Hanley above other applicants under this criterion).

5. Children with known special medical or social needs. Written supporting evidence should be supplied, at the time of applications, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. Children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.
7. Any remaining places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace and for nursery age children to the main door of the College Road site. (This will be determined by local authority software)

In the event that two or more applicants have equal right to a place under the above criteria, the Local Governing Board will apply the following tie breaker scenario to these applicants:

Tie Breaker

If offering places within any one of the criteria would cause the school's admission number to be exceeded, then children living nearest will be offered first. Places will be given in order of nearness of the home (determined by the door at the postal address) to the school, measured along the shortest safe walking route to the school's main pupil gate on the walkway off Wood Terrace and for nursery age children to the main door of the College Road site. (This will be determined by local authority software). However, if two or more applicants share the same distance to a school and only one place is available, the applicant to whom the place will be offered will be determined by the Local Authority by random selection (unless this involves multiple births, in which case, this is explained below).

Where parents/carers are seeking places for siblings who are the product of a multiple birth eg twins, triplets they must submit separate applications for each child. If a situation arises where there are insufficient places for all siblings, the remaining places will be offered in order of the time of birth. The parents would then need to decide whether to a) accept the place(s) or b) decline the place(s). If the place is declined, then it will then be offered to the next person in the allocation after the children of multiple birth. If the parents accept the place, then the unsuccessful sibling will be considered first priority on the waiting list should a place becomes available.

Admissions Procedures

The school will use the Local Authority co-ordinated scheme for admissions and timetable for admissions. Following submissions of forms to the LA, the school will consider each applicant who has named the school as a choice on the form in accordance with the admissions criteria.

Casual admissions

The school will use the Local Authority's co-ordinated admission arrangements relating to applications submitted for years older than the normal year of entry. The school will consider such applications and if there is a place available in the year group applied for then the child will be admitted. If more applications are received than there are places available, then the admission criteria above will apply.

Waiting lists

Waiting lists will be held for places, this will operate for a term after the admissions date. Positions on the waiting list will be determined with the admissions criteria above. Where places become vacant they will be allocated in accordance with the criteria.

Appeals

Parents of children not offered a place for their child have the right to appeal (except for nursery age children, as this is a non-statutory school age). Initially, parents wishing to appeal should write to the Chair of the Local Governing Board c/o the school stating that they wish to appeal for a place at the school and their reasons for requesting an appeal. This letter should reach the school within 14 days of the date of the letter confirming the Board's decision not to offer a place.

Should some appeals be unsuccessful, the LGB will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Agreed by admissions committee:

Signed: Headteacher

Signed: Co-Chairs of Local Governing Board

Signed: Co-Chairs of Local Governing Board

Date: December 2025

Review date: December 2026