



St Mark's C of E Primary Academy Admissions Policy 2027/2028

Audience:	Parents School staff Local Governing Bodies Cluster Boards Trustees		
Approved:	Trust Board		
	Local Governing Body		
	Headteacher		
Other Related Policies:			
Policy Owner:			
Policy model	Compliance		
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Introduction

St Mark's C of E Primary Academy is a primary academy located at Albert Road, South Norwood, London SE25 4JD, in the Diocese of Southwark, and is part of REAch2 Academy Trust (the Trust). Our Academy is a Christian learning community where individuals work together to achieve their best. It has a distinctive Christian ethos, which is at the heart of this school which provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

We welcome applications from all members of the community. We ask that the school's education is fully supported and that all parents and families respect the Christian ethos of our school and its importance to our community.

The Trust is the 'admission authority' for all of its academies, and has developed an Admission Policy which is compliant with the School Admissions Code 2021 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: www.reach2.org

Our Vision

Inspiring minds, achieving excellence, nurturing faith

We are a small and caring, family orientated Church of England Academy serving our local community.

Our vision for our children is to inspire them through our values based ethos, encouraging a life-long love of learning and a determination to excel and grow into compassionate, resilient and responsible adults of the future.

Our Mission

As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build relationships based on honesty, respect and trust. Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting and creative curriculum which develops children's knowledge, skills and experience across a broad subject range encouraging all to excel.

More information about the School is available on the website:

stmarkscofeprimaryacademy.net



At REAch2 Academy Trust, our actions and our intentions as school leaders are guided by our Touchstones:

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

Published Admission Number (PAN)

The PAN is the number of pupils the school will admit into Reception. The admission number for St. Mark's Primary Academy is 30 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied. Applications in the 'normal round' (that is the main cycle of applications for Reception places

from the beginning of the school year) are administered on behalf of the Academy Trust by London Borough of Croydon in accordance with the local coordinated scheme.

Faith-based criteria

Parents/carers who wish to apply for a place for their child under the faith-based criteria (4 or 5 below) must complete the school's Supplementary Information Form (SIF) (see Annex B) and return this to the School by the closing date for applications. Failure to return the SIF will mean that the school cannot consider the application under the faith-based criteria, and will consider the application under the next applicable criterion. SIF forms are available on the school website and from the school office.

Statutory Maximum Infant Class Size

By law, infant classes (i.e. classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC plan and looked after children and previously looked after children placed outside the 'normal admission round'.

Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

Meaning of 'Parent'

In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

Home Address

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the

area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

Children with an Education Health and Care Plan (EHC Plan)

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children, as set out in definition 1 on page 6.
2. Previously looked after children outside of England
3. Children with siblings in the school
4. Children whose parent/carer is a faithful and regular worshipper at St Mark's Church
5. Children whose parent/carer is a faithful and regular worshipper at another Christian church
6. Children of school staff fulfilling a skills shortage role
7. All other children – Distance of the home address to the Academy

Definitions relating to the criteria

1. 'Looked after children' are (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, in England. (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Previously looked after children outside of England' who were in state care outside England, and ceased to be in state care as a result of being adopted will be allocated cases under this category. Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. 'Siblings' - For applications made in the normal admission round a relevant sibling is

a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

4. 'Faithful and regular worshipper' is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application. Clergy references will be sought through the Supplementary Information Form. In exceptional cases, a parent/carer for whom unavoidable circumstances has prevented their attending worship at least fortnightly for at least two years prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply their previous church priest/minister's name, so that the two year period is covered. The governors do not give a higher preference to families where both parents worship.
5. 'Faithful and regular worshipper' as defined above. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, Affinity Churches, or the Fellowship of Independent Evangelical Churches.
6. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage.
7. 'All other children' refers to all applicants who do not fall into any of the categories above. Order will be given to those who live closest to the Academy including those who have not completed a Supplementary Information Form.

Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

Home-to-school distance

is defined/measured “in a straight line from the child’s home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.”

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the school, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received on or by the 15th January 2026 will be considered equally. Late applications can be accepted for good reasons. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school’s waiting list

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child’s 5th birthday. Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for ‘summer-born’ children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2027, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school {or Local Authority if agreed at school level} and it will be open to any parent or carer to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

A child’s position on the waiting list will be determined solely in accordance with the

oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents/carers have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

In-Year Applications

Parents or Carers interested in transferring a child in-year should apply using the Local Authority's application form which is available at www.croydon.gov.uk/admission to be guided through the steps in the application process and to complete the online application form. If a parent or carer already have an admissions account, they can apply straightaway at www.eadmissions.

Waiting lists are held for each year group until the end of each academic year and applicants must re apply if they wish to remain on the waiting list for the next academic year. Croydon School Admissions will administer the waiting list on behalf of the Academy.