



St Mark's West Essex Catholic School

Admissions Criteria

2019 - 2020

St Mark's, as an Academy Trust School, is controlled by the Governors who constitute its admissions authority. As trustees of the Diocese of Brentwood, the Governors exercise their responsibility and right to admit pupils to the school. The number intended to admit will be **172**.

As soon as an 'application for admission' has been made by the parents/guardians/foster-carers of a child in Year 6 to the Local Education Authority (Essex County Council) on the **Common Application Form**, a **Supplementary Information Form (SIF)** should be completed and returned to the Admissions Officer at the school. (SIFs can be obtained from St Mark's Reception Office, by 'phoning the school, writing/faxing, e-mailing admin@st-marks.essex.sch.uk or downloaded from the school's website: www.st-marks.essex.sch.uk)

Applications are welcomed from parents of children who are baptised Catholics, practising Catholics, committed Christians of other traditions, committed followers of other faiths, or those who seek a faith-based school environment for their children.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit; this is in accordance with statutory School Admissions Code:

- 1) *Looked After Children or previously Looked After Children***
 - 2) *Catholic children attending a Catholic primary school or non-Catholic primary school in the catchment area, with those living closest to the school, being accorded the highest priority**
 - 3) *Catholic children from elsewhere who cannot reasonably attend another Catholic school nearer their home, with priority given to those who have the furthest to travel to the nearest alternative Catholic school*
 - 4) *other children attending a Catholic primary school in the catchment area, with those living closest to the school, being accorded the highest priority**
 - 5) *children of committed Christians of other traditions or committed adherents of other faiths, whose application is supported by a minister or religious leader, with those living closest to the school being accorded the highest priority**
 - 6) *children whose parents wish them to continue their education in a Catholic secondary school environment, with those living closest to the school, being accorded the highest priority**
- (*see under '**Distance**')

Please note:

Those who will have a brother or sister in the school **at the time of admission** will have preference in the categories in which they fall (See School Admissions Code). For clarification of the definition of 'siblings' this will include adopted and step-children.

Looked After Children**

This category is defined as a 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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).

Distance from school is determined by the LA using a Geographical Information System which measures the distance from the main entrance of the school to the main entrance of the home address. 'Catchment area' includes the six Catholic Parishes of Harlow and Epping.

Waiting lists will be held throughout the Autumn Term in the case of over-subscription.

Any unsuccessful applicants will be informed of their right to appeal against the decision.

Admissions outside the normal time of entry

Any applications for existing year groups (years 7-11) should be made direct to the school in the first instance. A place will normally be offered if there is room in the relevant year group.

Admissions to Sixth Form (years 12 and 13)

See website for details.