



# Admissions Policy 2025 – 2026

Ratified by: Admissions Committee

*✿ Loving God – Serving others – Flourishing together ✿*

## **1. Introduction**

- a. The governing body of St. Mark's Church of England Primary School (the School) is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2025/2026.
- b. The published admission number (PAN) for entry into the School is 60. The School will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- c. Infant Class Size Regulations apply to Reception, Year 1 and Year 2. These regulations require classes to be no bigger than 30 children.
- d. Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).
- e. When applying to start school in Reception in September 2025 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of Midnight on Wednesday 15 January 2025. The home LA will make a single offer of a place on 16 April 2025 (or next working day).

## **2. Religious Character of the School**

- a. The School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to its religious authority when setting the terms of its admission arrangements.
- b. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

## **3. Oversubscription Criteria**

Where the School is oversubscribed, (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

### **Category 1 – Looked After Children, Previously Looked After Children**

A child who is in the care of an LA, or was in the care of a LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This includes those children 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.

### **Category 2 – Siblings**

Siblings (see definition) of children attending the school at the time of the applicant's proposed admission and who reside in the catchment area served by the school.

## **Oversubscription Criteria continued**

### **Category 3 – Children of families residing in the Catchment Area**

### **Category 4 – Siblings outside catchment**

Sibling (see definition) of children attending the school at the time of the applicant's proposed admission, but residing outside of the catchment area.

### **Category 5 – Children who live outside of the Catchment Area who meet the faith criterion**

Please see Faith Criterion Requirements Explanatory Notes

### **Category 6 – All other children**

## **Tie Breaker**

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of Bournemouth Local Authority to determine the distance from the School to the Home address in a straight line using Synergy software. The distance between the child's home and preferred school will be determined by the shortest straight-line measurement calculated using the local authority's geographical information system in use at the time of allocation. The system at the time of setting the policy is Servelec Synergy and it takes the measurement between the address mapping points of the school and the applicant's home.

Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

## **Oversubscription Criteria: Explanatory Notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the School.

**Home address** means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.).

Only one application can be accepted for each child. Where parents/carers are separated, it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be provided. This must be the address at which the child spends most of their time during term time; if this is an even split then the address to which the child's child benefit is declared should be used and evidenced. Applicants can be asked to provide additional evidence to verify addresses and/or other details provided, it is at the discretion of the admissions authority what evidence is required. The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

## **Home address continued**

### Change of Address In-Year

In Year places can only be offered on the basis of future moves if the applicants will be living in the future address within 4 weeks of making the admissions application and on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;

To be considered, all evidence must be submitted at the time of application

When applying for point of entry, a change of address will not be accepted once the National Closing Date has passed. The National Closing Date for point of entry to Reception is 15 January 2025. This means if your moving date is after 15 January 2025, we will use your old address to categorise your application. You will still need to inform us of your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. This also means the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

## **Faith Criterion Requirements**

- (i) Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application.
- (ii) Regularly** means frequent worshippers at St. Mark's Church, Talbot Village, or other recognised churches or religious groups, for at least 12 consecutive months prior to application for admission. Frequent worshippers are children who, with a family member, attend a family or church service at least once a month.
- (iii) Recognised Church or Religious Group** means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:  
Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).
- (iv) 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.**

## **4. Supplementary Information Form (SIF)**

- a. Where seeking priority under faith criterion, parents must fully complete the relevant part of the SIF and provide the required supporting evidence. The SIF must be signed by the relevant Church representative.

- b. The SIF must be returned to the School office on or before 15 January 2025. The SIF is available on the School website or a paper copy may be requested from the School office.

## 5. **Appeals**

- a. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on the School's website by 28 February each year.

## 6. **Important Information**

### a. **Waiting Lists**

If the School is oversubscribed for September 2025 entry, a waiting list will be maintained for the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused, then the child's name will be removed from the waiting list. Waiting lists for each year group will cease on 31 August each year. If you wish for your child's name to remain on our waiting list for the next academic year, then you must submit a new application before 1 June, no new submission will result in your child's name being removed from our waiting list. If you have siblings on our waiting list, and one of your children starts school at St Mark's, please inform the admissions officer of the other sibling so that they can be moved to the higher category, to reflect the sibling in attendance.

### b. **Summer Born children**

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to reception, rather than Year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) **You must make an application for admission to the School for September 2025 entry but make it clear on the application form that you wish your child to enter the reception class in September 2026 and complete an Application for admission into a different year group to that determined by date of birth form.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2026. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2025 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2026 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements**. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2026 as there is no guarantee of a school place.
- (iv) If the request is refused by the school, the parent must decide whether to accept the offer of a place within the normal age year group, or to decline it and make a new in year application for admission to Year 1 for the September following the child's fifth birthday. An in year space will only be offered when one becomes available, there is no guarantee of a school space when opting to reapply.

Please see the POLICY FOR REQUESTS FOR ADMISSION TO A YEAR GROUP DIFFERENT TO THAT DETERMINED BY DATE OF BIRTH INCLUDING DELAYED ADMISSION TO RECEPTION YEAR GROUP.

### c. **Deferred entry and part time attendance below statutory school age**

A child is entitled to a full-time place in the September following their fourth birthday. The child's parents can 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 (5 years old) and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

**A child may start at the School in the academic year in which he/she reaches the age of 5.** Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

d. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

Please see the POLICY FOR REQUESTS FOR ADMISSION TO A YEAR GROUP DIFFERENT TO THAT DETERMINED BY DATE OF BIRTH INCLUDING DELAYED ADMISSION TO RECEPTION YEAR GROUP.

e. Multiple Birth Applications

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

**7. Withdrawal of an Offer**

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

**8. In Year Admissions**

- a. Applications for in year admission may be submitted at any time during the school year. The application form is available online at: <https://www.bcpccouncil.gov.uk/Schools-and-learning/School-admissions/Changing-school-during-the-school-year/Apply-to-change-your-childs-school-in-year-application.aspx> or a paper copy may be requested from the Local Authority.
- b. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 5, will arise.
- c. The oversubscription criteria at section 3 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

**9. Further Information**

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website.

- b. If you have any questions in relation to these admission arrangements please contact the School office at [office@st-marks.bournemouth.sch.uk](mailto:office@st-marks.bournemouth.sch.uk) or telephone 01202 512241.
- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

## ST. MARK'S CHURCH OF ENGLAND PRIMARY SCHOOL CATCHMENT AREA

(Please note that roads formed as part of new building schemes may fall within the Area served by the school but may not be listed below. Postcodes are to be used as geographic area reference to ensure catchment area is clearly defined.)

### A

Acres Road – BH11  
Acton Road – BH10  
Alder Road – BH12  
odd nos 273+  
Alford Road – BH3  
Alton Road – BH10  
Alyth Road – BH3  
Archdale Close – BH10  
Ashburton Gardens – BH10  
Ashleigh Rise – BH10  
Astbury Avenue – BH12

### B

Bascott Close – BH11  
Bascott Road – BH11  
Baverstock Road – BH12  
Benbow Crescent – BH12  
Benellen Avenue – BH4  
Benellen Gardens – BH4  
Benellen Road – BH4  
Bengal Road – BH9  
Berkeley Road – BH3  
Berwick Road – BH3  
Beswick Avenue – BH10  
(not 76-116 or 85-113)  
Bicton Road – BH11  
Bishop Close – BH12  
Boundary Road – BH10  
(odd nos only)  
Branksome Hill Road – BH4  
Branksome Wood Road – BH2  
(even nos 16- 48a, odd nos 27-67)  
Bryanstone Road – BH3  
Bryant Road – BH12

### C

Canford Avenue – BH11  
Canford Gardens – BH11  
Canford Road – BH11  
Bournemouth  
Caroline Road – BH11  
Carrbridge Close – BH3  
Carrbridge Road – BH3  
Caton Close – BH12  
Cawdor Road – BH3  
Chandos Avenue – BH12  
Charlotte Close – BH12  
Cherford Road – BH11  
Columbia Road – BH10  
(even nos only)  
Columbia Trees Lane – BH10

Cornelia Road – BH10

Cornish Gardens – BH10

Cove Road – BH10

Cull Close – BH12

Cutler Close – BH12

### D

Dawn Close – BH10  
Daws Avenue – BH11  
Dorset Road – BH4 Bournemouth  
Downey Close – BH11  
Drew Close – BH12  
Dulsie Road – BH3  
Dunbar Road – BH3  
Dunkeld Road – BH3

### E

East Avenue – BH3  
Edward Road – BH11  
Bournemouth  
Elgin Road – BH4 Bournemouth  
Elm Gardens – BH4  
Ensbury Avenue – BH10  
Ensbury Close – BH10  
Ericksen Road – BH11  
(east side only)  
Evans Close – BH11

### F

Fern Barrow – BH12  
Fernside Road – BH9  
Firs Glen Road – BH9  
Forsyth Gardens – BH10  
Fraser Road – BH12  
Frederica Road – BH9  
Frobisher Avenue – BH12  
Furze Bank Lane – BH10

### G

Gallop Way – BH12  
George Close – BH10  
Georgina Close – BH12  
Gillett Road – BH12  
Glenferness Avenue – BH3  
Glenmoor Close – BH10  
Glenmoor Gardens – BH10  
Glenmoor Road – BH9  
Gorsecliff Road – BH10  
Greenwood Road – BH9

### H

Hawden Road – BH11  
Hawkins Road – BH12  
Hazell Avenue – BH10

Heathfield Avenue – BH12

Heathwood Road – BH9

Hibberd Way – BH10

Highmoor Road – BH11

Hillside Road – BH12

Hood Close – BH10

Hood Crescent – BH10

Huntley Road – BH3

### I

Isaacs Close – BH12

Ivamy Place – BH11

### J

Jubilee Gardens – BH10

Julyan Avenue – BH12

### K

Keith Road – BH3  
Keyes Close – BH12  
Kinsbourne Avenue – BH10  
Kingsbere Avenue – BH10  
Kinross Road – BH3  
Kinson Road – BH10  
(odd nos 1-261 even nos 2-126)

### L

Laidlaw Close – BH12  
Langside Avenue – BH12  
Leslie Road – BH9  
Leven Avenue – BH4  
Leven Close – BH4  
Little Forest Road – BH4

### M

Mansel Close – BH12  
Marianne Road – BH12  
McWilliam Close – BH9  
Meyrick Park Crescent – BH3  
Mickleham Close – BH12  
Montrose Drive – BH10  
Moorside Road – BH11  
(odd nos 33-141)  
Mossley Avenue – BH12  
Mullins Close – BH12

### N

Nairn Road – BH3  
Namu Road – BH9  
(even numbers 68-102, odd numbers 63-101)  
Newbury Drive – BH10  
Nicholas Gardens – BH10  
Noble Close – BH11  
Noel Road – BH10

Norcliffe Close – BH11  
Norton Road – BH9  
(even numbers 100–142, odd numbers 85–123)  
O  
Oban Road – BH3  
Old Mulberry Close – BH10  
Orchard Gardens – BH10  
Orchard Mews – BH10  
Orchard Walk – BH10  
Osborne Road – BH9  
P  
Parham Road – BH10  
Priestley Road – BH10  
Purchase Road – BH12  
R  
Raleigh Road – BH12  
Ridout Close – BH10  
Riggs Gardens – BH11  
Rodney Close – BH12  
Roslin Road – BH3  
Roslin Road South – BH3  
Rothesay Road – BH4  
Rushton Crescent – BH3  
S  
Scott Close – BH12  
Scott Road – BH12  
Sedgeley Road – BH9  
Short Close – BH12  
Singleton Drive – BH10  
Slades Farm Road – BH10  
Smithson Close – BH12  
South Park Road – BH12  
St. Augustin’s Road – BH2  
St. Margaret’s Road – BH10  
St. Mark’s Road – BH11  
Stanfield Road – BH9  
(even numbers 2–56, odd numbers 1–51)  
Stirling Road – BH3  
Sunnymoor Road – BH11

T  
Talbot Avenue – BH3  
Talbot Drive – BH12  
Talbot Hill Road – BH9  
Talbot Meadows – BH12  
Talbot Mews – BH10  
Talbot Rise – BH10  
Talbot Road – BH9  
Talbot Village Cottages – BH10  
Templer Close – BH11  
Tozer Close – BH11  
Turbarry Park Avenue – BH11  
(odd numbers up to 9, even numbers up to 68)  
V  
Valley View – BH8  
Vine Farm Close – BH12  
Vine Farm Road – BH12

W  
Wallis Road – BH10  
Walliscott Road – BH11  
Wallisdown Road – BH10  
(odd nos up to 541, even nos up to 420)  
Walsford Road – BH4  
Walton Road – BH10  
Webbs Way – BH11  
Westbrook Close – BH10  
Widget Close – BH11  
Wimborne Road – BH10  
(Bournemouth even numbers 34–372, odd numbers 43–337)  
Withermoor Road – BH9  
Woodend Road – BH9  
Woods view Road – BH9  
Z  
Zinnia Close – BH10



**Supplementary Information Form for the academic year 2025-26**  
**In order for you to apply to St. Mark's C.E Primary School, you must fill in the preference form from BCP Council.**

Surname ..... First name(s) .....

Date of birth .....

Permanent Address .....

..... Post code .....

Parent/Guardian(s) .....

**Please obtain the signature of your Parish Priest, Minister or Pastor to indicate your compliance with the faith criterion requirements of the Admissions Policy of St. Mark's School.** *Parents are advised that if their family is unable to worship regularly for any period of time they should write to their church wardens, stating their reasons for absence, as soon as possible, so a note can be attached to their record of attendance for their Priest, Minister or Pastor's' consideration on whether to sign. Please do not annotate this form or include details of exceptions or explanations of absence for the school's attention. As our own admissions authority we must remain impartial in this process.*

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.

Signature of Parish Priest, Minister or Pastor .....

I certify that I have read the over subscription criteria of the St. Mark's School admissions policy and that the applicant named above fulfils the requirements of the selected category, i.e. has been a frequent worshipper for at least 12 consecutive months prior to application for admission. Frequent worshippers are those who attend a family or church service, at least once a month.

Name of Minister ..... Contact Tel. No. ....

Name of Church ..... Date .....