



**St Mark's C of E Junior School**  
*Growing together, becoming all we are created to be*

## **Admissions Policy 2026 - 2027**

Date of this policy: December 2025

Person responsible: Governing Body

Review: December 2026

At St Mark's C.E Junior School, we build on our Christian foundation and in partnership with parents, we aim to provide a secure and creative environment where all individuals are valued and their gifts and potential are nurtured and developed.

Parents moving into the district or considering sending their children to our school are requested to contact the Head Teacher or Office to arrange a visit. We follow the Gloucestershire Primary Coordinated Admission Scheme for KS1 to KS2 September transfer.

This policy and criteria should be read in conjunction with the School Admissions Guidance Booklet, which is available from [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or from the Admissions Team at Shire Hall on 01452 425407. If you have not received a letter from the Admissions Team by the end of November 2026, please contact them and arrange for one to be sent to you.

St. Mark's C.E Junior School will act within the Schools Admission Code 2021 to ensure that it follows a fair, consistent and transparent method of offering places to children, but it does support the county-wide principle of allowing children to access a local school place. The Schools Standards & Framework Act 1998, Section 86, requires admission authorities to only refuse admission of pupils where it may compromise education to do so and therefore the School Admission Code 2021 does make provision for admission authorities to admit above their admission number during the admissions process to meet parental demand. The Governing Body will consider all applications for a school place in line with the schools admission policy, taking individual cases into account in line with its exceeding PAN protocol - which sets out how the school will implement such flexibility in a transparent manner whilst ensuring sustainability of the whole school system.

The indicated number per year group at St Mark's C.E Junior School is 60. The whole school number is 240. Where this number is likely to be exceeded, Governors will refer to the following criteria in considering all applications for admission.

1. 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) at the time of making their application to a school. In Gloucestershire, such children are referred to as Children in Care.  
or  
A child who was previously looked after, but immediately after being looked after became subject to an adoption order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).  
or

A child arrangements order (formerly known as residency order) is in place.

or

A special guardianship order (an order appointing one or more individuals to be a child's special guardian/s) is in place.

2. Where the child will have at least one sibling\* still attending St Mark's C.E Junior School when the younger child is admitted
3. Children who will have siblings attending Benhall Infant School at the time the applicant child is admitted.
4. Where the family have active connections\*\* within St Mark's C.E group of churches
5. Where the child is attending Benhall Infant School at the time of transfer
6. Where there are medical grounds (supported by a doctor's certificate) for admitting the child.  
Applications under this criterion will only be considered if supported by a written statement from a doctor demonstrating that there is a very specific connection between the medical need and the school.
7. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

The above criteria would be applied in sequence until the number seeking admission is reduced to the School's indicated admission number. Preferences for our school will be given equal consideration.

As a Voluntary Aided School, we are our own admission's authority and as such we follow appeals guidelines as set by the Admissions Code of Conduct.

\*Sibling refers to brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner, as well as children who are brought together as a family by a same sex civil partnership. In each case, the child must be living in the same family unit at the same address, at the time of application.

\*\*Children of parents who live in the ecclesiastical parish of St Mark, Cheltenham and whose parents have a regular attendance at one of the district churches of the parish, supported by a letter from their minister. (Regular is defined as at least monthly attendance.)

Signed:



Head Teacher

Date: 24/02/2026

Signed:



Chair of Governors

Date: 24/02/2026