



St Mark's West Essex Catholic School

Admissions Criteria

2026-2027

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 **180**.

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 all parents who seek the advantages of a faith-based school environment for their children. St Mark's is a Catholic school providing a broad and inclusive education to pupils of all faiths as well as those with no faith affiliation.

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.



St Mark's West Essex Catholic School

an Academy Trust School

Tripton Road Harlow Essex CM18 6AA

Telephone: (01279) 421267

Fax: (01279) 418220

website: www.st-marks.essex.sch.uk

email: admin@st-marks.essex.sch.uk

Headteacher Mr J Taylor BA MEd PGCE NPQH

SUPPLEMENTARY INFORMATION FORM (S I F) APPLICATION FOR ADMISSION – 2026/2027

St Mark's welcomes applications from **all parents** wanting an Education for their children based on Christian values.

Please return this completed Supplementary Information Form directly to the school by Thursday 31 October 2025

Surname* Forename(s)

NB. *Legal Surname as it appears on Birth Certificate. You can include 'known as', if required

Date of Birth Sex: M / F Home Tel No.

Daytime Tel. No.

Address

..... Post Code

Present Primary/Junior School

Name(s) of Brother(s)/Sister(s) already attending St Mark's (if any)

.....

Father's (Carer's) name

Father's (Carer's) Address if different from above:

.....

Mother's (Carer's) name

Mother's (Carer's) Address if different from above:

.....

E-mail address(es) for main carer(s)

- **ALL APPLICATION FORMS FOR ADMISSION IN SEPTEMBER 2026 SHOULD BE RECEIVED BY THE LOCAL EDUCATION AUTHORITY BY THURSDAY 31 OCTOBER 2025 WHICH SHOULD BE COMPLETED ONLINE.**
- **THIS GOLD FORM MUST BE RECEIVED BY ST MARK'S NO LATER THAN THURSDAY 31 OCTOBER 2025. THIS FORM MUST BE RETURNED DIRECTLY TO ST MARK'S.**

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM.

Please complete the relevant section below A, B or C
Please be assured that applications from all three sections are welcomed

SECTION A:	SECTION B:	SECTION C:
Baptised Catholic ☐ Attending a Catholic Primary School ☐ Parish _____ OR	Not Catholic but attends a Catholic Primary School ☐ Religious Denomination _____ Place of Worship _____ OR	ALL ARE WELCOME TO APPLY I wish my child to be Educated at St Mark's ☐
Baptised Catholic ☐ Not attending a Catholic Primary School ☐ Parish _____ Place & date of Baptism _____ <i>Baptism certificate enclosed</i> ☐	Practicing member of another faith / denomination and not attending a Catholic Primary School ☐ Religious Denomination _____ Place of Worship _____ <i>Please enclose A2 form completed by Religious Leader</i> ☐	
Parents (Carers) signature: _____ —		

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST MARK'S WEST ESSEX CATHOLIC SCHOOL

(This is an essential part of your application and needs to arrive at St Mark's by Thursday, 31 October 2025).

NB. If you are a parent of a child already attending a Catholic Primary School in West Essex you have already joined our community and do not need to complete this form (A2)

Child's Name

Parent's (Carer's) Name

Address

..... Post Code

Parish

The above has applied for admission to St Mark's.

To assist the Governors in their consideration of this application you are respectfully requested to comment under the headings listed below and to stamp box provided or return with headed paper for your faith community.

Please return this form to the school at your earliest opportunity. Your assistance will be much appreciated.

Official stamp for place of worship

(If stamp not available this form should be returned on / with headed paper for your faith community)

Approximate length of time you have known the family

.....

Attendance at Place of Worship (eg. rare, occasional, frequent, regular)

.....

Involvement in the Faith Community

.....

Other Comments

.....

...

.....

....

Signature

Date

Name (BLOCK CAPITALS)