

SECONDARY ADMISSION POLICY FOR SEPTEMBER 2012/13



The St Mary Magdalene Academy has an agreed admission number of 180 pupils in Year 7. Pupils already in Year 6 of the Primary Department at the time of secondary applications are already on roll at the Academy and are guaranteed a place in Year 7, should they wish to take up a place there.

This policy seeks to balance a wish to serve the whole local community by including pupils irrespective of faith (by allocating places known as "Open" places), with the particular demand for places at a Secondary School with a Christian ethos from parents/carers who have already chosen to educate their children at a Church of England Primary School (by allocating places known as "Foundation" places).

All applications for places at the St Mary Magdalene Academy will be considered, and where the total number of applications for Year 7 plus the number of Year 6 pupils wishing to remain at the St Mary Magdalene Academy is 180 or fewer, the St Mary Magdalene Academy will offer places to all those who have applied.

Where the number of applications for admission plus the number of Year 6 pupils wishing to remain at the St Mary Magdalene Academy exceeds 180, after the admission of pupils with statements of Special Educational Needs where the St Mary Magdalene Academy is named on the statement, the determination of all applications will be determined on the basis of the criteria below, which will be applied in the following order of priority:

1. First priority is given to Looked After Children.
2. Second priority is given to children having a sibling(s) who will be attending the Secondary Department of the Academy (including the 6th Form) at the date of the applicant's admission.
3. Of the remaining places on offer (i.e. 180 minus those places taken up by existing Year 6 pupils already on roll at the Academy, and minus those places granted under criteria 1, and 2), 70% are allocated as Open Places. If there are more applications than places available within this criterion, then places are allocated on the basis of the proximity of the applicant's Permanent Residence to the St Mary Magdalene Academy, with priority being given to those living closest.
4. The remaining places (30%) are awarded to those qualifying for Foundation Places. To be eligible for a Foundation Place the applicant must be attending an Islington Church of England Primary School at the time of application. If there are more applications than places available within this criterion, then places are allocated on the basis of the proximity of the applicant's Permanent Residence to the St Mary Magdalene Academy, with priority being given to those living closest.

All of the above, together with any children with a Statement of Special Educational Needs admitted under separate admission arrangements (see note F below), should amount to 180 places.

5. Any remaining "unsuccessful" applicants are then ranked on the basis of proximity to the Academy. Those who qualify as within the Foundation category (i.e. they are attending an Islington Church of England Primary School) are identified as Foundation Place Applicants. If not all those who have been offered a place by the Academy accept their offer (e.g. they have had an offer from one of their higher preference schools), any such place is then offered to the next highest ranked applicant. If a Foundation Place has become available, and there is a waiting list in both categories, then that place can then only offered to the next highest ranked Foundation Place Applicant.

Notes

- A. 'Looked After Children' are those who are in the care to the Local Authority (LA).
- B. In criteria 3, 4, & 5, "Proximity" is calculated by measuring the straight-line distance from the Permanent Residence of the parents/carers of the applicant to the mid-point of the St Mary Magdalene Academy grounds (indicated on attached plan).
- The distance is measured on a computerised mapping system operated by Cambridge Education @ Islington.
 - For any applicant applying whose Permanent Residence is within a block of flats, the distance will be measured from the street door of that block of flats that is closest to the applicant's own flat's front door.
 - In the event that it is necessary to prioritise between two or more applicants who live in the same block of flats, priority will be given to the applicant whose own flat's entrance door is the closest walking distance to the street door of that block of flats.
 - In the event of two or more applicants having the same distance a decision will be made by random allocation.
 - Evidence of Permanent Residence of the applicant, which may include but not be limited to, a current child benefit notice, may be requested.
- C. "Permanent Residence" is defined as the address of the parent(s)/carer(s) with parental responsibility for the child, and with whom the child lives.
- If two parents/carers both have parental responsibility for the child, but do not live at the same address, the Permanent Residence will be regarded as the address of the parent/carers with whom the child spends most of their time (Monday to Friday).
 - If parents/carers do not live at the same address, and the child lives equally with both, then it is the parents'/carers' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, e.g. a Residency Order from a court.

- Please note that only one address can be used for school admission purposes and the final decision will rest with the St Mary Magdalene Academy Admissions Office.

- D. Should the parents/carers move home after having made an application to the Academy, but before being advised if their child has been offered a place, they must immediately advise the Academy and Cambridge Education @Islington of this. Failure to do so may constitute making a fraudulent application, and is likely to mean that no place will be offered to the applicant and/or that any offer of a place shall be withdrawn.
- E. If the Academy and/or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.
- F. Children with a statement of Special Educational Needs where the statement names the Academy are given a place under different SEN admissions criteria administered by the Local Authority.
- G. "Parent/carer" refers to any person who has parental responsibility for care of the child.
- H. "Sibling" refers to brother or sister, half brother or half sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent/carer's partner, and in every case, the children (i.e. the child in regard of whom an application is being made, and their sibling) should both be living permanently in the same family unit at the same address and to be on roll in the secondary department of the Academy at the time of the applicant's admission.
- I. If you have any further questions, information can be downloaded from the St Mary Magdalene Academy website (www.smmacademy.org/), or requested by contacting the Academy's Admissions Office.

Additional Information

Parents/carers who are considering applying to the SMMA may find it helpful to know that last year the applicants living furthest away from the Academy who were accepted lived within a straight line distance from the front door of the Academy of 885 metres under Open place admissions and 1680 metres under Foundation place admissions. Please note that this distance changes each year, and can only be taken as a guide. This year it may be further, or closer.

If parents/carers wish to appeal against the Governing Body's decision, details of the appeals procedure can be obtained from the Admissions Office.

The Academy holds a waiting list for the Secondary department, which is held in criteria order and not by date of application.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the Governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria, with the following modification: children without an offer of a school place are given priority immediately after 'looked-after' children.

- If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.
- You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above in this paragraph) and not in the order in which the applications are received.
- Names are removed from the list at the end of each academic year.
- When a place becomes available, the governing body will decide who is at the top of the list so that the LA can inform the parent that the Academy is making an offer.

Parents/carers wishing to make such an application must complete a Common Application Form (obtainable from Cambridge Education @Islington) naming the Academy. Once completed, the form should be returned directly to the Admission's Office at St Mary Magdalene Academy.

The prioritising of all such applications is based on the application of the following criteria (which are identical to the criteria set out in the main policy above, except that for In-Year admissions there is no longer need for reference to primary school children) in the order of priority set out, and not by date of application.

1. Looked After Children.
2. Children having a sibling(s) who will be attending the Secondary Department of the Academy (including the 6th Form) at the date of the applicant's admission.
3. Proximity of the applicant's Permanent Residence to the St Mary Magdalene Academy, with priority being given to those living closest. This prioritising method will also be used if there are more applicants in either of the two criteria above than there are places available.

We review our waiting list annually by writing to parents/carers. If parents/carers wish to remain on the waiting list, they must reply to the letter to confirm this within the time limit specified in the letter. If parents/carers do not reply to the letter within the time limit stated therein, this will be considered by the Academy as a withdrawal of their application.