PRIMARY ADMISSION POLICY FOR SEPTEMBER 2012/13

Our hope is to take any child whose parents/carers wish him or her to join St Mary Magdalene Academy, and where numbers permit we will do so.

The published admission number for each year group is 30 pupils. This is based on the capacity of the Academy and on government legislation, which restricts the size of infant classes to 30.

Parents/carers applying for a place in Reception Class commencing September 2012 should complete the PAN London application form. This is available electronically at https://www.eadmissions.org.uk/eAdmissions/app <https://www.eadmissions.org.uk/eAdmissions/app> , or hard copies may be obtained from the applicant's home Local Authority Education Department. (Applicants resident in the London Borough of Islington may obtain the form from Cambridge Education, 222 Upper Street, London N1 1XR.) Completed forms should be returned to the issuing Local Authority by the date required on the form. (Applicants resident in the London Borough of Islington should return the forms to Cambridge Education @Islington).

All applicants are also required to complete and return the Academy's Supplementary Information Form, together with all supporting documents, directly to the Admissions Office at the Academy. The Supplementary Information Form can be requested directly from the Academy Admissions Office or downloaded from our website (http://smmacademy.org/parents/page/apply_for_a_place/). Applicants wishing to be considered under either criteria 3 or 4 below will also need to obtain a Church Attendance Form from the Academy Admissions Office (see note J).

If the number of applications for a reception class place exceeds 30, then the following criteria are strictly applied in the order of priority set down below:

1. Looked After Children.

2. Children having a sibling(s) who will be attending the Primary department of the Academy (which does not include the Rosedale nursery) at the date of the applicant's admission. (See note B below for definition of sibling.)

3. Children whose parents/carers regularly attend St Mary Magdalene Church, Holloway Road, St David's Church, Lough Road, or St Luke's Church, Hillmarton Road, Holloway.

4. Children whose parents/carers live in the Borough of Islington and regularly attend Christian Churches or Chapels other than those listed in criteria 3.

5. Any remaining places available (i.e. 30 minus places granted under criteria 1, 2 3 & 4 above) will then be allocated on the basis of the proximity of

parent's/carer's Permanent Residence to the Academy, with priority being given to those living closest.

NOTES

A. Looked After Children are those who are in care to the local Authority.

B. In criteria 2, “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’s/carer’s partner, and in every case, any sibling must be on role in the primary department at the date of the applicant’s admission and must be living permanently at the same address as the applicant, in the same family unit.

C. In criteria 3, 4 & 5, and in these notes, the term “parents/carers” refers to any person who has parental responsibility for care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent/carer to attend.

D. In criteria 4 “Christian Churches or Chapels” are defined as those churches that are members of Churches Together in Britain and Ireland, and/or are members of the Evangelical Alliance or Afro Caribbean Evangelical Alliance.

E. All parents/carers wishing to have their application considered under criteria 3 or 4 should ensure that they and their church minister complete a Church Attendance Form, so that the Governors may consider their application fully. Church Attendance Forms can either be downloaded from the St Mary Magdalene Academy website (www.smmacademy.org), or hard copies can be obtained by post or in person from the Academy’s admissions department. Unless the completed Church Attendance Form is returned to the Academy by the Minister on or before the closing date of 15/01/2012, the Governing Body will be unable to consider any evidence of church involvement, and the application will proceed without such evidence. A completed Church Attendance Form does not automatically guarantee a child a place at this Academy.

F. In criteria 3 and 4 “regularly attend” means attending church services on at least 48 separate dates during the 2 year period immediately prior to the application deadline. If a family has moved into the area within the previous two years, and regularly attended a Christian Church or Chapel in the place where they used to live, a Church Attendance Form will be required from both their current and previous ministers. Completed Church Attendance Form(s) must be returned to the Admission Dept of the St Mary Magdalene Academy before the Reception Admissions deadline of 15/01/2012.

G. If one of the criteria above becomes full, or if places are available under criterion 5, then within that particular criterion places are allocated on the basis of the proximity of the parent’s/carer’s Permanent Residence to the St Mary Magdalene Academy, with priority being given to those living closest.
   - “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).
   - This distance is measured by a computerised mapping.

- 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 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.

H. "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/carer with whom the child spends most of their time (Monday to Friday).

- If parents do not live at the same address, and the child lives equally with both, then it is the parents' 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.

I. 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 both the Academy and their home Local Authority 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.

J. If the Academy and/or Governing Body are given false information in any application, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.

K. 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.

L. 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 St Mary Magdalene Academy may find it helpful to know that last year offer categories were 6 siblings (criteria 2), 9 local Church of England attendance (criteria 3) and 9 other church attendance (criteria 4). The applicant living furthest away from the school who was accepted under criteria 4 lived within a safe walking distance from the front door of the Academy of 2984 metres. There were 6 offers made under criteria 5 and the further applicant resides 285 metres away from the Academy. Please note that this analysis changes each year, and can only be taken as an approximate guide.

If parents wish to appeal against the Governing Body's decision on admissions, details of the appeals procedure can be obtained from the Academy's Admissions office.

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 other '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 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 school is making an offer.

- Parents/carers wishing to make such an application must complete a Common Application Form naming the school and, if applying under criteria 3 or 4, should also complete the Supplementary Form, which can be obtained from the Academy website or Admissions Office.
- 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 above criteria and not by date of application.
- We review our waiting list regularly by writing to parents/carers and enclosing a new Supplementary Form. 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.
- Any parents/carers wishing to apply for admission under criteria 3 or 4, must also ensure that their Church Minister returns the Church Attendance Form to

the St Mary Magdalene Academy Admissions Office duly completed and within the time limit that shall have been required. Church Attendance Forms can be obtained from the Academy website or Admissions Office.