



# PRIMARY SCHOOL ADMISSION POLICY FOR SEPTEMBER 2025/2026

SMMA serves our whole community. We aim to inspire and nurture young people to be happy and successful, to live well together, to become high achievers, to make a contribution to their local, national and international communities, and to discover their vocation in our global society.

*'Show by a good life that your works are done by gentleness born of wisdom.'*  
(James 3.13)

## PRIMARY SCHOOL ADMISSION POLICY FOR SEPTEMBER 2025/2026

### ST. MARY MAGDALENE ACADEMY

The Hive Education Trust (St Mary Magdalene Academy) follows and is compliant with the 2021 School Admissions Code published by the Department of Education (DfE).

<b>Approval Committee:</b>	<b>Full Governing Body</b>
<b>Review Committee:</b>	<b>Community Relations and Student Welfare (CR&amp;SW)</b>
<b>Author/responsible person:</b>	<b>Headteacher (Primary School)</b>
<b>Approval Date</b>	<b>6 December 2023</b>
<b>Required to publish on website?</b>	<b>Yes</b>
<b>Statutory?</b>	<b>Yes</b>

- 1.1 Our hope is to take any child whose parents/carers wish them to join St Mary Magdalene Academy. Where numbers permit we will do so.
- 1.2 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.
- 1.3 Any place offered is for admission from the September following the pupil's 4<sup>th</sup> birthday.
- 1.4 A place may be deferred until later in the school year, but not beyond the point at which the pupil reaches compulsory school age (i.e. the term after their 5<sup>th</sup> birthday. Any place deferred under this provision will be held for the pupil, but not be deferred beyond the start of the final term of the school year for which the application was made.
- 1.5 A pupil with a deferred place (1.4 above) may attend part-time until they reach compulsory school age.
- 1.6 Admission of Children outside of the Normal School Age:  
Parents/carers may seek a place for their child outside of their normal school age, for example, if the child is gifted and talented, or has experienced problems such as ill health. Parental views, academic achievement, social and emotional development and, where relevant, medical views, should be taken into consideration. The views of the school's Headteacher should also be taken into account. The request should be made in writing to the Headteacher. The reasons for the decision must be clearly set out in any such request.
- 1.7 Parents/carers applying for a place in Reception Class commencing September 2025 should complete Islington Borough Council's PAN London application form, available electronically at <https://www.eadmissions.org.uk/eAdmissions/app>. Hard copies may be obtained from the London Borough of Islington, 222 Upper Street, London N1 1XR. Completed forms should be returned to the home LA or to the London Borough of Islington, if an Islington resident, by the date required on the form.
  - 1.7.1 Children of UK service personnel and crown servants:  
For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used.
- 1.8 Parents and carers applying under criteria 1.11.4 or 1.11.5 should complete and return the Academy's Supplementary Information Form and Church Attendance Form 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/](http://smmacademy.org/parents/page/apply_for_a_place/)).

- 1.9 In certain circumstances, as specified in the Department for Education School Admission Code 2021, summer-born children may have their admission deferred for a year. Any parents/carers wishing to apply for a place under these provisions should discuss this with the Academy at the earliest opportunity. Decisions will be made according to the relevant protocols, according to the individual circumstances and with regard to the best interests of the pupil. Parental views, academic achievement, social and emotional development and (where relevant) medical views should also be taken into consideration, as well as the views of the Academy Headteacher. The reasons for the decision will be clearly communicated.
- 1.10 It is also permitted for parents/carers not to apply for a Reception place in September 2025, but instead to apply for a Year 1 place for the academic year 2026/27. Parents/carers should be aware that the Year 1 group may have no vacancies, as it could be full with pupils transferring from the 2025/26 Reception Year Group.
- 1.11 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:
- 1.11.1 Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications under this criterion should be accompanied by evidence to show that the child is looked-after or was previously looked-after (e.g. a copy of the adoption, child arrangements or special guardianship order)
- 1.11.2 Children having a sibling (or siblings) who will be attending the Primary Department of the Academy at the date of the applicant's admission. (See 1.12.5 below for definition of sibling.)
- 1.11.3 Children of members of the teaching staff working at the Academy
- 1.11.4 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
- 1.11.5 Children whose parents/carers live in the Borough of Islington and regularly attend Christian Churches or Chapels other than those listed in criterion 1.11.4
- 1.11.6 Any remaining places available (i.e. 30 minus places granted under criteria 1.11.1, 1.11.2, 1.11.3, 1.11.4 & 1.11.5 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.
- 1.12 **Notes**

1.12.1 A looked-after child is a child who is (a) in the care of a local authority (LA), or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition of Section 22(1) of the Children Act 1989).

1.12.2 An adoption order is one made under the Adoption Act 1976 (section 12) or the Adoption and Children Act 2002 (Section 46).

1.12.3 A child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).

1.12.4 A special guardianship order is one appointing one or more individuals to be a child's special guardians(s) (Children Act 1989, Section 14A).

1.12.5 In criterion 1.11.2, '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, the children (i.e. the child in regard of whom an application is being made, and their sibling) should both be living permanently (defined as at least a year prior to the point of application, evidenced by a utility bill) in the same family unit at the same address and to be on roll in the Primary School of the Academy at the time of the applicant's admission.

1.12.6 In criteria 1.11.4, 1.11.5 & 1.11.6, 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.

1.12.7 In criterion 1.11.5 '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.

1.12.8 All parents/carers wishing to have their application considered under criteria 1.11.4 or 1.11.5 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 be downloaded from the St Mary Magdalene Academy website ([www.smmacademy.org](http://www.smmacademy.org)), or hard copies can be obtained by post or in person from the Academy's Admissions Office. Unless the completed Church Attendance Form is returned to the Academy by the Minister on or before the London Borough of Islington closing date in January, 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.

1.12.9 In criteria 1.11.4 and 1.11.5 '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 Admissions Office of St Mary Magdalene Academy before the Reception Admissions deadline in January.

1.12.9.1 COVID-19 has prevented, and continues to prevent, some people from attending church in the way they would normally have done. Therefore, applicants wishing to apply for a place under the church criteria should submit a church form and supply a reference written by their Vicar confirming their regular attendance and engagement with the Church.

1.12.10 If one of the criteria above becomes full, or if places are available under criterion 1.11.6, then within that particular criterion places are allocated on the basis of the proximity of the parent's/carer's Permanent Residence to 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 the attached plan – see Appendix 1).

This distance is measured by a computerised mapping system.

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.

1.12.11 '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/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 Academy admission purposes and the final decision will rest with the St Mary Magdalene Academy Admissions Office.

1.12.12 Should the parents/carers move home after having made an application to the Academy, but before being advised whether their child has been offered a place, they must immediately advise the Academy and the London Borough of 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.

1.12.13 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.

1.12.14 Children with an Education, Health and Care Plan (EHCP) (SEN), where the EHCP names the Academy, are given a place under different SEN admissions criteria administered by the local authority.

1.12.15 If you have any further questions, information can be downloaded from the St Mary Magdalene Academy website ([www.smmacademy.org](http://www.smmacademy.org)), or requested by contacting the Academy's Admissions Office.

### **1.13 Additional Information**

1.13.1 Parents/carers who are considering applying to St Mary Magdalene Academy may find it helpful to view the previous year's statistics of Reception Class offers made according to each admission category. These can be obtained from the Academy's Admissions Office.

1.13.2 Please note that this analysis changes each year and can only be taken as an approximate guide.

1.13.3 If parents/carers 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.

### **1.14 In-Year Admissions**

1.14.1 Applications for in-year admissions should be made directly to the Academy's Admissions Office using an Academy in-year Admissions Form which can be downloaded from the Academy website or obtained from the Academy Admissions Office. 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 (see 1.11 above) 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 and an offer will be made.

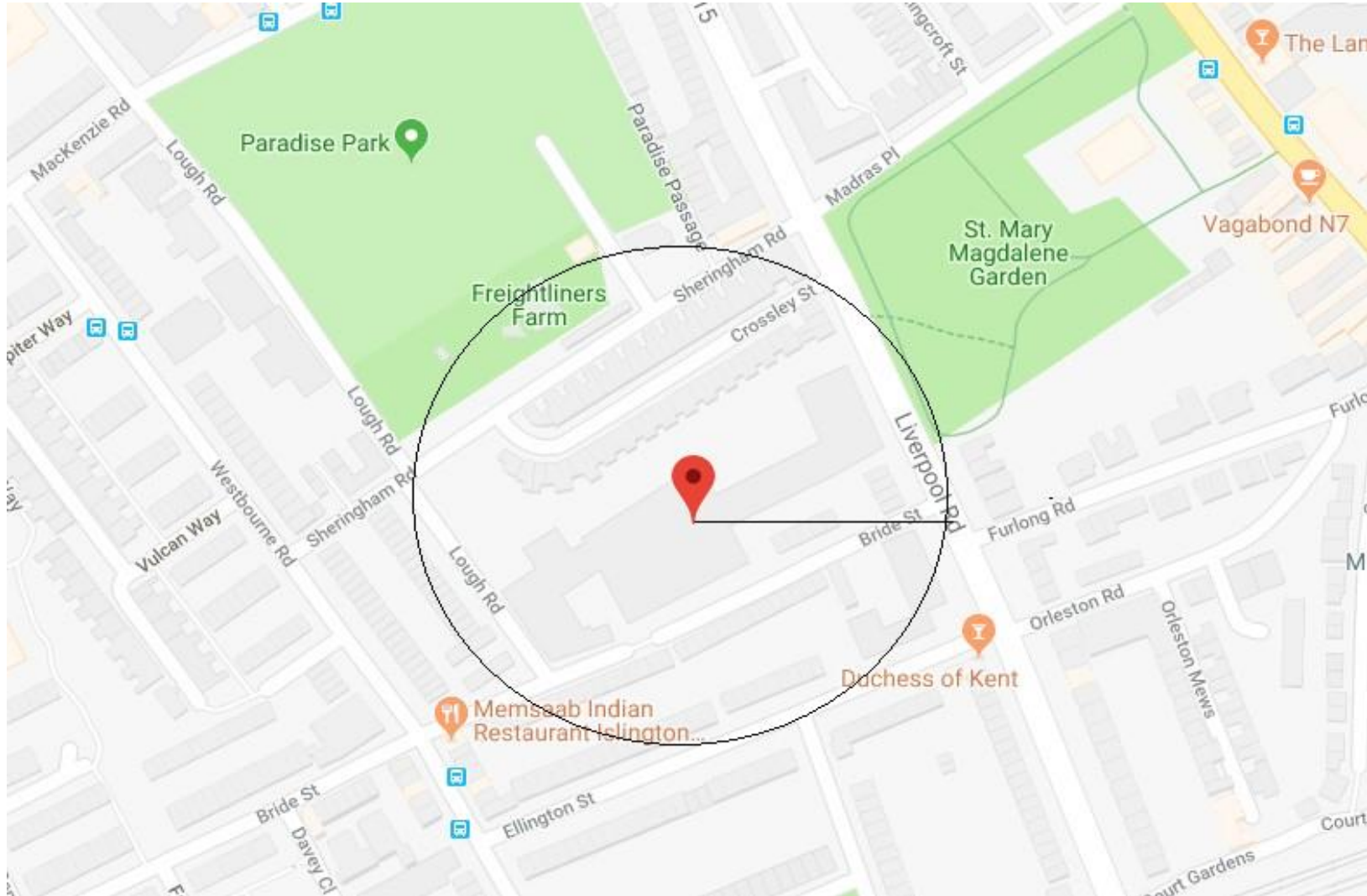
1.14.2 We review our waiting list regularly by writing to parents/carers and enclosing a new Supplementary Information Form. If parents/carers wish to remain on the waiting list, they must reply to the letter to confirm this within the time limit specified in the letter. If parents/carers do not reply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

1.14.3 Any parents/carers wishing to apply for admission under criteria 1.11.4 or 1.11.5, must also complete the Supplementary Information Form, and also ensure that their Church Minister returns the Church Attendance Form to the Admissions Office completed and within the time limit that shall have been required. Church Attendance Forms can be obtained from the Academy website or Admissions Office.



## Appendix 1

### St Mary Magdalene Academy – Admissions – Distance Measurement Plan



The circle around the Academy represents the radius (not to scale) which will be determined from the applications/ranking each year, this plan illustrates how the Academy calculates its admissions on distance, i.e. on a straight line distance from the mid-point to its cut off-distance (radius) around the Academy.