



ADMISSION POLICY FOR SEPTEMBER 2025/2026 – SECONDARY

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)

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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).

Approval Committee:	Full Governing Body
Review Committee:	Community Relations and Student Welfare (CR&SW)
Author/responsible person:	Academy Headteacher
Approval Date:	26 February 2024
Required to publish on website?	Yes
Statutory?	Yes

- 1.1 St Mary Magdalene Academy has an agreed admission number of 180 pupils in Year 7. Pupils already in Year 6 of St Mary Magdalene Primary School at the time of secondary applications are given preference for a place in Year 7 should they wish to take it up. They must still complete their home local authority's Common Application Form naming the school (PAN London application form).
- 1.2 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). To support its specialism (Global Citizenship) some places (10%) at St Mary Magdalene Academy are allocated to pupils demonstrating an aptitude in language.
- 1.3 All applications for places at 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 St Mary Magdalene Academy is 180 or fewer, St Mary Magdalene Academy will offer places to all those who have applied.
- 1.4 Where the number of applications for admission plus the number of Year 6 pupils wishing to remain at St Mary Magdalene Academy exceeds 180, after the admission of pupils with an Education, Health and Care Plan (EHCP) where St Mary Magdalene Academy is appropriately named on the applications will be determined on the basis of the criteria below, which will be applied in the following order of priority:
 - 1.5 **Priority Criteria**
 - 1.5.1 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).
 - 1.5.2 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
 - 1.5.3 Second priority is given to children having a sibling (or siblings) who will be attending the Secondary School of the Academy (including the Sixth Form) at the date of the applicant's admission.

1.5.4 Third priority will be given to the children of members of the teaching staff working at the Academy.

1.5.5 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 Head Teacher. The reasons for the decision must be clearly set out in any such request.

1.5.6 10% of all places (i.e. 18) are awarded based on the results of a Governors' Aptitude test given for this purpose on Assessment Day. Arrangements for the test will be made by St Mary Magdalene Academy each year. Those with the highest scores up to the 18th place will be offered a place. In the event of a tie between two or more pupils, then places are allocated on the basis of the proximity of the applicant's permanent residence to St Mary Magdalene Academy, with priority being given to those living closest. No other criteria for admissions apply to these 18 places.

1.5.7 The remaining places on offer will then be calculated (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 1.5.1 to 1.5.6 above. Of the remaining places, 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 St Mary Magdalene Academy, with priority being given to those living closest.

1.5.8 30% of the remaining places are then 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 St Mary Magdalene Academy, with priority being given to those living closest.

1.5.9 All of the above, together with any children with an Education, Health and Care Plan (EHCP), admitted under separate admission arrangements (*see 1.6.9 below*), should amount to 180 places.

1.5.10 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 (i.e. for both

Foundation Places and Open Places), then that place can then only offered to the next highest-ranked Foundation Place Applicant. Similarly, those who took the Aptitude Test are ranked on the basis of their test result, and if not all those who have been offered a place by the Academy in this category accept their offer, any such place is then offered to the next highest-ranked applicant in this category who has not been offered either an Open or a Foundation place.

1.6 Notes

1.6.1 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).

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

1.6.3 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).

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

1.6.5 In criteria 1.5.5, 1.5.6, 1.5.7 and 1.5.10, '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).

1.6.5.1 The distance is measured on a computerised mapping system.

1.6.5.2 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.

1.6.5.3 In the event of two or more applicants having the same distance a decision will be made from a computer-generated random allocation.

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1.6.5.5 Evidence of permanent residence of the applicant, which will include but not be limited to, a current child benefit notice and 2 utility bills (not mobile 'phone) no less than three months old, may be requested.

1.6.6 '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.

1.6.6.1 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 his/her time (Monday to Friday).

1.6.6.2 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.

1.6.6.3 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.

1.6.7 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.

1.6.8 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.

1.6.9 Children with an Education, Health and Care Plan (EHCP), where the EHCP names the Academy and it is the most appropriate school to meet their needs, they are given a place under different SEN admissions criteria administered by the Local Authority.

1.6.10 'Parent/carer' refers to any person who has parental responsibility for care of the child.

1.6.11 In criterion 1.5.3, 'sibling' refers to brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister and in every case, the children (i.e. the child in regard of whom an application is being made, and his/her 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 Secondary School of the Academy at the time of the applicant's admission.

1.6.12 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.

1.6.13 Assessment Day will take place early in the autumn term and will involve pupils sitting an Aptitude Test. Details of the date and arrangements for the test can be found on the St Mary Magdalene Academy website during the summer term, or can be requested in writing from the Admissions Office.

1.7 Additional Information

1.7.1 Parents/carers who are considering applying to St Mary Magdalene Academy (SMMA) may find it helpful to view the statistics published on the Academy's website relating to the furthest distance from the Academy by which applicants were accepted under the Foundation Place category and under the Open Place category in recent years. Please note that this distance changes each year and can only be taken as a guide.

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

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

1.8 In-Year Admissions

1.8.1 Applications for in-year admissions should be made directly to the Academy. If a place is available and there is no waiting list and the application is not one that should be referred to for consideration under the Fair Access Protocol, then the Academy 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. 1.8.1.1 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:

1.8.1.1 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 paragraph 1.8.1) and not in the order in which the applications are received

1.8.1.2 names are removed from the list at the end of each term

1.8.1.3 when a place becomes available, the Governing Body will decide who is at the top of the list according to the oversubscription criteria. The Academy's Admissions Office will communicate the offer of a place to the parent(s)/carer(s) of the highest ranked applicant.

1.8.2 Parents/carers wishing to make an application for an in-year admission must complete the Academy's own Admission Form which can be obtained from the Admissions Office. Once completed, the form should be returned directly to the Admissions Office at St Mary Magdalene Academy.

1.8.3 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 children in Year 6 of the Primary School of the Academy) in the order of priority set out, and not by date of application:

1.8.3.1 looked-after children and/or children who were previously looked-after but immediately after being looked-after became a subject to an adoption, child arrangements or special guardianship order

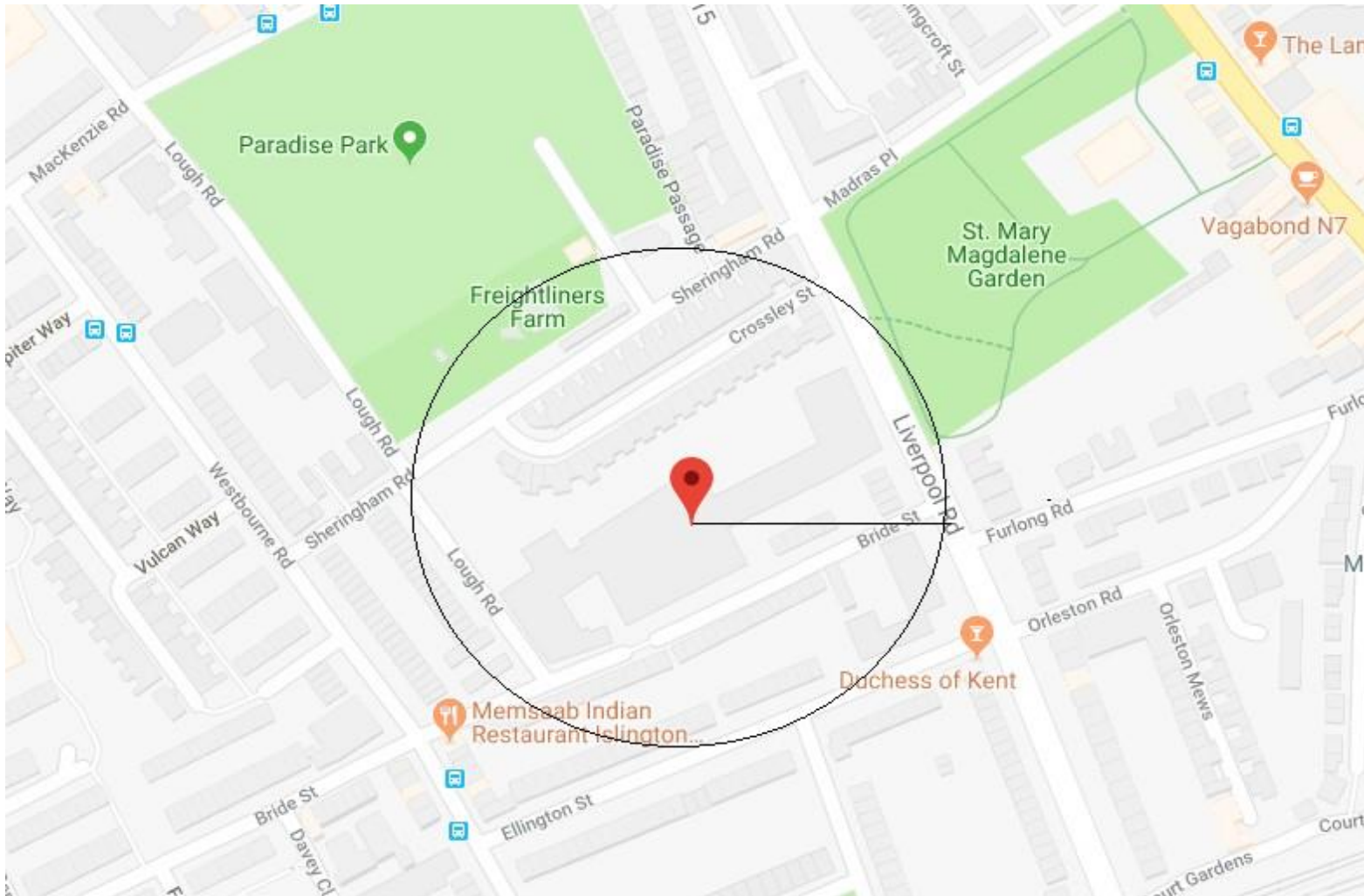
1.8.3.2 children having a sibling (or siblings) who will be attending the Secondary School of the Academy (including the Sixth Form) at the date of the applicant's admission

1.8.3.3 proximity of the applicant's permanent residence to 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.

1.8.4 We review our waiting list termly 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.

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.