



St Mary's Church of England Primary School
Diocese of London, London Borough of Islington
Fowler Road, Islington, London N1 2EP
'Believe and Achieve'

Admissions Policy for the 2016/17 School Year

St Mary's C. of E. Primary School serves the following three Parishes in the Church of England Deanery of Islington:

- St Mary's, Upper Street
- St Stephen's, Canonbury
- St James's, Prebend Street.

Should there be more applications than places available, pupils will be admitted to St Mary's School in line with the priority order in the Oversubscription Criteria listed below.

The Governing Body proposes to admit up to 30 pupils into the one class in each year group and will make sure that the number of pupils admitted to each year group will match the Department of Education and LOCAL AUTHORITY recommendations.

Schools are required by law to make sure that infant class sizes (Reception, Year 1 and Year 2) do not exceed 30 pupils per class. **The Governing Body cannot decide to have more than this number.**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

Applications must be made on the Islington Common Admissions Form. This form is available from the School Admissions team at 222 Upper St. Islington.

Applications for admission to all year groups will be considered in line with this Admissions Policy and Oversubscription Criteria.

OVERSUBSCRIPTION CRITERIA

1. Looked after children.*
2. Children who, at the time of their proposed admission, will have at least one sibling** attending the School
3. Children whose parents/ legal guardian(s) are regular and committed members*** of any of the following three Islington Deanery Churches: St Mary's, Upper Street; St Stephen's, Canonbury; and St James's, Prebend Street.

Parents/ legal guardians seeking to meet the requirements of oversubscription criterion 3 must fill in the School Supplementary Form in order to ensure that the Governing Body has the necessary information to verify religious practice in accordance with the definition of Regular and Committed members*** (*see below*). The School will distribute Supplementary Forms which must be returned to the School Office.

4. All other applications.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to children whose parents'/legal guardians' residential address is the shortest distance from the School's main gates in Fowler Road, London N1 2EP when measured in a straight line****.

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

DEFINITIONS

For the purposes of this Admissions Policy and Oversubscription Criteria:

*****"Looked after children"** are children in the care of the Local Authority.

*****"Siblings"** are any whole or half brother or sister either by blood or by adoption, and any step or foster brother or sister who lives with the child for whom the application is made

*****"Regular and Committed Members"** are parents/legal guardians who attend Church at least once each month. The school will provide a form for the local Vicar, Priest or Minister to confirm this information in writing.

******"Measured in a straight line"** - Distances to St Mary's School are measured in a straight line from the parents'/legal guardians' principal residential address to the School's main gates in Fowler Rd, London, N1 2EP.

WAITING LIST

All unsuccessful applicants for the Reception class who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group. Applicants who have been offered a place at a school which was a higher preference on their Primary Common Application Form will not be placed on the waiting list unless they specifically request to be added. The waiting list will be held by the School Admissions team until the October half term following the September in which children were admitted to the Reception class. From the October half term onwards, the waiting list will be held by the school and will be kept until that cohort reaches the end of Y6 and transfers to secondary school. Parents of children on the waiting list will be asked annually whether or not they wish their child to remain on the waiting list. Where no reply is received by the specified date, the child will be removed from the waiting list.

The Governors' Admissions Committee will review the waiting list for a particular year group whenever a vacancy arises in that year group. The position on the waiting list will be determined by applying the published admissions criteria to each applicant. Length of time on the waiting list will not affect position on the list. If new applications are received, the waiting list for that year group will again be reviewed. It should be noted that new applications could adversely affect the position of those already on the list.

1. In year admissions:

Applications for places in classes other than Reception should be made in the same way as those made during the normal admissions round. Applications should be made directly to our school.

If a place is available in a particular class and there is no waiting list for that class, then the School Admissions team will communicate the offer of a place directly to the family who has applied for it. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria set out in this policy. **However, children who do not currently have a school place or the offer of a school place will be given the highest priority after looked after children.**

If a place cannot be offered at the time the applicant applies, the applicant is entitled to ask the reasons why they cannot be offered a place and should be informed of their right to appeal. The applicant will be offered the opportunity of being placed on the waiting list for that class. The waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. It should be noted that new applications could adversely affect the position of those already on the list.

When a place becomes available in a given class, the Governing Body will offer the place to the child with the highest position on the waiting list. If new applications have been received since the waiting list for that class was last reviewed, the Admissions Committee will look again at all applications for that class and decide which applicant has highest priority according to the published admissions criteria. The place on the waiting list will be based on the information given at the time in the application form and Supplementary Information Form, if applicable. The Governing Body will inform the Islington School Admissions team which applicant is ranked highest on the waiting list at the time, so that the School Admissions team can inform the family that the school will be making them the offer of a place.