



## St Mary's Church of England Primary School

Fowler Road, Islington, London N1 2EP

Tel: 020 7359 1870 Email: [school@stmarys.islington.sch.uk](mailto:school@stmarys.islington.sch.uk)

[www.stmarys.islington.sch.uk](http://www.stmarys.islington.sch.uk)

Headteacher: Miss Genevieve Prayag



## Diocese of London/ London Borough of Islington

### Admissions Policy for the 2023/24 School Year

St Mary's Church of England 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 for 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. Where a Reception place has been offered, it is for a full-time place from the September following the child's fourth birthday. **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 your home Local Authority Common Admissions Form. If you live in Islington this form is available from the School Admissions team at 222 Upper St. Islington.

Children with an Education, Health and Care Plan (EHCP) where the plan names the school are given a place under a different process to the admission criteria set out below.

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, and previously looked after children who have been adopted or subject to a child arrangements order or special guardianship order.\*
2. Children who, at the time of their proposed admission, will have at least one sibling\*\* attending the School
3. Children whose parent (s)/ 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.

Parent (s)/ legal guardian (s) seeking to meet the requirements of oversubscription criterion 3 should fill in the School Supplementary Form in order to ensure that the



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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\*\*\*\*. Should there be two or more applications with the same distance, a decision will be made by a random allocation using a computerised system.

#### DEFINITIONS

For the purposes of this Admissions Policy and Oversubscription Criteria:

\*\*\***Looked after children/previously looked after children** This refers to children who are in the care of a local authority and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after, including those who appear to have been in state care outside of England

\*\*\***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 twice a month over a period of twelve months. The school will provide a Supplementary 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. Parent(s) of children on the waiting list will be asked annually whether or not they wish their child to remain on the



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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.

### **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 must be made on your home Local Authority In-Year Admissions Form. If you live in Islington this form is available from the School Admissions team at 222 Upper St. Islington.

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.

### **Deferred entry**

Once your child has been offered a place, most parents are happy for their child to start full time school in the September following their fourth birthday. Some parents will have concerns about whether their child will be ready for school at this point, and will consider deferring their entry until compulsory school age (the term after the fifth birthday) or request part-time provision. Applications are made in the usual way and then a deferment may be requested once a place is offered. The place will then be held until the first day of the Spring or Summer term (depending on the child's date of birth), and not offered to another child. Entry will not be deferred beyond statutory school age or beyond the year of application.



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Before deciding to defer your child's entry to school, we would recommend that parents discuss this matter with school. The headteacher will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school.

### **Summer born children**

For children whose fifth birthday falls between 1 April and 31 August, parents who do not wish them to start school in school year 2023-24, but to be admitted the following September 2024, should discuss this with the school at an early stage.

Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will also be taken into consideration. The view of the Headteacher will be taken into account and the reasons for the decision of the school will be clearly set out.

Parents may decide not to apply for a Reception place in the school, but to apply for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies at the time of application.

### **Admission outside the normal age group**

Parents may request that their child is admitted outside their normal age group. Parents should make their request, in writing, outlining the reasons for wanting their child to be admitted to another year group. They should also provide any evidence to support their request. The decision will be based on the circumstances of the case and in the best interests of the child concerned, taking into account the any supporting evidence provided by the parent. The Head Teacher will set out clearly, in writing, the reasons for their decision. Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group

### **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.

### **Appeal Procedure**

Admission Appeals for unsuccessful applicants to the Reception Class. Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should write to the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 20 school days of receipt of the letter confirming that the application has been unsuccessful. (This should be 20 school days from the National Offer Day). If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.