



*A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.*

## **ST. MARY MAGDALENE C of E SCHOOL**

### **ADMISSION POLICY 2025-26**

#### **FOR THE PRIMARY PHASE**

St. Mary Magdalene Church of England School is an all-through school for pupils aged 3-19. It has a distinctive Christian ethos, which is at the heart of the school. It provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. **We welcome applications from all members of the community** and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the school and admits a total of 120 pupils into four Reception classes, with 60 Reception pupils on each of our two campuses (Woolwich, SE18, and the Peninsula, SE10) every year. The admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2025.

*All parents applying for a primary place at the School must complete Part A of the school's Supplementary Information Form and return it to the School indicating which site they would like their child to be considered for. If Part A is not completed, the application will be considered against the site nearest to the home address.*

Parents who wish to apply for a foundation place must also complete Part B of the school's Supplementary Information Form and return it to the School. Failure to complete Part B will mean that the School cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. The Supplementary Information Form is available from the Local Authority website as well as the School and Local Authority offices. The deadline for the Supplementary Information Form is the same as the Common Application Form.

Children with a statement of special educational needs (SEN) or an education, health and care plan (EHP) naming the school will be admitted within the 120-place total and may therefore reduce the number of places offered to applicants.

## A-OVERSUBSCRIPTION CRITERIA

### WOOLWICH CAMPUS (SE18) FOUNDATION PLACES

The Governing Body has designated **20 places each year as foundation places**. Foundation places will be offered to children whose parents are faithful and regular worshippers in an Anglican or other Christian Church, which is a full member of Churches Together in England or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form, which must be returned to the School; this evidence must be endorsed by a priest or minister.

If there are more qualifying applicants than foundation places then places will be allocated according to the following criteria. These are stated in order of priority:

- i) Looked after children or previously looked after children (see note 1);
- ii) Children with (or in a family with) a chronic and professionally supported medical or social need for a place at this school (see note 2);
- iii) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at St. Mary Magdalene CE Parish Church, Woolwich (see note 5);
- iv) Children with a sibling attending the primary phase of the school at the time of the child's admission (see note 3);
- v) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at an Anglican Church who resides in the Deaneries of Charlton, Plumstead or Eltham & Mottingham (see notes 4 and 5);
- vi) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at a Christian church that is a full member of Churches Together in England (CTE) or the Evangelical Alliance (EA) (see note 6) who resides in the Deaneries of Charlton, Plumstead or Eltham & Mottingham (see notes 4 and 5).
- vii) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at an Anglican Church or a Christian church that is a full member of Churches Together in England (CTE) or the Evangelical Alliance (EA).

### PENINSULA CAMPUS (SE10) FOUNDATION PLACES

The Governing Body has designated **20 places each year as foundation places**. Foundation places will be offered to children whose parents are faithful and regular worshippers in an Anglican or other Christian Church, which is a full member of Churches Together in England or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form, which must be returned to the School; this evidence must be endorsed by a priest or minister.

If there are more qualifying applicants than foundation places then places will be allocated according to the following criteria. These are stated in order of priority:

- i) Looked after children or previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted (see note 1);
- ii) Children with (or in a family with) a chronic and professionally supported medical or social need for a place at this school (see note 2);
- iii) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at an Anglican Church in the Deanery of Charlton (see notes 4 and 5);
- iv) Children with a sibling attending the primary phase of the school at the time of the child's admission (see note 3);
- v) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at an Anglican Church who resides in the Deaneries of Plumstead or Eltham & Mottingham (see notes 4 and 5);
- vi) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at a Christian church that is a full member of Churches Together in England (CTE) or the Evangelical Alliance (EA) (see note 6) who resides in the Deaneries of Charlton, Plumstead or Eltham & Mottingham.
- vii) Children, who with their parent(s)/ carer(s) or alone are regular and faithful worshippers at an Anglican Church or a Christian church that is a full member of Churches Together in England (CTE) or the Evangelical Alliance (EA).

If there are fewer applicants than the number of foundation places at either the Woolwich or Peninsula site, any unfilled places will become additional community places at that same site. Unsuccessful qualified applicants for foundation places will be considered for any community places remaining unfilled at the end of the allocation procedure.

## **B-COMMUNITY PLACES**

### **WOOLWICH (SE18) AND PENINSULA (SE10) CAMPUSES**

The Governing Body has designated **40 community places at the Woolwich site and 40 community places at the Peninsula site**, to be offered to pupils who do not qualify for a foundation place, but whose parent(s)/ carer(s) have chosen the school for the type of education it provides. Parent(s)/ carer(s) applying for a community place do so knowing that the school aims to provide an education based on Christian values.

All parents' applications for places must include the Supplementary Information Form, specifying which site they would like their child to attend.

If there are more applicants than community places, places will be allocated according to the following criteria. These are stated in order of priority:

- i) Looked after children or previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted (see note 1);
- ii) Children with (or in a family with) a chronic and professionally supported medical or social need for a place at this school (see note 2);

- iii) Children with a sibling attending the primary phase of the school at the time of the child's admission (see note 3);
- iv) Children in order of nearness of the home to the school site for which an application is made (see note 7).

If there are fewer applicants than the number of community places at either the Woolwich or Peninsula Campus, any unfilled places will become additional foundation places at that same site. Unsuccessful qualified applicants for foundation places will be considered for any community places remaining unfilled at the end of the allocation procedures.

### **C-TIE BREAKER**

In the event of oversubscription in any of the above foundation and community criteria, priority will be determined in order of nearness from the home to the closer of either St Mary Magdalene's Woolwich Campus or the Peninsula Campus, with those living nearest to the school being given the highest priority. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by the drawing of lots.

### **Notes:**

- 1) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making the application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangement to be made as to the person with whom the child is to live with under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14 A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be the child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
- 2) The need must be supported by written evidence, e.g. from a specialist health professional, doctor, social worker, or other care professional which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. Where the need relates to another family member, that family member must live at the same address as the child. The admission decision will be considered by the school's governing body. Advice will be sought from medical and teaching professionals where appropriate. *We define 'chronic medical condition' as a long term or persistent health condition requiring on-going medical attention. We define 'social care need' as a condition requiring one or some or all of physical, emotional, mental or social care support/intervention to help the individual live or achieve a fulfilled life.*
- 3) Qualifying siblings are a full/half/step brothers or sisters living at the same address and attending the primary phase of the school at the time of the child's admission. The sibling criterion does not apply to children attending the nursery, secondary or Post 16 provision.

- 4) The Deanery maps and boundaries are available from the school.
- 5) Clerical references for the foundation places must confirm that parents (or the child if they attend alone) are regular and faithful worshippers (members) who have attended church on at least two occasions within each month for 12 consecutive months immediately prior to the closing date for applications. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church.

*In exceptional circumstances, a parent/carer for whom unavoidable circumstances have consistently prevented them from attending worship such that they have been unable to qualify for the faith-based oversubscription criteria, may be considered to be a faithful and regular worshipper; the relevant Minister will be asked to give their opinion as to why there were unavoidable circumstances.*

- 6) Churches which are full members of Churches Together in England or the Evangelical Alliance will need their pastor or minister to confirm their affiliation on the clerical reference.
- 7) Distance is measured in a straight line using the local authority's computerised mapping system. This measurement will be from the centre of the child's home to the centre of the school site being applied for. Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation. If your child resides equally between both parents, we consider the principal home address as being the address at which your child is registered whilst attending early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child.

### **D-Co-ordinated admission arrangements**

The School is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home local authority's Common Application Form and return the form to their Authority; if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. On-line applications may be made via 'www.eadmissions.org.uk'.

More information is available in your local authority's admission booklet or on the local authority's website. The Governing Body is responsible for in-year admissions. Parents/carers wishing to apply in-year must complete an application form and return this to the School.

Parents who wish to apply must also complete the school's supplementary form and return this to the School. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. The Supplementary Information Form is available from the Local Authority website as well as the School and Local Authority offices. The deadline for the Supplementary Form is the same as the Common Application Form.

### **In-Year admissions arrangement**

The Governing Body is responsible for in-year admissions. Parents/carers wishing to apply in-year must complete an application form and return this to the School.

## **E-Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

## **F-Waiting list**

The School operates a waiting list, which is ordered in accordance with the oversubscription criteria. The waiting list is held until the end of each academic year in which the child starts. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria. Parents will need to re-apply each academic year if they wish their child's name to remain on the school's waiting list with a new updated supplementary information form (SIF).

## **G-Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and those awaiting an appeal. Admitting a child via the protocol, may mean, on occasion, admitting above the planned admission number.

## **H-Special educational needs**

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

## **I-Deferred entry to Reception class / Part time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers wishing to defer entry for their child and/or attend part-time must contact the Headteacher at the earliest opportunity to discuss the arrangements to reserve a place, however, the place cannot be reserved beyond the reception year.

## **J-Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and must provide recent professional evidence to support this. Further details of how to make such a request are available from the school and parents should make such a request by 15<sup>th</sup> January 2024.

## **K-Appeals**

Appeals are in accordance with the School Standards and Framework Act 1998 and parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

**Applications for primary and nursery places need to be made on the Common Application Form specific to the phase of the school for which you are applying. Reception class applications for the next academic year starting in September 2025 must be submitted by 15<sup>th</sup> January 2025.**

**Our SIF (Supplementary Information Form) can be found on our website:**

[www.koinoniafederation.com](http://www.koinoniafederation.com)

## **L-NURSERY ADMISSIONS**

### **WOOLWICH (SE18) SITE**

The Governing Body has designated **39 places as foundation places and 13 places as community places at the Woolwich Campus Nursery**. The oversubscription criteria will be the same as the primary phase admissions apart from the sibling criteria. (For foundation places there is no criteria iv and for community places there is no criteria iii.)

We welcome visits to our school from prospective families, please contact the school office for more details.