



*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 SIXTH FORM**

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 students aged 16-18.** We expect all our students applying to our Sixth Form to show a commitment to our Christian ethos and learning agreement as well as demonstrate ambition and a strong work ethic.

There are 150 places in Year 12. Whilst many of our intake will be from our own secondary phase we are pleased to offer places to external applicants. The Governing Body is responsible for the admission of students to our Sixth Form and has agreed a Published Admission Number (PAN) for External Applicants as being 50 for year entry September 2025. Once the number of current Year 11 students transferring to Year 12 is known, it may be possible for the school to admit external applicants over the PAN. External candidates should not therefore be deterred from applying for a place.

To determine eligibility for admissions, St. Mary Magdalene Sixth Form has specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The criteria will be published in the prospectus for the relevant academic year of entry. These criteria will be the same for internal and external applicants and entry will be conditional on meeting these criteria. Assessment of applicants is carried out using GCSE predicted grade information, contextual information and interview.

Students who are already in Year 11 do not have to formally apply for admission, as they will simply transfer to Year 12 if they achieve the minimum academic entry criteria. All applicants will need to complete an application form (in order to confirm their course choices and predicted grades).

#### **OVERSUBSCRIPTION CRITERIA**

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

1. Looked after children or previously looked after children (see note 1);
2. Looked after children and 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. A 'looked after child' is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989. A looked after child is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school. A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. 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);
4. Students in Year 11 at our school.
5. Students in order of nearness of the home to the school (see note 3).

## **TIE BREAKER**

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness from the home to the centre of the school site based on the Peninsula Campus, with those living nearest 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) This 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.

- 3) Distance is measured in a straight line using the local authority's GIS (computerised mapping) system. This measurement will be from the centre of the student's home to the centre of the school based on the Peninsula Site. 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 drawing lots. If the applicant resides equally between both parents, we consider the principal home address as being the address at which the applicant is registered whilst attending secondary provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the applicant.

### **Special educational needs**

Students who have a statement of special educational needs (SSEN) or Education, Health and Care Plan (EHCP) are required to apply for sixth form place separately through the local authority from whom advice is available. If a student with a statement, or EHCP, is placed in our sixth form by the local authority they will be admitted within the 150 place total and may therefore reduce the number of places offered to external applicants.

### **Late applications**

Late applicants will only be considered after all on- time applicants have been offered places.

### **Waiting list**

The Sixth Form 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 a student starts. Students may request in writing to join the waiting list. If an application is received and they are added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

### **Appeals**

Appeals are in accordance with the School Standards and Framework Act 1998 and students who are not offered a place have the right to appeal to an independent appeal panel. Students 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 students within the same academic year unless there have been significant and material changes in their circumstances.

**Applications for the Sixth form, starting in September 2025 must be submitted by 21<sup>st</sup> February 2025.**

**Students attending the St. Mary Magdalene secondary phase do not need to apply for a place in the sixth form but will be required to meet the entry requirements for their chosen pathway.**

**External applicants will need to complete our SIF (Supplementary Information Form) which can be found on our website: [www.koinoniafederation.com](http://www.koinoniafederation.com)**