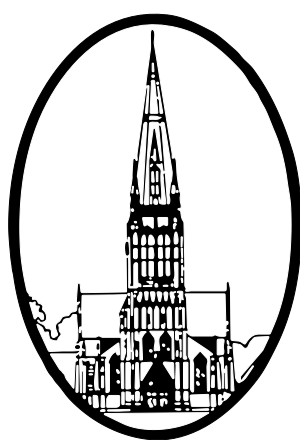


# St. Mary's C. of E. Primary School

*"St Mary's.... feeding the mind, body and spirit so we can be the best we can be."*



## Primary Admissions Policy 2025/26

Review date: January  
2025 (For admissions in  
2026/27)

### Mission Statement and values

*"St Mary's .... Feeding the mind, body and spirit so we can be the best we can be."*

*We foster everyone's potential and hunger for learning by serving up a wonderful diet of generosity, sharing and a sense of belonging. We are here to serve our community and we welcome children from all faiths and none. Sit around the table at St Mary's and you will discover a warm welcome and a great community!*

*The spiritual values to which we aspire are:*

*Kindness: in treating others as we would want to be treated ourselves.*

*Truth: in the choices we make and in our dealings with family, friends, school and community.*

*Courage: to stand up for what is right, overcome our fears and aspire to make a positive change.*

### **PRIMARY ADMISSIONS POLICY 2025/26**

#### **WE ARE A CHURCH SCHOOL THAT STRIVES TO SERVE OUR LOCAL COMMUNITY**

The Governing Board, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils for each year group. These arrangements and the admissions criteria below are reviewed annually.

#### **Admissions Procedure**

- (a) Application for admission must be made by
- registering and naming the school online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
  - Completing the school's supplementary form when requesting a place under criteria 3 available from and returned to the school office.

A member of staff will explain the admissions procedure when you visit or on an open day. Details of which are given on request.

- (b) It is the responsibility of the parents to inform the Headteacher of any change of circumstances, which take place after the completion of the application form.
- (c) 30 children will be admitted to the reception class in the autumn term of the academic year in which they will be 5 years old.
- (d) Parents will be informed whether or not their child has been offered a place following the local authority dates.

When there are more applicants than there are places, children will be allocated places in the following order of priority:

- (1) **Looked-after child or a child who was previously looked after, including children in state care outside of England, but ceased to be so because they were adopted or became subject to a child arrangement order or a special guardianship order.**
- (2) **Children subject to a Child Protection Plan for whom this is the nearest school.**
- (3) **Children whose parents are regular worshippers at St Mary's Church, Stoke Newington or other Christian churches and who reside within the parish boundary of St Mary's Church, Stoke Newington. A supporting letter is required from the relevant Christian minister. A map of the parish of St Mary's Church, Stoke Newington can be viewed on [www.achurchnearyou.com/parish\\_finder.php](http://www.achurchnearyou.com/parish_finder.php) (Children who have access to a local denominational school of their own faith will not be considered under this category.)**
- (4) **Children who have a sibling at the school at the time of potential attendance (not application).**
- (5) **Children of members of staff who have worked at the school for at least two years prior to the academic year for which they are applying.**
- (6) **Of the remaining applicants, those who live closest to the school. Distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system. In the event of two children living exactly the same distance, the allocation will be determined by lottery, which will be carried out by the Admissions Committee in the presence of an independent witness.**

Note 1

Children with Education Health Care (EHC) & care plans that specifies this school as the placement school will be allocated a place through a separate procedure in accordance with the Code of Practice and the Local Authority.

Note 2

In the case of twins or multiple births if a place is offered to one of the children priority will be given to all of the other siblings and the Governing Body will establish if the school is able to admit more than 30. If this is not possible the allocation of the place will be determined by lottery, which will be carried out by the Admissions Committee in the presence of an independent witness.

Note 3

Should the number of applicants eligible in a particular criterion exceed the number of places available, preference will be given based on distance from the school according to the formula in criterion 7.

Note 4

For the purposes of these applications, parent should be taken to include carer, guardian or foster parent/carer.

Note 5

On application to the school proof of address will be established from a recent household bill e.g. council tax. Identification of the child is also required in the form of a birth certificate, preferably the short birth certificate. The original documents will be photocopied by the school office and the originals returned to you. If you are applying for a place in criterion 3 or 4, the Christian worship supporting letter must be submitted at the time of the application. It will be a decision of governors whether supplied documents are acceptable as proof of address and/or ID for the child.

**Unsuccessful applicants will be placed on a waiting list in order of the above priorities.**

### **In Year Admissions**

Applications for In Year admissions are made by applying to Hackney Education using the In-Year application form.

### **Admissions Appeals**

Parents who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the Education Act 1980. Parents wishing to appeal should complete an appeal form, which is available from the school.

### **Delayed entry to Reception**

Parents who wish to defer their child's start in the reception class or their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year should refer to the guidance in the Hackney Primary Schools booklet.

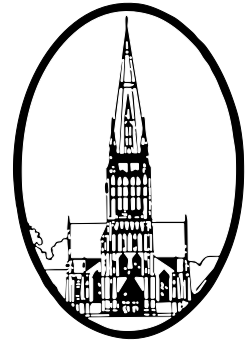
### **Admissions out of normal age group**

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. Parents/carers whose children are currently educated out of their normal age group and wish this to continue or are now seeking a place out of their normal age group should put their request in writing at the time of application. Decisions will be made on the basis of the circumstances of each case by the admissions panel and Head teacher.

**St. Mary's C. of E. Primary School**  
Barn Street, Stoke Newington,  
LONDON N16 0JT  
Phone: 020 8800 2645 Fax: 020 8802 1687  
E-mail: [admin-office@st-marys.hackney.sch.uk](mailto:admin-office@st-marys.hackney.sch.uk)

**Headteacher: Breda Mckelvey**

*Through God's love, we strive  
to be the best we can be.*



**Christian Worship Supplementary form**

**In support of an application for admission to the school**

Note to Parent / Carer:

If you are requesting a place for your child because you regularly attend a Christian place of worship (under criteria 3 in the admissions policy) please complete details and sign part 1 below and then hand it to your Parish Priest/Minister to complete and sign Part 2.

**PART 1 (To be completed by all parents or carers)**

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child:  
\_\_\_\_\_

Parents' names: \_\_\_\_\_

Home address:  
\_\_\_\_\_  
\_\_\_\_\_ Postcode  
\_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_  
(Mother/Father/Carer)

Note to Priest/ Minister:

Our admissions criteria gives preference to children of families who regularly attend a place of Christian worship. To help the Governing Body allocate places we would be grateful if you would complete Part 2 of this form.

Part 2 (To be completed only by Minister/Priest)

<u>PARENT/CARER</u>	<u>CHILD</u>
<input type="checkbox"/> every week	<input type="checkbox"/> every week
<input type="checkbox"/> fortnightly	<input type="checkbox"/> fortnightly
<input type="checkbox"/> monthly	<input type="checkbox"/> monthly
<input type="checkbox"/> quarterly	<input type="checkbox"/> quarterly

I confirm that this family are members of our faith community       The family is not known to me

Place of worship \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Name of Priest / Minister \_\_\_\_\_

Signed by priest / minister: \_\_\_\_\_ Date: \_\_\_\_\_

The form **must** be returned to the school following the school's admissions procedures.