



St Mary  
Magdalene  
Academy

# THE COURTYARD

## ADMISSIONS 2016 – 2017 POLICY

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”  
James 3.13

## ADMISSIONS 2016-2017 - POLICY STATEMENT

**ST MARY MAGDALENE ACADEMY  
THE COURTYARD**

<b>Approval Committee:</b>	<b>Full Governing Body</b>
<b>Author:</b>	<b>Head of The Courtyard</b>
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<b>Statutory?</b>	<b>Yes</b>

## **THE COURTYARD ADMISSIONS POLICY – 2016-17**

### **1. INTRODUCTION**

- 1.1 The Courtyard has an agreed admission number of 36 students in Years 9 – 13, for 2016-2017.
- 1.2 All applications for places at The Courtyard, where a Statement or an Education and Health Care Plan (EHCP) for ASD/SLCN is in place, will be considered, and where the total number of applications is 36 or fewer, The Courtyard will offer places to all those who have applied if The Courtyard is able to meet their specific needs.
- 1.3 Where the number of applications for admission plus the number of Year 8 students wishing to transfer from St Mary Magdalene Academy to The Courtyard exceeds 36, the determination of all applications will be determined on the basis of the criteria below, which will be applied in the following order of priority:
  - 1.3.1 First priority is given to Looked-After Children and/or children who were previously looked after but immediately after being looked after became a subject to an adoption, residency, or special guardianship order.
  - 1.3.2 Second priority is given to children having a sibling(s) who will be attending The Courtyard at the date of the applicant's admission.
  - 1.3.3 The remaining places on offer will then be ranked on the basis of proximity to The Courtyard.
- 1.4 The Courtyard strongly considers the suitability of any placement before admitting a child onto roll. It is important to ensure that we value the balance of needs which will enable us to maintain high standards and quality of provision. We therefore only agree to admit a child if the child's needs can be accommodated without adversely affecting the education of the other children in the school.

### **2. NOTES**

- 2.1 A looked-after child is a child who is (a) in the care of a local authority (LA), or (b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition of Section 22(1) of the Children Act 1989).
- 2.2 In criterion 1.3.3, "Proximity" is calculated by measuring the straight-line distance from the Permanent Residence of the

parents/carers of the applicant to the mid-point of The Courtyard grounds (indicated on attached plan).

2.2.1 The distance is measured on a computerised mapping system.

2.2.2 For any applicant applying whose Permanent Residence is within a block of flats, the distance will be measured from the street door of that block of flats that is closest to the applicant's own flat's front door.

2.2.3 In the event that it is necessary to prioritise between two or more applicants who live in the same block of flats, priority will be given to the applicant whose own flat's entrance door is the closest walking distance to the street door of that block of flats.

2.2.4 In the event of two or more applicants having the same distance a decision will be made by random allocation.

2.2.5 Evidence of Permanent Residence of the applicant, which will include but not be limited to, a current child benefit notice and 2 utility bills (not mobile phone) no less than three months old, may be requested.

2.3 "Permanent Residence" is defined as the address of the parent(s)/carer(s) with parental responsibility for the child, and with whom the child lives.

2.3.1 If two parents/carers both have parental responsibility for the child, but do not live at the same address, the Permanent Residence will be regarded as the address of the parent/carer with whom the child spends most of their time (Monday to Friday).

2.3.2 If parents/carers do not live at the same address, and the child lives equally with both, then it is the parents'/carers' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, e.g. a Residency Order from a court.

2.3.3 Please note that only one address can be used for school admission purposes and the final decision will rest with The Courtyard Admissions Office.

2.4 Should the parents/carers move home after having made an application to The Courtyard, but before being advised if their child has been offered a place, they must immediately advise both The Courtyard and their home Local Authority of this. Failure to do so may constitute making a fraudulent application, and is

likely to mean that no place will be offered to the applicant and/or that any offer of a place shall be withdrawn.

- 2.5 If The Courtyard and/or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.
- 2.6 “Parent/carer” refers to any person who has parental responsibility for care of the child.
- 2.7 “Sibling” refers to brother or sister, half-brother or half-sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent/carer’s partner, and in every case, the children (i.e. the child in regard of whom an application is being made, and their sibling) should both be living permanently in the same family unit at the same address and to be on roll in The Courtyard at the time of the applicant’s admission.
- 2.8 The suitability of placement refers to whether the school believes it can meet the child’s needs from within its resources. Any application will be considered in relation to the needs of the existing population. The school will only admit children if the child’s needs can be accommodated without adversely affecting the education of the other children in the school.
- 2.9 If you have any further questions, information can be downloaded from The Courtyard website ([http://smmacademy.org/our\\_academy/page/the\\_courtyard\\_introduction](http://smmacademy.org/our_academy/page/the_courtyard_introduction)), or requested by contacting The Courtyard’s Admissions Office.

### **3. ADDITIONAL INFORMATION**

- 3.1 If parents/carers wish to appeal against the Governing Body’s decision, details of the appeals procedure can be obtained from the Courtyard Admissions Office.
- 3.2 **In-Year Admissions**
  - 3.2.1 Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the Headteacher’s offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria, with the following modification: children without an offer of a school place are given priority immediately after ‘looked-after’ children.

- 3.2.2 If a place cannot be offered at this time then parents may ask the Courtyard for the reasons and parents will be informed of the right of appeal.
- 3.2.3 Parents will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above in this paragraph) and not in the order in which the applications are received.
- 3.2.4 Names are removed from the list at the end of each academic year.
- 3.2.5 When a place becomes available, the governing body will decide who is at the top of the list so that the LA can inform the parent that The Courtyard is making an offer.
- 3.2.6 Parents/carers wishing to make such an application must complete a Common Application Form (obtainable from Islington Local Authority) naming The Courtyard. Once completed, the form should be returned directly to the Admission's Office at The Courtyard.
- 3.2.7 The prioritising of all such applications is based on the application of the following criteria (which are identical to the criteria set out in the main policy above, in the order of priority set out, and not by date of application).
  - 3.2.7.1 Looked-after children and/or children who were previously looked after but immediately after being looked after became subject to an adoption, residency, or special guardianship order.
  - 3.2.7.2 Children having a sibling(s) who will be attending The Courtyard at the date of the applicant's admission.
  - 3.2.7.3 Proximity of the applicant's Permanent Residence to The Courtyard, with priority being given to those living closest. This prioritising method will also be used if there are more applicants in either of the two criteria above than there are places available.

### **3.3 Review of Waiting List**

- 3.3.1 The Courtyard reviews the waiting list annually by writing to parents/carers. If parents/carers wish to remain on the waiting list, they must reply to the letter to confirm this within the time limit specified in the letter. If parents/carers do not reply to the letter within the time limit stated therein,

this will be considered by The Courtyard as a withdrawal of their application.